

Roath Park Primary School
Minutes of Governing Body Meeting
Held on 15th November 2023 at Roath Park Primary School

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

Apologies received: Natasha Jones (NJ), Simon Williams (SW), Hannah McCarthy (HM)

Clerk: Hannah Carlson (HC)

Also present: Wil Howlett (WH)

Ref	Minutes/Actions	Action
1.	Welcome and Introductions	
1.1	Dr Harris welcomed all Governors to the Governing Body meeting.	
1.2	Dr Harris welcomed the new Staff Governor to the Governing Body, Amy Phillips.	
2.	Apologies for Absence	
2.1	Apologies were received from Natasha Jones, Simon Williams and Hannah McCarthy.	
3.	Election of Vice-Chair of Governors	
3.1	Nominations were received for Mrs Dyfi Allen, who agreed to stand as Vice Chair of the Governing Body. The Governing Body unanimously appointed Mrs Allen as Vice-Chair of the Governing Body.	
4.	Declaration of conflict of interests in relation to items on the agenda	
4.1	None.	
5.	Minutes of Previous Meeting	
5.1	The minutes of the previous meeting were circulated in advance and approved as an accurate record. Subject to the following accuracy changes:	
5.2	The minutes were proposed by Ms Cable and seconded by Ms Marker.	
6.	Matters Arising	
6.1	The actions table at the end of the minutes were reviewed and updated.	
7.	Headteacher's report (Standing item)	
7.1	Mr Fitzgerald shared a detailed Headteachers report in advance of the meeting and the following points were discussed in more detail: <ul style="list-style-type: none"> ● Contextual data ● Staffing Plan ● Spending Plan – total spend £13,500 ● Staffing Update 	
7.2	Dr Harris asked if the maternity post cover will be for 12 months, Mr Fitzgerald confirmed it is, but it is also written into the contract that the duration will be 12 months or until the member of staff returns. <ul style="list-style-type: none"> ● Attendance 	
7.3	Dr Harris asked how the LA are currently supporting schools with low attendance. Mr Fitzgerald confirmed that schools with less than 80% attendance are being targeted and supported directly by the Local Authority and children with less than 60% attendance are put on the highest priority for the Education Welfare team.	
8.	Code of Conduct for Governing Bodies	
8.1	Deferred to the next Governing Body meeting.	

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9.	9.1	<p>Committee Reports</p> <p>The minutes from the following meetings were shared with Governors in advance of the meeting for review:</p> <ul style="list-style-type: none"> ● Finance, Staffing and H&S (27th Sept 2023) ● Curriculum & Standards (18th Oct 2023) 	
10.	10.1	<p>Safeguarding Update & Presentation</p> <p>The Safeguarding presentation was shared with all Governors in advance of the Governing Body meeting.</p>	
	10.2	An updated Safeguarding & Child Protection guidance poster for all staff and visitors was shared with Governors in advance of the meeting and discussed during the meeting.	
	10.3	Mrs Allen asked where the guidance posters are in the school. Mr Fitzgerald confirmed that the posters are displayed around the school and members of staff are encouraged to make visitors aware of these posters. Mrs Allen suggested also having these posters displayed in toilets.	
	10.4	Mr Tully suggested creating a Child Friendly version of the Safeguarding guidance document. Action 1: Ms Marker and Mr Fitzgerald to look into this.	
	10.5	Dr Harris asked what process is in place if there is a safeguarding concern relating to a visitor. Mr Fitzgerald confirmed that he will add this to the guidance document.	
	10.6	Mrs Allen suggested adding the email addresses of Safeguarding leads in the school to the guidance documents.	
	10.7	Action 2: Mr Fitzgerald to add above suggestions to the guidance poster.	
11.	11.1	<p>School Development Plan Review / Self Evaluation Plan Progress (Standing Item)</p> <p>Mr Fitzgerald referenced the School Development Plan and Priorities in his headteacher report:</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 3. Provide high quality learning opportunities and experiences across design, science and technology 4. Effectively support all learners to be resilient and choose appropriate strategies in social settings 5. Pupil progress reflects the quality of teaching and learning across all phases 	JM
	11.2	Action 3: Ms Marker to feedback on standards across the school at the next Governing Body in 2024.	
12.	12.1	<p>Building Update</p> <p>Mr Fitzgerald provided an update on the following:</p> <ul style="list-style-type: none"> ● Façade, roof, and windows 	
	12.2		

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12.3	Ms Cable asked if the notice sign that has been erected needs to be raised with the community. Cllr Wong shared that if notices are on lamp posts, then residents will have been written to.
12.4	Dr Harris highlighted that the school no longer has a school name sign. Mr Fitzgerald confirmed that a sign is ready but won't be put up until the building work is complete.
12.5	<ul style="list-style-type: none"> ● Kitchen/School meals ● Kitchen equipment ● Universal Primary Free School meals rollout to year 4 from November
12.6	Dr Harris asked if those children who already have a code to pay will require a new one. Mr Fitzgerald confirmed they won't.
12.7	Dr Harris asked if children who have credit on their account will be reimbursed once they become eligible for universal free school meals. Mr Fitzgerald confirmed that he knows that requests can be made to Parent Pay for the credit amount to be refunded.
12.8	<ul style="list-style-type: none"> ● Paid meals ● Parent Pay ● New hall and office block ● Active Travel gates/school street consultation
13.	Active Travel
13.1	Mr Fitzgerald shared a detailed 2023-2024 road map with the Governing Body in advance of the meeting and updated the Governing Body on the meetings that have taken place to ensure residents and the community feel informed.
14.	Estyn Support Discussion - Wil Howlett (Headteacher at Albany Primary School)
14.1	Mr Howlett shared his experiences of Estyn with the Governing Body. Highlighting the following points:
14.2	<ul style="list-style-type: none"> ● Estyn are considering conducting interim inspections every three years.
14.3	Mr Brown asked if the inspections are likely to be as intense if they are carried out on shorter cycles. Mr Howlett confirmed that it won't be the same as typical Estyn inspections.
14.4	<ul style="list-style-type: none"> ● Initial communications ● Inspection Areas ● Estyn's approach to inspection; fair & impartial, supportive, reflective, and transparent ● Preparation: reviewing what the school has in place for each inspection area ● Process of inspection ● Pilot inspection process
14.5	Ms Cable asked how parents are selected to speak with Estyn. Mr Howlett confirmed that this would be a general invite.

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<p>14.6</p> <p>14.7</p> <p>14.8</p> <p>14.9</p> <p>14.10</p>	<p>Cllr Wong shared his experience where three Governors were present to liaise with Estyn. Mr Howlett confirmed that the number of Governors involved is negotiable, however, with a school the size of Roath Park it would likely be around five.</p> <p>Mr Brown asked if the inspections are carried out by the same people. Mr Howlett confirmed they are but there has been recruitment of new inspectors.</p> <p>Dr Otri asked if all Governors would be invited to speak with Estyn. Mr Howlett confirmed that a select number of Governors would be nominated, parent Governors would also be allowed to attend the parent discussions.</p> <p>Action 4: Mr Fitzgerald to share presentation slides with the Governing Body after the meeting.</p> <p>Action 5: Mr Fitzgerald to explore the development of Governor questionnaires.</p>	<p>LF</p> <p>LF</p>
<p>15.</p> <p>15.1</p> <p>15.2</p> <p>15.3</p> <p>15.4</p> <p>15.5</p> <p>15.6</p> <p>15.7</p> <p>15.8</p> <p>15.9</p> <p>15.10</p>	<p>Policy Review (Standing item)</p> <p>The following policies were circulated to all Governors in advance of the meeting for review and feedback.</p> <ul style="list-style-type: none"> ● School Leave Policy ● Child Protection Policy <p>Ms Allen suggested a change from statement to IDP's on page 27. Mr Fitzgerald confirmed this change can be made.</p> <p>All Governors unanimously agreed to the school adopting these policies.</p> <p>Mr Fitzgerald shared in his headteachers report the policies that need updating this term (Autumn 2023) and the policies that need updating in Spring 2024.</p> <p>Cllr Wong asked if it can be made clear which policies are statutory policies provided by the Local Authority and Unions. All Governors agreed to this moving forward.</p> <p>Action 6: Mr Fitzgerald to remind all Governors on the 6th of December to review policies in advance of the meeting on the 13th December.</p> <p>Policies were allocated to certain Governors for review and the following policies were discussed:</p> <p>Accessibility Plan Policy:</p> <ul style="list-style-type: none"> ● Ms Allen suggested changing to age and stage. <p>Freedom of Information Policy:</p> <ul style="list-style-type: none"> ● Dr Otri highlighted that the link needs to be made directly to the policy on the school website not just to the school website. <p>Financial Regulations Policy:</p> <ul style="list-style-type: none"> ● 2.3 remove 'these' ● Add authority list to appendix A 	

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15.11	<p>Dignity at Work Policy:</p> <ul style="list-style-type: none"> 3.11 paragraph missing <p>Action 7: Mr Fitzgerald to make necessary changes highlighted above to the relevant policies.</p>	
15.12		
16.	Governor Vacancies (Standing item)	
16.1	There is currently a Community Governor and Local Authority Governor vacancy.	
17.	Correspondence (Standing item)	
17.1	Mr Fitzgerald confirmed that the school received a request for mascots for the England v New Zealand game.	
17.2	Mr Fitzgerald shared correspondence from parents regarding the ongoing situation in Gaza with the Governing Body.	
17.3	The Governing Body discussed the correspondence and Mr Fitzgerald agreed to draft a response. Members of the Governing Body offered support to review the correspondence prior to responding.	
17.4	Action 8: Mr Fitzgerald to draft a response and share this with the Governing Body for feedback.	
18.	Items for discussion at the next Governing Body meeting	
18.1	<ul style="list-style-type: none"> Finance: Budget Setting 2024-25 	
19.	Any Other Business	
19.1	The Governing Body thanked their clerk Mrs Carlson for all her recent hard work and wished her well for her impending maternity leave.	
20.	Date of next Full Governing Body meeting (Standing Item)	
20.1	<ul style="list-style-type: none"> 13th December 2023 – Autumn Update / Christmas 	
21.	Matters regarded as confidential.	
21.1	None.	

13th September 2023		
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
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

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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

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Action	Who
Action 1: Ms Marker and Mr Fitzgerald to look into this.	JM/LF
Action 2: Mr Fitzgerald to add above suggestions to the guidance poster.	LF
Action 3: Ms Marker to feedback on standards across the school at the next Governing Body in 2024.	JM
Action 4: Presentation slides to be shared with the Governing Body after the meeting.	LF
Action 5: Explore the development of Governor questionnaires.	LF
Action 6: Mr Fitzgerald to remind all Governors on the 6 th of December to review policies in advance of the meeting on the 13 th December.	LF
Action 7: Mr Fitzgerald to make necessary changes highlighted above to the relevant policies.	LF
Action 8: Mr Fitzgerald to draft a response and share this with the Governing Body for feedback.	LF

Governor	Term end date
Simon Williams	25/11/2024
Rachel Cable	13/12/2024
Sameh Otri	15/09/2025
Peter Wong	22/07/2026
Hannah McCarthy	29/09/2026
Carson Burnett	31/10/2026
Richard Harris	06/01/2027
Graeme Tully	06/01/2027

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Denis DeWidt	19/01/2027
Natasha Jones	02/03/2027
Dyfi Allen	23/05/2027
Jane Marker	30/08/2027
Amy Phillips	07/09/2027
Gareth Brown	24/01/2028
Lewis Fitzgerald	/
Community Vacancy	
LA Vacancy	