

BOARD of GOVERNORS

23rd OCTOBER 2024

Together we aim for the stars

Minutes of the meeting of the Board of Governors for Victoria School on
Tuesday 23rd October 2024

Members Present

Mr Mark Petherick, Chairperson
Cllr. Rhiannon Birch
Mrs Rebecca Connor
Mrs Sam Davies
Major David Emery
Mrs Beth Hales
Mr Peter Hall
Mrs Laura Halliwell
Mr Simon Husband

Mrs Judith Jones
Mrs Cerys McDonald
Ms Nicola Moorhouse
Mrs Helen Moreton, Clerk
Mr Grant Robson
Dr Rhiannon Slade
Mrs Jenine Sulley
Mrs Amy Warne Jones
Cllr. Mark Wilson

Apologies

Mr Alistair Davey

Apologies were given and accepted by Governors.

Welcome

HM welcomed the governors and informed them that Ms O'Callaghan had decided not to continue in her role.

Election of Chair and Vice Chair

JJ proposed MP as chair, seconded by LH. There were two nominations for Vice Chair, a vote was taken and Cllr.MW was appointed (nominated by Cllr. RB and seconded by RC)

MP thanked the GB for their nomination and expressed thanks for the many years of service Ms O'Callaghan had given to the GB. It was noted that she had been a huge support to the school and would be greatly missed. A card of thanks and flowers would be sent on behalf of governors.

Appointments to GB

Parent governor CMcD appointed as a community governor (previously parent governor). NM accepted as a parent governor, DE accepted as a community governor.

As there were 5 new appointments to the GB, MP asked everyone to introduce themselves.

Minutes of the Meeting held on Tuesday 9th July 2024

The minutes of the meeting of the Board of Governors held on Tuesday were approved by the Governors; proposed by JJ seconded by LH and signed by the Chairperson.

Matters arising

None

Register of Interest

HM asked all GB members to update and return a.s.a.p.

Committee Structure and Terms of Reference

MP noted that as there were a number of new governors he would review the committee structure and send to all before the next GB meeting.

SER & Governor AoLE Teams

SD gave an informative presentation to the GB explaining the self-evaluation report (SER) and school improvement plan (SIP). **SD** explained that the SER is an annual task which mainly involved the SLT. In contrast the SIP is reviewed every half term by the SLT and shared with both governors and staff. All stakeholders are involved, it is a working document, with a real purpose.

SD advised that Estyn have just announced their new inspection framework which is now streamlined into three inspection areas: Teaching and Learning; Wellbeing, Care, Support and Guidance; Leading and Improving. **SD** stated that it made sense to use the new Estyn framework and GB agreed.

A Mentimeter (online presentation tool) was given to staff to complete at the beginning of term. The results reflected that although the children were strong independent learners their resilience was quite low and therefore resilience needed to be built. It was also noted that confidence in the use of Welsh was low. Furthermore, the level of involvement of governors could be improved.

There are 5 SIP Priorities for 2024/25 which are:

1. Ensure that the Curriculum offer is relevant, engaging and robust
2. Continue to develop an awareness and understanding of diversity
3. Develop positive attitudes to reading across the school
4. Ensure that professional learning opportunities have a positive impact on pupils' learning and wellbeing
5. Continue to promote and develop the Welsh language -this was part of our ESTYN feedback and also a National mission.

SIP Priority 2

SD informed the GB that we continue to have a 'Diversity Group' and we are working closely with Stanwell School.

SIP Priority 3

Although our reading standards are good, we want to embrace a reading culture. The PTA have given some funding which has allowed every class to have a diverse set of books and to set up reading areas.

SIP Priority 4

SD re-iterated that it was imperative that all professional learning opportunities had a positive impact on pupils' learning and wellbeing.

SIP Priority 5

SD will lead on Welsh with another member of the SLT.

In addition to these 5 main priorities there are sub priorities. An important sub priority is to improve family and community engagement. **SD** advised that once our new canteen is built the existing one would be used to host informal workshops for parents. We have recently secured free cooking classes with a focus on maths skills. An email has been sent to parents to gauge interest, the classes will begin in January and run for 6 weeks.

Cllr.MW commented that there was a very practical course 'Money Managing Maths' which advised how to interpret wage slips, utility bills etc.

SD said it was important to engage with families in an informal manner and see how we can support them.

SD advised that a summary of the SIP was on the school website, **HM** will email a copy to the GB.

Although we as a GB hold 2 full meetings per term, **SD** stated that as only 1 is a requirement she would like to have 1 as a training event, where governors can meet with their AoLE lead and then feedback to the full GB. Each governor has been placed in an AoLE (Area of Learning and Experience) team. **HM** will email the list of groups.

At the next GB meeting our school improvement partner will deliver training to the governors.

SD said that in addition to being involved in AoLE groups, governors were always welcome to come in to school for assemblies, volunteer on trips etc.

At this point there was a discussion regarding parent governors and their role and how they communicated with school. **SD** recognised that being a parent governor was not easy and lines could become blurred. However, there were clear channels of communication. If contacted by another parent they would need to question is this a governor matter or a parent matter. The complaints procedure is on the school website but as a general rule the class teacher is the first point of contact, followed by the phase lead and then a member of the SLT.

RS commented that it was useful to ask, 'Are you approaching me as a parent/friend or as a governor'? **SD** advised that if parent governors were unsure they should contact **MP** for guidance.

NM asked if there was an appropriate mechanism for parents to feed into the SIP? **SD** responded, 'yes' every November a parent questionnaire is sent out and the data analysed. Throughout the year views are gauged via google forms on various issues e.g. parents evening, home learning, pe kit.

DE asked how do you measure the data is it quantitatively or quality? **SD** advised that some results are not statistically viable e.g. when looking at the data from Welsh Government Tests they will analyse how many of the children were entitled to free school meals. If there is 1 child in the cohort entitled to FSM then statistically that is not a viable measure. At the heart of any analysis is 'How are the children feeling, what is the impact of this action'?

CMcD asked if in addition to the AoLE involvement were there any other aspects, governors could support with. **SD** said, more questions were always welcome! It was important that governors challenged her, read the reports that were sent out and then asked questions at the GB meeting. Our school improvement partner would attend the next meeting and deliver training which would help them in their roles.

MP thanked **SD** for her informative presentation.

Strategic Equality Plan 2024-25

Ratified by GB

Lockdown Policy

Ratified by GB

Safeguarding Policy

Ratified by GB

Relationship Policy

Ratified by GB

CSC Staff Disciplinary Policy

Ratified by GB

Safeguarding

JJ (safeguarding governor) advised that she met with Jayne Hall (ALNCO) and reported the following:

The Level 1 Safeguarding Induction booklet has been updated (includes updated staff details, My Concern QR code) and shared with any members of staff who were not at training on INSET day. Those staff have also been directed to complete the VALE I-dev safeguarding training online.

Lockdown procedures have been shared with staff and parents. The Lockdown Policy will be discussed with SLT this Thursday. Resources have been shared with staff. they include:

Lockdown Power point

Evacuation/ Invacuation procedures

Who's who- responsibilities

Social stories to use with the pupils

Posters to be displayed around the school

'My Concern' continues to be used effectively. **SD & JH** will receive training regarding using 'My Concern' as a staff safeguarding facility. This would allow staff to share any safeguarding concerns they may have regarding themselves

that might impact on their working day. Once training has been received they will determine whether it will be a useful tool.

The link to the parent aspect of My Concern called My Voice, has been shared in the newsletter via a link and QR code and is proving to be a useful tool. **SD** confirmed that if parents accessed it both she and **JH** are immediately alerted.

Following a safeguarding incident, a series of measures have been put in place to increase security around the school. A Fob system has been added to the inner porch door ensuring that pupils are not able to leave the school playground to get access to external gates. The exit button on the outer porch door has been repositioned out of the reach of most pupils. KS2 children now only enter and exit via the rear door of the KS2 building to alleviate risk of doors being left open.

JJ advised that social stories would be shared with children regarding lockdown procedures and a drill will be carried out next half term. There will be further ACES training for staff, additional 'My Concern' training for safeguarding leads and ongoing safeguarding training for the safeguarding team throughout the year.

JJ confirmed that she was booked on the safeguarding course for experienced governors in November and the designated safeguarding governor training in December.

SD advised that a fire drill would take place later this week.

JS asked for more information regarding the staff element of 'My Concern' – **SD** advised that it would be used for staff well-being, once training had been received a decision would be made as to whether or not we implement it. **LH** said it would add another layer to staff well-being, there could be a home situation that might impact on the working day that staff would like **SD/JH** to be aware of.

Correspondence

HM confirmed that she had received the resignation of Chris O'Callaghan also training opportunities for governors. Governors were encouraged to sign up for training and to inform **HM** when they had completed any.

AOB

It was acknowledged that a number of acronyms were used, **HM** would circulate a glossary of terms.

Cllr.MW was able to inform that the matter relating to our new kitchen and also the ongoing issues with our boundary wall had recently been discussed at Cabinet.

Date of next meeting

Tuesday 26th November – School improvement partner would be attending.

Matters Confidential – See attached

