

BOARD of GOVERNORS

8TH APRIL 2025

Together we aim for the stars

Minutes of the meeting of the Board of Governors for Victoria School on
Tuesday 8th April 2025

Members Present

Cllr. Rhiannon Birch
Mrs Rebecca Connor
Mrs Sam Davies
Major David Emery
Mrs Laura Halliwell
Mr Simon Husband
Mrs Judith Jones

Mrs Cerys McDonald
Ms Nicola Moorhouse
Mrs Helen Moreton, Clerk
Mr Grant Robson (Via TEAMS)
Dr Rhiannon Slade
Mrs Jenine Sulley
Mrs Amy Warne Jones
Cllr. Mark Wilson (Vice Chair)

Apologies

Mr Alistair Davey
Mr Peter Hall
Mr Mark Petherick (Chair)

Apologies were given and accepted by Governors.

School Improvement Partner

Claire Skidmore was welcomed and delivered an informative session on the roles and responsibilities of governors – ‘Knowing my school’. This provided an opportunity for the GB to reflect on their roles and responsibilities and to recognise what makes an effective governor. Furthermore, time was spent discussing the difference between strategic and operational roles in school. **CS** emphasised that the GB should carry out its functions with the aim of taking a broadly strategic role in the running of the school. There are clearly defined roles, the headteacher is responsible for internal organisation, management and control of the school, advising on and implementing the governing body’s strategic framework. The governing body provides strategic leadership, challenging and supporting the headteacher whilst acting as a critical friend.

SD thanked **CS** for her presentation – the GB asked for it to be sent to them, **HM** will email out.

Minutes of the Meeting held on Tuesday 26th November 2024

The minutes of the meeting of the Board of Governors held on Tuesday were approved by the Governors and signed by the Vice Chairperson.

Matters arising

Cllr. MW reminded governors of the importance of understanding the school improvement plan, which was discussed in great length at the previous meeting.

Head teacher Report

This had been circulated prior to the meeting, **SD** highlighted the following:

Numbers on Roll

We are full from YRS2 -YRS6. The lower numbers in Nursery and Reception are in line with other schools, and are reflective of the lower birth rate. There will be 7 new children joining nursery in the summer term.

Staffing

1 member of staff is on long term sick but is being covered by a very competent supply teacher, 1 staff member is currently on maternity leave and will return in July.

Attendance

Attendance rates are stable and are currently 95.4%, the rate we were pre-covid. Our unauthorised absence is low and our attendance is well above mean average of Vale Primaries. **JS** asked what should the attendance be, **SD** stated that 96% was the aim. However, punctuality was also important. **RS** asked if there were many children who struggle to go in to class. **SD** said a few of the current YR6 children needed support and she was appreciative of the emotional support that the LSA's provided. However, there are only 4 LSA's in KS2 for 8 classes (240 children). **AW** commented that some of the current YR6 children were anxious. **SD** advised that the YR6 children missed out during the covid years when they would have been in YR2.

However, on a positive note **SD** stated that the transition links with Stanwell were excellent and that there is a strong partnership between the two schools. Some of our children will go to St Cyres in September and we are working to build links with them.

The School Improvement Plan

The SIP for the academic year has been agreed with all staff and good progress has been made in relation to targets but **SD** advised that targets changed due to on-going monitoring.

Key Area One – Teaching and learning

To continue to develop an awareness and understanding of diversity:

The school continues to be an ambassador school for anti-racism and has shared practice at several workshops. The school has had a case study for DARPL published.

The diversity group have met and reviewed their action plan to support their work in ensuring Victoria is an inclusive school. They have created a list of festivals and special days that they believe represent the interests and make up of our school.

The Curriculum Task Group have completed a questionnaire on current learning in the school and will analyse the results in their next meeting.

Key Area Two – Wellbeing, support and guidance

To continue to maintain VPS high standards.

Key Area Three – Leading and improving

To ensure that professional learning opportunities have a positive impact on pupils' learning and wellbeing.

All staff have a professional development target focusing on action research which has a positive impact on pupils.

Two SLT members have received coaching training in order to disseminate to others.

To continue to promote and develop the Welsh language. **SD** stated that Stanwell school have given us some welcome support, we are working towards our silver award.

A subsidiary Objective

To develop effectiveness as a community focussed school.

SD & SH recently visited Holton Road School to look at their community hub provision. Once the new canteen is open we can utilise our existing one as a community café/hub. **SD** informed that it will be a meeting place for parent groups, we can operate a 'pay what you can afford' foodbank for our families and give parents the tools they need to support their child. We are aware that various grants can be accessed to support this.

Checking and Evaluation of the quality of teaching and learning

Pupil progress meetings have been held with every class teacher at the end of this term, to evaluate the progress pupils have made and the impact of interventions.

Throughout the year, we participate in National comparative writing with each year group (from Y1-Y6) participating in at least 1 writing assessment. **SD** had shared the data prior to the meeting but explained it in greater detail. **RC** asked if we had obtained a grant for this, **SD** stated that we hadn't but it was such a useful tool, the investment had

been worthwhile. **RS** asked if the results would be communicated to parents, **SD** said that they would need the context to understand it, it was a tool for staff to assist with targets and monitoring.

Staff development

Our training and development for this term is linked to our SIP in particular Professional Enquiry – an opportunity for staff to explore different and alternative pedagogical approaches to improve learner outcome. Staff regularly attend training provided by CSC, (including Network meetings). Recently, our LSAs have received training on sensory circuits. Teaching staff attended Cluster INSET day with a focus on math's. They found this extremely helpful in identifying new resources and sharing excellent practice across all Cluster schools. Six members of staff have recently completed Team Teach training to improve de-escalation strategies.

Premises

Plans for the development of the new canteen are on track. Work is due to start April 2025. During this time, work will also be started on KS2 toilets, the roof and a new alarm system. This new development will inevitably cause disruption but will improve the school significantly. The new sensory garden has been created with a grant from the Big Fresh company. This has provided a quiet, relaxing space in our very busy playground.

Health & Safety

A fire drill was carried out this term and the children were excellent in their response. No points raised. A lockdown drill was also carried out and the following point of improvement was raised:

- Tannoy system can be quiet in FP building

There has been one accident reported, which resulted in a member of staff sustaining a fractured arm.

Budget

The budget currently has a deficit of 320k, compared to 340k in September. The need for an increase in support staff is an additional costing, due to the complex needs of some of our pupils.

Headteacher continues to work with CSC and Welsh Government to secure more income. The Deputy Headteacher continues with his role as verifier, which also secures additional income.

The school is part of a number of working parties which provide additional income and support professional learning. A grant application at the Arts Council was accepted and we were allocated £1000 to subsidise the Y5/6 theatre trip. We continue to apply for grants to improve provision.

Events

A number of exciting events have already been held, with many more scheduled.

Safeguarding

JJ reported that:

- The 'Physical Intervention and Restrictive Practices' policy has been updated in line with Welsh assembly guidance and is available on the school website.
- My Concern reports show staff using more explicit vocabulary when recording incidents. The QR code is being accessed by both parents and visitors.
- The personal emergency evacuation plans have been updated.
- Individual Risk assessments updated for flight risks and children whose behaviours are deemed as potentially unsafe to themselves, peers and staff (12)
- Lockdown assemblies delivered to children, and a lockdown drill has taken place
- Multi Agency Referrals: 3 (3 pupils)
- Exclusions this term: 3 (2 pupils) for physical assaults against staff
- Team Teach training has been delivered to key staff
- **SD and JH (ALNCO)** are attending relevant DSP/DDSP training on 03/05/25
- Fitting of additional higher fencing around the front boundary of school which we had identified as an area open to the risk of boundary scaling
- Exit button on outer porch door raised
- Locks have been fitted on all classroom doors for lockdown security

- **JS** asked if the fixed term exclusions would ever lead to permanent exclusion? **SD** advised that would be extremely unusual in a primary school.

Budget

We remain in a deficit, which proves challenging.

Authorisation of Holiday Requests

SD advised that the current policy allows her to authorise up to 10 days holiday absence per academic year. In line with Vale of Glamorgan policy she asked the governors to consider an amendment to that policy, no holidays would be authorised only absences in extenuating circumstances. If the GB agreed this would be implemented from September 2025. The governors agreed, a letter will be sent to parents advising them of the change.

Correspondence

Beth Hales has submitted a letter of resignation, a parent governor election will be held in the summer term.

Date of next meeting – 20th May – to meet in AoLE teams.

Governors were reminded that they were invited to school on 8th May for a learning walk.

Matters Confidential

None