

Roath Park Primary School
Minutes of Governing Body Meeting
Held on 24th May 2023 at Roath Park Primary School

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

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

Clerk: Hannah Carlson (HC)

Also present: Jamie-Rose Rigby, Chloe Evans

Ref	Minutes/Actions	Action
1. 1.1	Welcome and Introductions Cllr Lent welcomed all Governors to the Governing Body and introduced the new Community Governor Dyfi Allen.	
2. 2.1	Apologies for Absence Apologies were received from Hannah McCarthy, Cath Keegan-Smith and Natasha Jones.	
3. 3.1	Declaration of conflict of interests in relation to items on the agenda None	
4. 4.1	Minutes of Previous Meeting Dr Harris proposed the March 2022 minutes as an accurate record and Dr Otri seconded it.	
5. 5.1	Matters Arising Mr Fitzgerald thanked all Governors for their input regarding policies.	
6. 6.1 6.2 6.3 6.4 6.5 6.6 6.7 6.8	Headteacher's report Mr Fitzgerald shared a detailed report in advance of the Governing Body with all Governors. The following was discussed in more detail: Dr Harris asked how many unauthorised absences are due to parents taking their children on holiday. Mr Fitzgerald confirmed these are authorised absences because although they haven't been given consent the school have been made aware. Cllr Lent asked for more understanding of the lower attendance as it is no longer because of Covid. Mr Fitzgerald stated that there is work to be done in changing the mindset of coming back to school five days a week. Mr Fitzgerald shared that there have been no changes to staffing since March 2023. Mr Fitzgerald informed the Governing Body that nursery admissions are currently at 43 pupils which is more than at the start of last academic year. There is space for 64 children in the Nursery (32 pupils each AM/PM). Mr Fitzgerald shared an update on the Year 6 secondary school allocations. Mr Tully asked of the four children who are currently not allocated to a secondary school did they engage with the advice and guidance the school provided. Mr Fitzgerald confirmed that they did engage but decided to not follow advice. Cllr Wong asked if the private school places were all scholarships. Mr Fitzgerald confirmed that one was.	
7. 7.1	Budget Update	

<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p> <p>7.8</p>	<p>The Governing Body were provided with a detailed budget overview in advance of the meeting and asked for their feedback. The following points were discussed in more detail during the meeting:</p> <p>Mr Fitzgerald provided a budget comparison for 2022-2023 and 2023-2024:</p> <p>2022-2023: Total Expenditure £ 1,931,632.00 Projected Surplus £ 119,679.00</p> <p>2023-2024: Total Expenditure £ 1,771,728.00 Projected Surplus £ 491.00</p> <p>Spending Plan:</p> <ul style="list-style-type: none"> • Access stairlift to top floor of main building (AJ Crews / Access and Mobility Stairlifts) - £5,000 • Climbing walls sanded back and re-painted (Carson Burnett) - £200.00 • Non-slip varnish on decking areas (Carson Burnett) - £185.00 • Existing projects / school priorities • Wet pour flooring to complete FP outside area / entrance to Nursery (AEL) - £7,550 <p>Total: £12,935.00</p> <p>Dr Harris asked if budget challenges should be communicated to the wider school community. Mr Fitzgerald stated that this is really difficult as it can cause concern and anxiety around the standard of teaching and learning which can then be challenging to manage.</p> <p>Cllr Wong asked what Dr Harris rationale is for the communication. Dr Harris stated it is mainly for transparency but mainly so the school is ahead of the game on what could be a really difficult conversation.</p> <p>Cllr Wong asked what the percentage increase is for utilities. Mr Fitzgerald confirmed this is a 250% increase which is £66,000.</p> <p>All Governors unanimously approved the budget.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>School Development Plan Review / Self Evaluation Plan Progress (Standing Item)</p> <p>Mr Fitzgerald shared the school development plan with the Governing Body in advance of the meeting. The following points were reviewed in more detail:</p> <ol style="list-style-type: none"> 1. Design, implement and embed the curriculum - satisfactory progress being made 2. Provide excellent provision and teaching of Maths and Numeracy across the school - Strong progress 3. Provide high quality learning opportunities and experiences across design, science and technology - satisfactory progress 4. Improve the emotional, social and physical needs of pupils through initiatives and interventions – very strong progress 5. Focus on progression as part of yearly professional learning - satisfactory progress <p>Mr Fitzgerald informed the Governing Body that priority 2 and 4 can now be removed from the School Development Plan.</p>	

8.4	<p>Action 1: Mr Fitzgerald asked all members of the Governing Body to complete the Governor Self-Evaluation report.</p>	ALL
8.5	<p>Mr DeWidt asked if the Estyn Inspector guide for Governors was used when the survey was being created. Mr Fitzgerald confirmed that it was.</p>	
8.6	<p>Mr Fitzgerald invited Governors to be a part of the Self Evaluation Reports and invited Governors to attend on the following dates:</p> <ul style="list-style-type: none"> • Wed 7th June - 3.45pm - Pupil Forum Meetings: Dyfi Allen, Carson Burnett and Cllr Sue Lent • Mon 26th June - 9.15am - Health and Well-being: Cllr Lent and Cllr Wong <p>Collaborating with Senior Leaders to write the SER for 2022-23.</p> <ul style="list-style-type: none"> • Tues 13th June at 1.00pm - JRR IA4 – Care, Support and Guidance & IA2 – Well-being and attitudes to learning • Mon 19th June at 4.30pm - SLT IA3 – Teaching and Learning experiences & IA1 – Learning (standards)~ 	
8.7	<p>Action 2: Mr Fitzgerald to email these dates to all members of the Governing Body.</p>	
8.8	<p>Action 3: Governors to inform Mr Fitzgerald of the dates they are able to support with.</p>	
9.	<p>Building</p>	
9.1	<p>Mr Fitzgerald provided an update on building work in advance of the meeting, the following points were discussed in more detail:</p> <ul style="list-style-type: none"> • Façade, roof and windows 	
9.2	<p>Ms Allen asked how long they predict this work will take. Mr Fitzgerald confirmed this is around 18 months.</p>	
9.3	<p>Dr Harris asked how much support will be needed from Mr Burnett. Mr Fitzgerald stated that all work is being managed externally by Council Estates.</p>	
9.4	<ul style="list-style-type: none"> • Kitchens / school meals <p>Ms Cable aired her frustration that the school are providing plastic water bottles to all children and asked what the rationale is. Mr Fitzgerald stated that this is currently offered to all children on universal free school meals and is a Local Authority decision.</p>	
9.5	<ul style="list-style-type: none"> • New hall / office block • Active Travel gates / School Street consultation 	
10.	<p>Safeguarding (Standing item)</p>	
10.1	<p>The Safeguarding update was included in the headteachers report, the following points were highlighted in more detail:</p> <ul style="list-style-type: none"> • Number of concerns since September 2022 - 77 • Number of concerns actioned / filed - 73 • Number of concerns 'open' or 'live' - 4 	
10.2	<p>Number of pupil 'Hate Incidents' since Sept 2022</p> <ul style="list-style-type: none"> • Disability, race, religion, sexual orientation – homophobic, sex or gender - 2 	
10.3	<p>Number of staff 'Hate Incidents' since Sept 2022</p> <ul style="list-style-type: none"> • Disability, race, religion, sexual orientation – homophobic, sex or gender – 0 • Child Protection Register: 3 pupils 	

<p>10.4</p> <p>10.5</p>	<ul style="list-style-type: none"> • 'Operation Encompass' Police notifications: 4 since September 2022 <p>Mr Fitzgerald confirmed that the Child Protection register number has decreased from 7 in March 2023 and the Operation Encompass notifications have remained the same.</p> <p>Cllr Wong asked for more information regarding the 'hate incidents'. Mr Fitzgerald stated that one was around race and the other was around religion.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p>	<p>Policy Tracker</p> <p>All policies were assigned to Governors for review in advance of the Governing Body meeting.</p> <ul style="list-style-type: none"> • Learning and Teaching Policy – 2023 update <p>Mr Tully suggested that 3.9 strengths and weaknesses be re-worded to strengths and areas for development.</p> <ul style="list-style-type: none"> • School Grievance Policy and Procedure <p>Cllr Wong suggested that the title of the policy be changed as it currently says Whistleblowing Policy.</p> <ul style="list-style-type: none"> • CSC Capability Policy and Procedure for Teachers and Headteachers • Schools Resolution Policy • School Redeployment and Redundancy Policy & Procedure <p>All policies were unanimously adopted by the Governing Body.</p> <p>Action 4: Mr Fitzgerald to make necessary changes to policies.</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.5</p> <p>12.6</p>	<p>ALN Update</p> <p>Jamie-Rose Rigby provided an ALN update to the Governing Body in advance of the Governing Body meeting and the following points were discussed in more detail:</p> <ul style="list-style-type: none"> • 25 (4.56%) of children in the school are identified as ALN • 4 new learners identified this year, 2 of which are nursery starters. • 2 have been removed from ALN register due to the progress they have made. • 2 on the old SEN system <p>Dr Harris asked if the 2 children on the old SEN system is because they are higher up in the school. JRR confirmed this is correct.</p> <p>Mrs Rigby shared that Person Centred meetings with all who know and work with the child will take place to ensure the child is provided with the appropriate support.</p> <p>Dr Harris asked if the increase in speech and language needs post covid are now tailing off. Mrs Rigby confirmed that these challenges have always been there, but the high numbers of speech and language needs are in the younger end of the school.</p> <p>Dr Harris asked if all staff who work in the school would attend the Person-Centred meeting. Mrs Rigby stated that it is all teaching staff involved in these meetings. Dr Harris asked if the school would consider including midday supervisors as they might have input regarding the children's behaviour in outside settings. Mrs Rigby confirmed that TA's spend time outside with the children, but it can definitely be something that can be considered.</p>	

12.7	Dr Harris asked how visible the data being collected is to parents. Mrs Rigby stated that parents are provided with a breakdown for literacy and numeracy and a breakdown of how to support them. Ms Marker added that when the reports go out information will be sent out to parents to help them understand the feedback.	
12.8	Ms Allen asked how many of the children in the school have a diagnosis of autism. Mrs Rigby confirmed that there are children in the school with autism, however, she wouldn't know the number off the top of her head.	
12.9	Ms Allen highlighted that the low number of ALN across the school highlights how inclusive the school is.	
12.10	Mrs Rigby updated the Governing Body on the changes to the ALN budget.	
12.11	Ms Cable asked if the decision is a Local Authority decision or Welsh Government. Cllr Wong confirmed it was a Welsh Government decision. Mr Fitzgerald highlighted that Cardiff was one of the few local authorities that consulted on this with school staff.	
12.12	Dr Harris asked how best practice is shared within the cluster. Mrs Rigby highlighted that half termly meetings take place and her focus has been sharing intervention logs, another school have been sharing their Thrive resources and redacted IDP's are brought to the meeting to learn from each other on how to complete these.	
12.13	Mr Burnett asked how many primary schools are in the cluster. Mrs Rigby confirmed there is 5.	
13.	Active Travel Update	
13.1	Miss Chloe Owen provided a detailed Active Travel update in advance of the meeting, the following points were discussed in more detail:	
13.2	Future initiatives May 2023 onwards: <ul style="list-style-type: none"> • Continue with Wow Tracker and effective initiatives. • Continue confirmed work on Active Travel entrance / School. <ul style="list-style-type: none"> - Street to rear of school (Tyn-y-Coed Place and Diana Street) • A safe space for parking school minibuses <ul style="list-style-type: none"> - A result of the School Street/AT entrance • New cycle storage in the 'garden' area at front of school. <ul style="list-style-type: none"> - Verbal agreement from Friends of RPPS • Change mindsets of driving as almost 60% of families live behind the school • Influenced by AT entrance 	
13.3	Cllr Wong asked if the CCTV will be auto or manual. Mr Fitzgerald confirmed that he believes that it will be an auto. Action 5: Mr Fitzgerald to ask for confirmation if the camera will be auto.	
13.4	Ms Cable asked if the letter will be going to everyone or just Tyn-y-Coed Place & Diana Street. Mr. Fitzgerald confirmed that it will just be these streets to start as he hopes the message will spread further. Most families live here or in neighbouring streets.	
13.5		

13.6	Cllr Wong advised that the letter to parents explains that whilst the temporary kitchens are in place the minibuses will temporarily use these streets. Mr Fitzgerald thanked Cllr Wong for his suggestion and agreed to include this in the letter.	
13.7	Cllr Wong agreed to follow up on the minibuses being parked in the library space. Action 6: Cllr Wong to follow up on the possibility of the school being able to park the minibuses in the library car park.	
13.8	Cllr Wong suggested that the new bike storage be Sheffield stands as they are the best.	
13.9	Cllr Wong asked if the Safe Cycling scheme is the one run by the Local Authority. Miss Owen confirmed that it is.	
13.10	Ms Cable suggested that the school promote the hard work wider and invite the minister to come and visit.	
13.11	Ms Cable asked if there is an understanding behind why those families who drive to school are still driving. Mr Fitzgerald stated a few reasons are multiple school drop offs and heading straight to work.	
13.12	Dr Harris asked if cost of equipment is a barrier. Mr Fitzgerald stated that the school has 14 bikes that can be rented out at any time.	
13.13	Mr DeWidt asked if the school know how many children travel by bike. Action 7: Miss Owen agreed to find out how many children travel to school by bike and feedback.	
	The Governors discussed the recent consultation regarding the cycle lane.	
14. 14.1	Governors Induction Refresher All Governors received information on refresher training in advance of the meeting.	
15. 15.1	Committee Reports The Finance Committee update was provided under the Budget agenda item.	
15.2	Mr Tully provided an update from the Standards and Curriculum Committee meeting.	
16. 16.1	Governor Training & Development (Standing Item) Ms Marker agreed to work through new training with the newly appointed Community Governors.	
16.2	Ms Marker is also creating a Code of Conduct for all members of the Governing Body.	
16.3	Ms Marker brought the 22nd of June Governor Training – Supporting your school through inspection training to the attention of the Governing Body.	
16.4	Mr Fitzgerald invited Mrs Allen to introduce herself to the Governing Body. All members of the Governing Body unanimously appointed Mrs Allen as a Community Governor.	
16.5	Mrs Allen was added to the ALN Committee.	
17. 17.1	Correspondence (Standing item) None	

18. 18.1	Items for discussion at the next Governing Body meeting None.	
19. 19.1	Any Other Business Mrs Carlson raised that due to this meeting being rescheduled the next Governing Body meeting is scheduled for three weeks' time. Mr Fitzgerald agreed that this meeting date should be changed.	
19.2	Action 8: Mr Fitzgerald to create a doodle poll and share with all members of the Governing Body.	
19.3	Mr Fitzgerald asked teacher and staff governors to leave the meeting.	
19.4	Mr Fitzgerald updated the Governing Body on the Deputy Head process.	
20.	Matters regarded as confidential. No matters were deemed confidential.	

Governor	Term end date
Gareth Brown	24/01/2024
Rachel Cable	13/12/2024
Melissa Evans	31/8/2023
Richard Harris	1/6/2027
Cath Keegan-Smith	20/04/2024
Lewis Fitzgerald	/
Sue Lent	30/04/2025
Jane Marker	30/8/2023
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	2HANK2/3/2027
Dyfi Allen	23/5/2027