

**Roath Park Primary School**  
**Minutes of Governing Body Meeting**  
**Held on 12<sup>th</sup> July 2023 at Roath Park Primary School**

**Attendance:** Lewis Fitzgerald (LF), Cllr Sue Lent (SL), Cllr Peter Wong (PW), Richard Harris (RH), Simon Williams (SW), Millie Evans (ME), Carson Burnett (CB), Sameh Otri (SO), Denis DeWidt (DD), Jane Marker (JM), Dyfi Allen (DA) Hannah McCarthy (HM), Gareth Brown (GB)

**Apologies received:** Cath Keegan-Smith (CKS), Rachel Cable (RC), Graeme Tully (GT), Natasha Jones (NJ),

**Clerk:** Hannah Carlson (HC)

**Also present:** Annie Tiani-Tanzi (ATT)

<b>Ref</b>	<b>Minutes/Actions</b>	<b>Action</b>
1. 1.1	<b>Welcome and Introductions</b> Cllr Lent welcomed all Governors to the Governing Body.	
2. 2.1	<b>Apologies for Absence</b> Apologies were received from Cath Keegan-Smith (CKS), Rachel Cable (RC), Graeme Tully (GT) and Natasha Jones (NJ).	
3. 3.1	<b>Declaration of conflict of interests in relation to items on the agenda</b> None	
4. 4.1	<b>Minutes of Previous Meeting</b> Ms Marker proposed the May 2023 minutes as an accurate record and Mr Burnett seconded it.	
5. 5.1	<b>Matters Arising</b> Information regarding the actions from the previous Governing Body meeting were shared in advance of the meeting with all members of the Governing Body.	
6. 6.1	<b>Relationships and Sexuality Education (RSE) Code Update</b> Ms Annie Tiani-Tanzi delivered an update presentation on the Relationship and Sexuality (RSE) code with all members of the Governing Body. Discussing the following in more detail: <ul style="list-style-type: none"> <li>• Researching and piloting of potential resources including Discovery Education, Jigsaw, NSPCC and BBC</li> <li>• Supporting teachers</li> <li>• Detailed overview of the RSE code from Nursery to Year 6 and the resources used for each</li> </ul>	
6.2	Dr Harris asked if the school is getting full attendance on the days RSE is being delivered. Ms Tiani-Tanzi confirmed there haven't been any absences.	
6.3	Cllr Wong asked if the boys learn about menstruation. Ms Taini-Tanzi highlighted that both girls and boys received education on menstruation, girls start in Year 5 and boys in Year 6 and they are split during these sessions.	
6.4	Ms Allen asked if the boys have any content delivered starting in Year 5 separate from girls. It was confirmed they do, focused on puberty.	
6.5	Mr Fitzgerald thanked Ms Tiani-Tanzi for all her work on the RSE curriculum.	
6.6	The Governing Body discussed the importance of RSE being delivered whilst acknowledging the challenges and concerns amongst the parent and carer community.	
7. 7.1	<b>Headteacher's report</b> Mr Fitzgerald shared a detailed report in advance of the Governing Body with all Governors. The following was discussed in more detail: <ul style="list-style-type: none"> <li>• Staffing levels</li> <li>• Number on roll and eligible for FSM children</li> </ul>	

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7.2	Dr Harris asked if the schools is able to identify those children who are eligible for free school meals and submitting applications in comparison to those who are in receipt of universal free school meals under the Welsh Government strategy. Mr Fitzgerald shared that this is a challenge, and it is difficult to measure accuracy.	
7.3	<ul style="list-style-type: none"> <li>• ALN register</li> <li>• Attendance</li> <li>• Budget Update, highlighting positives and negatives moving forward</li> </ul>	
7.4	<ul style="list-style-type: none"> <li>• Spending Plan <ul style="list-style-type: none"> <li>- Security / Safeguarding Emergency lighting upgraded to LED [28 units] - £TBC (Fire Safety Direct or AJ Crews)</li> <li>- Health and Safety Electrical points added to SLT Office (AJ Crews)</li> <li>- Electrical spurs installed for stairlift project (AJ Crews)</li> <li>- Money allocated for installation of stairlifts (Access and Mobility Stairlifts)</li> <li>- Climbing walls sanded back and re-painted - £200 (Carson Burnett)</li> <li>- Non-slip varnish on decking areas - £200 (Carson Burnett)</li> </ul> </li> <li>• <b>Existing projects / school priorities</b> <ul style="list-style-type: none"> <li>- Wet pour flooring to complete FP outside area / entrance to Nursery £6,500 (AEL)</li> <li>- Install handrail for Nursery pupils to use when entering Nursery - £TBC</li> </ul> </li> </ul>	
7.5	<ul style="list-style-type: none"> <li>• Staffing plan</li> </ul> <p>Ms Allen asked if there has been an increase in staff being trained in positive handling. Ms Marker confirmed that all staff are now trained.</p>	
7.6	Dr Harris asked if the school are able to share the AoLE teams. Mr Fitzgerald confirmed this will be shared. <b>Action 1: Mr Fitzgerald to share the AoLE teams with all members of the Governing Body.</b>	
7.7	<ul style="list-style-type: none"> <li>• Building Update</li> </ul> <p>Cllr Wong asked if the school have moved away from plastic water bottles. Mr Fitzgerald confirmed they have.</p>	
8.	<b>School Development Plan Review / Self Evaluation Plan Progress (Standing Item)</b>	
8.1	<p>Detailed SER 2023-2024 was shared in advance of the meeting with all Governors and Mr Fitzgerald elaborated further on all areas in the meeting.</p> <ol style="list-style-type: none"> <li>1. Design, implement and embed our curriculum for Roath Park – <i>will remain on the SDP and was always intended to be a two-three year target</i></li> <li>2. Provide excellent provision and teaching of mathematics and numeracy across the school – <i>target will be removed and monitored throughout the academic year</i></li> <li>3. Provide high quality learning opportunities and experiences across design, science and technology – <i>target will be removed from and monitored next year</i></li> <li>4. Improve the emotional, social and physical needs of pupils through initiatives and intervention – <i>target will be removed and monitored next year</i></li> <li>5. Focus on progression as part of yearly professional learning project – <i>will remain on SDP and was always intended to be a two year target</i></li> </ol>	

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8.2	Dr Harris asked if the Curriculum and Standards Committee will be responsible for 'require monitoring' targets. Mr Fitzgerald confirmed they will and by those AoLE leads, himself and Ms Marker. Dr Harris highlighted that the least spent cost code is staff training which acknowledges the schools work in internally training staff.	
8.3	Dr Otri asked if training is covered via the Professional Learning Grant. Mr Fitzgerald confirmed it is.	
8.4	Ms Allen asked how many LAC are at the school. Mr Fitzgerald confirmed there are currently none.	
8.5	Dr Harris shared the positives of the Moving Up Monday the school hosted.	
8.6	Mr Fitzgerald thanked the Governors who were involved in the Schools Evaluation Review and shared that all five areas had Governor representation.	
8.7	Mr Fitzgerald invited the Governors to come into the school and be a part of the MER cycle and strategic planning.	
8.8	Dr Otri asked how these would be arranged. Mr Fitzgerald confirmed that dates will be shared, and Governors will be encouraged to contact him to highlight their availability.	
8.9	Ms Allen asked about the PDG funding being used to pay for the school's achievement and inclusion lead, enquiring if this member of staff's role is protected. Mr Fitzgerald confirmed they are protected and built into the base budget.	
9.	<b>Safeguarding (Standing item)</b>	
9.1	<ul style="list-style-type: none"> <li>• Number of concerns since September 2022 - 79</li> <li>• Number of concerns actioned / filed - 73</li> <li>• Number of concerns 'open' or 'live' - 5</li> </ul>	
9.2	<b>Number of pupil 'Hate Incidents' since Sept 2022</b> <ul style="list-style-type: none"> <li>• Disability, race, religion, sexual orientation – homophobic, sex or gender 2</li> </ul>	
9.3	<b>Number of staff 'Hate Incidents' since Sept 2022</b> <ul style="list-style-type: none"> <li>• Disability, race, religion, sexual orientation – homophobic, sex or gender 0</li> </ul>	
9.4	<ul style="list-style-type: none"> <li>• Child Protection Register: 3 pupils</li> <li>• 'Operation Encompass' Police notifications: 5 since September 2022</li> </ul>	
10.	<b>Policy Tracker</b>	
10.1	Revised Redeployment and Redundancy Policy was circulated in advance of the meeting to those Governors assigned to review and feedback. All members of the Governing Body unanimously ratified the policy.	
10.2	Mr Fitzgerald shared the following changes that had been made to policies approved during May 2023 meeting: <ul style="list-style-type: none"> <li>• Ms Marker made suggested changes to the Learning &amp; Teaching Policy.</li> <li>• Mr Fitzgerald changed the title of School Grievance Policy to 'Whistleblowing Policy'.</li> </ul>	

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11.	<b>Review/evaluation of Governing Body's work</b>	
11.1	The Central South Consortium review and evaluation of Governing Body work was circulated in advance of the Governing Body meeting and all Governors have been asked to complete and return to Mr Fitzgerald.	All
11.2	<b>Action 2: All Governors to complete and return the Governor evaluation document.</b>	
12.	<b>Committee Reports</b>	
12.1	Dr Harris provided an update from the Finance Committee meeting, highlighting the concerns around rates, water and inflation impacting many aspects of the school.	
12.2	Mr Fitzgerald shared that the school has agreed to give out thank you cards and a small token to the Catering staff as their hard work has been crucial in getting the school back up and running with serving hot meals.	
12.3	Dr Harris congratulated Ms Jane Marker for being appointed as the Deputy Headteacher.	
12.4	Dr Harris shared that the school will be having 10 Cardiff Met students in the 2023-2024 academic year.	
13.	<b>Admission Arrangements: Determination of Admission Arrangements 2024-2025</b>	
13.1	The Admissions policy for 2024/2025 was shared with all members of the Governing Body in advance of the meeting.	SW
13.2	Mr Fitzgerald shared Roath Park admissions confirming that Nursery admissions are currently at 58 pupils but the school has space for 64 children in the Nursery (32 pupils each AM/PM).	
13.3	Mr Fitzgerald addressed secondary admissions and provided a breakdown of Year 6 allocations.	
13.4	Dr Harris highlighted that the admissions number in the new policy is 58. Mr Fitzgerald confirmed this is incorrect and needs to be amended.	
13.5	<b>Action 3: Mr Williams to liaise with the Local Authority to ensure this the number is changed to 60.</b>	
14.	<b>Agree Calendar of committee and full Governing Body meetings for the next academic year</b>	
14.1	A detailed calendar with all dates for the academic year were shared with all Governors in advance of the meeting.	
15.	<b>Governors Annual Report</b>	
15.1	Mr Fitzgerald agreed to write the report and share with Governors for review.	
16.	<b>Governor Training &amp; Development (Standing Item)</b>	
16.1	Mr Burnett and Dr Otri have both completed their mandatory training.	
16.2	Cllr Wong suggested that Roath Park join the Cardiff Governors Associations which is currently free as it provides a valuable opportunity for Governors to network and share best practice.	
17.	<b>Correspondence (Standing item)</b>	
17.1	Matters regarding staffing were discussed and deemed confidential items.	LF
17.2	Cllr Lent asked if a congratulatory card can be sent to a discussed member of staff. <b>Action 4: Mr Fitzgerald to send a card to this member of staff.</b>	

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18. 18.1	<b>Items for discussion at the next Governing Body meeting</b> Building Update	
19. 19.1	<b>Any Other Business</b> Dr Otri highlighted that there is some confusion amongst the parents and carers regarding the school fayre. Mr Fitzgerald explained the reasons for confusions arising with the Governing Body and how the school have tried to mitigate these issues.	
20. 20.1	<b>Matters regarded as confidential.</b> Item 17.1 was deemed a confidential matter.	

<b>Governor</b>	<b>Term end date</b>
Gareth Brown	24/01/2024
Rachel Cable	13/12/2024
<b>Melissa Evans</b>	<b>31/8/2023</b>
Richard Harris	6/1/2027
Cath Keegan-Smith	20/04/2024
Lewis Fitzgerald	/
Sue Lent	30/04/2025
<b>Jane Marker</b>	<b>30/8/2023</b>
Graeme Tully	6/1/2027
Simon Williams	25/11/2024
Peter Wong	22/7/2026
Sameh Otri	15/9/2025
Hannah McCarthy	29/09/2026
Carson Burnett	31/10/2026
Denis DeWidt	19/01/2027
Natasha Jones	2/3/2027
Dyfi Allen	23/5/2027