

Roath Park Primary School
Minutes of Governing Body Meeting
Held on 13th September 2023 at Roath Park Primary School

Attendance: Lewis Fitzgerald (LF), Cllr Sue Lent (SL), Cllr Peter Wong (PW), Richard Harris (RH), Simon Williams (SW), Carson Burnett (CB), Sameh Otri (SO), Denis DeWidt (DD), Jane Marker (JM), Dyfi Allen (DA), Gareth Brown (GB) Rachel Cable (RC), Graeme Tully (GT), Natasha Jones (NJ)

Apologies received: Cath Keegan-Smith (CKS) and Hannah McCarthy (HM),

Clerk: Hannah Carlson (HC)

Also present:

Ref	Minutes/Actions	Action
1. 1.1	Welcome and Introductions Mrs Carlson welcomed all Governors to the Governing Body. Mr Fitzgerald informed the Governing Body that Ms Marker has been re-elected as teacher Governor.	
2. 2.1	Apologies for Absence Apologies were received from Cath Keegan-Smith and Hannah McCarthy.	
3.	Elections Mrs Carlson informed the Governing Body that nominations had been received for Cllr Sue Lent and Dr Richard Harris, both Governors were asked to leave the room so a private ballot could take place. The Governing Body expressed their wishes for the candidates to provide a five-minute speech to provide more insight into who they are, their plans to work together, plans for the academic year and their vision for the school. The candidates were given the opportunity to do this right away, have some time to prepare or alternatively for the process to be delayed allowing them to prepare. Both candidates were spoken with and both agreed for the process to take place right away. Once the speeches had taken place a private ballot was cast and the following decisions made. <ul style="list-style-type: none"> ● Chairperson The Governing Body elected Dr Richard Harris as Chair of the Governing Body. ● Vice Chairperson As Dr Harris was elected to Chair of the Governing Body the position as Vice-Chair of the Governing Body remains vacant. Ms Marker nominated Mrs Allen, however, she expressed that she feels that she is too new to the Governing Body to stand. <p>Ms Jones suggested that the Governing Body postpone the election of vice-chair to allow some time for Governors to consider standing as Vice-Chair. This was agreed.</p>	
4. 4.1	Declaration of conflict of interests in relation to items on the agenda None.	
5. 5.1 5.2	Minutes of Previous Meeting Dr Harris requested that on page 2 of the minutes under item 7.2 the word accuracy be changed to accurately. Action 1: Make necessary changes. Ms Marker proposed the minutes as an accurate record. Mr Williams seconded it.	HC
6. 6.1	Matters Arising Action 1: Mr Fitzgerald updated the Governing Body on the AoLE teams within the school – action closed.	

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6.2 6.3 6.4 6.5	<p>Action 2: complete and closed.</p> <p>Action 3: Mr Williams confirmed that the number is 60 and confirmed that the error will be corrected – action closed.</p> <p>Action 4: Closed</p> <p>Dr Harris queried a way of monitoring actions from previous minutes that may not have been closed. Mrs Carlson highlighted that an approach that can be taken is to add an actions table at the end of the minutes where rolling actions can remain. This was agreed by the Governing Body and will be carried out moving forward. Action 2: Include this in minutes moving forward.</p>	HC
7. 7.1 7.2 7.3	<p>Review Committee Structure, Membership & Terms of Reference</p> <p>The Committee structure membership was reviewed and updated. Action 3: Update the membership document and share with the Governing Body.</p> <p>Dr Harris suggested that the Policies Committee meet at least once an academic year to ensure policies are as up to date as possible and being managed accordingly. This was agreed.</p> <p>Action 4: Update the policy tracker and share with all members of the Governing Body.</p>	LF LF
8. 8.1 8.2	<p>Appoint a member of the Governing Body to the following positions:</p> <ul style="list-style-type: none"> ● Child Protection and Safeguarding Governor – Graeme Tully ● Health and Safety Governor – Gareth Brown ● Additional Learning Needs Governor – Dyfi Allen ● Staff Wellbeing Governor – Richard Harris ● Governor Training and Development Governor – Jane Marker <p>Mrs Allen commented on how motivating the staff wellbeing videos on the school website are.</p>	
9. 9.1	<p>Complete Register of Business Interest Forms</p> <p>Business Interest Forms were signed in the meeting. Action 5: Request Governors who were absent from the meeting to complete the register of Business Interest form in advance of the next committee meeting.</p>	HC
10. 10.1 10.2 10.3 10.4 10.5 10.6	<p>Headteacher's report</p> <p>Mr Fitzgerald shared a detailed report in advance of the Governing Body with all Governors. The following was discussed in more detail:</p> <ul style="list-style-type: none"> ● Contextual data ● Attendance <p>The schools spending plan was reviewed and the following topics were discussed:</p> <p>Security and Safeguarding</p> <ul style="list-style-type: none"> ● Currently no planned spend. <p>Dr Harris asked if this will need to be reviewed when the Active Travel gate is opened up. Mr Fitzgerald confirmed the plans will need to be reviewed when this work starts.</p> <p>Health & Safety:</p> <ul style="list-style-type: none"> ● Access strairlift to top floor of main building - £5,000 ● Climbing walls sanded back and re-painted - £200 ● Non-slip varnish on decking areas - £185 <p>Existing projects/school priorities:</p>	

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	<ul style="list-style-type: none"> ● Wet pour flooring to complete early years outside area/entrance to nursery - £7,550 ● Repair play equipment in early years outside area - £325 ● Extra fixtures and fitting to prolong life of early years outside area - £200 <p>Total of £13,500</p>	
10.7	<p>Staffing Update Mr Fitzgerald updated the Governing Body on staffing and provided detailed information on their current status in regard to maternity leave, temporary to permanent contracts and upcoming changes to contracts.</p>	
10.8	<p>Dr Harris asked if there are other members of staff who are on temporary contracts within the school. Mr Fitzgerald confirmed that there are two members of staff but have not served four years at Roath Park.</p>	
10.9	<ul style="list-style-type: none"> ● Admissions 	
10.10	<p>Mrs Cable asked when year 5 and 6 will be in receipt of universal free school meals. Mr Fitzgerald confirmed that this is currently planned for Summer 2024.</p>	
10.11	<p>Dr Harris wanted to acknowledge the hard work of the year 6 children who support the younger children during mealtimes.</p>	
10.12	<p>Dr Otri asked if the free school meals were provided over the summer. Mr Fitzgerald confirmed that they weren't which was a Welsh Government decision and explained how the school supported the community through this.</p>	
10.13	<p>Ms Cable highlighted that it was the right thing for the school to do to support the community but asked what will happen next summer and the summer after. Mr Fitzgerald confirmed that vouchers will be available but unfortunately the school budget doesn't allow for more.</p>	
11.	<p>Agree Policy Review Schedule</p>	
11.1	<p>Mr Fitzgerald confirmed that the following policies need to be updated in the Autumn term:</p> <ul style="list-style-type: none"> ● Accessibility plan ● Equality policy ● Health & Safety policy ● Pay Policy ● Relationships and Sexuality Education Policy 	
11.2	<p>Dr Otri agreed to review the Relationships and Sexuality Education Policy.</p>	
12.	<p>Safeguarding (Standing item)</p>	
12.1	<p>Nothing to report.</p>	
13.	<p>School Development Plan Review / Self Evaluation Plan Progress (Standing Item)</p>	
13.1	<p>Mr Fitzgerald shared information on the School Development Plan in advance of the meeting, with the following priorities highlighted:</p> <ol style="list-style-type: none"> 1. Design, implement and embed our curriculum and assessment procedures at Roath Park 2. Provide good provision and teaching to support language development across the school 	

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13.2	<p>3. Provide high quality learning opportunities and experiences across design, science and technology</p> <p>4. Effectively support all learners to be resilient and choose appropriate strategies in social settings</p> <p>5. Pupil progress reflects the quality of teaching and learning across all phases</p> <p>Dr Harris asked what the level of commitment and pressure on the member of staff allocated to each priority is? Mr Fitzgerald explained how the roles and responsibilities will be shared across staff.</p>	
<p>14.</p> <p>14.1</p> <p>14.2</p> <p>14.3</p> <p>14.4</p> <p>14.5</p>	<p>Building Update</p> <p>Mr Fitzgerald provided an update on the following building work:</p> <ul style="list-style-type: none"> ● Façade, roof and windows <p>The Governing Body agreed to send a letter to the Local Authority regarding the work and informing local Councillors that support that is required.</p> <ul style="list-style-type: none"> ● Kitchens/school meals ● Universal primary free school meal rollout ● Paid meals ● Parentpay ● New hall and office block ● Active travel gates/school street consultation <p>Mr Fitzgerald confirmed that the school will be holding a meeting at the school for the community to discuss the school street consultation and welcomed Governors to attend this meeting.</p> <p>Dr Otri asked if the school will be looking to open the school back up at pick up and drop off to parents and carers. Mr Fitzgerald confirmed there isn't plans to do this as the school feels that at the start of the school day only children should be on site.</p>	
<p>15.</p> <p>15.1</p> <p>15.2</p> <p>15.3</p>	<p>Agree timescale for production and issue of Governors Annual Report to parents and carers</p> <p>Mr Fitzgerald confirmed that himself and Ms Marker have been working on the report and the aim is to circulate at the end of September. It was agreed that a draft version would be shared with a group of Governors for reviewing.</p> <p>The following Governors agreed to do this: Dr Harris, Mrs Cable and Mr Brown. Action 6: Send draft Annual Governors Report to selected Governors.</p> <p>Mr Fitzgerald proposed that moving forward the report be sent out at the start of the academic year. This was agreed.</p>	JM/LF
<p>16.</p> <p>16.1</p>	<p>Committee Reports</p> <ul style="list-style-type: none"> ● <i>Nothing to discuss - Finance Committee meeting scheduled for 27/09/2023.</i> 	
<p>17.</p> <p>17.1</p> <p>17.2</p> <p>17.3</p>	<p>Governor Vacancies (Standing item)</p> <p>There are currently no Governor vacancies.</p> <p>Mr Fitzgerald informed the Governing Body that a teacher governor election process has taken place as Millie Evans has decided to step down. As a result of the process Amy Phillips has been elected.</p> <p>Dr Harris identified that Mr Browns vacancy will come to an end in February.</p>	

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18.	Governor Training & Development (Standing Item)	
18.1	Ms Marker identified that once she receives the Autumn term training schedule, she will share this with the Governing Body.	
18.2	Action 7: Check that Dr Otri has completed the mandatory training. Action 8: Send training information to Ms Jones to complete her mandatory training Action 9: Send relevant training to Dr Harris for new Chairs. Action 10: Ms Allen to come into the school to get set up again on Hwb.	JM
	Ms Cable asked if there is training available regarding the Estyn process. Action 11: Explore potential training related to Estyn visits.	JM
	Mr Fitzgerald agreed to reach out to Cllr Wong and Mr Howlett and ask them to attend a Governing Body meeting to share information on recent Estyn inspections. Action 12: Reach out to relevant colleagues to request their support.	LF
19.	Correspondence (Standing item)	
19.1	Mr Fitzgerald confirmed that the school received a request for mascots for the England v New Zealand game.	
20.	Items for discussion at the next Governing Body meeting <ul style="list-style-type: none"> ● Active Travel Update ● Estyn support ● Vice-Chair election ● Date of next meeting 	
21.	Any Other Business	
21.1	Dr Harris asked if the school can get a date in the diary for an information evening for secondary school admissions again this academic year. Mr Fitzgerald confirmed that this will take place and plans are underway.	
21.2	Dr Otri highlighted that if parents are considering sending children to a Muslim school there is information that they can provide to the school for circulation to parents and carers. Mr Fitzgerald thanked Mr Otri and welcomed receiving the information.	
21.3	Action 13: HC to re-circulate dates for the Governing Body meetings for the academic year to all Governors and add date of next meeting as a standing item on the agenda moving forward	HC
22.	Date of next Full Governing Body meeting (Standing Item) Wednesday 15 th November at 6.30pm at Roath Park Primary School.	
23.	Matters regarded as confidential. None.	

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Action	Who
Action 1: Make amendment to the 12 th July Governing Body minutes. - Complete & Closed	HC
Action 2: Include an actions table in the minutes to ensure ongoing actions aren't forgotten - Complete & Closed	HC
Action 3: Update the Committee membership document and share with the Governing Body - Complete & Closed	LF

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Action 4: Update the Policy tracker and share with all members of the Governing Body - Complete & Closed	LF
Action 5: Request Governors who were absent from the meeting to complete the register of Business Interest form in advance of the next committee meeting. - Complete & Closed	HC
Action 6: Send draft Annual Governors Report to selected Governors. - Annual GB Report completed and will be shared with Governors (Rachel Cable, Richard Harris and Gareth Brown) today before publishing.	JM/LF
Action 7: Check that Dr Otri has completed the mandatory training. Yes. JM unblocked SO's Hwb account on 15th September. Awaiting SO to send certificates to JM and HC. JM followed up with an email prompt on 5.10.2023	JM
Action 8: Send training information to Ms Jones to complete her mandatory training - JM sent this on 14.09.	JM
Action 9: Send relevant training to Dr Harris for new Chairs. - JM has sent this and RH has enrolled on mandatory training.	JM
Action 10: Ms Allen to come into the school to get set up again on Hwb. - JM has set this up again for DA.	JM
Action 11: Explore potential training related to Estyn visits. - Complete & Closed	JM
Action 12: Reach out to relevant colleagues to request their support with Governor Estyn guidance- Wil Howlett (Albany Primary School) is joining Full GB meeting on Wednesday 15th November to present on his experience of Estyn; as a Nominated HT, a Peer Inspector and trainee Inspector.	LF
Action 13: Circulate the 23-24 Governing Body dates and add date of next meeting as a standing item on the agenda moving forward - Complete & Closed	HC

Governor	Term end date
Gareth Brown	24/01/2024
Rachel Cable	13/12/2024
Amy Phillips	7/9/2027
Richard Harris	6/1/2027
Community Vacancy	
Lewis Fitzgerald	/
LA Vacancy	
Jane Marker	30/8/2027
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