

VICTORIA COUNTY PRIMARY SCHOOL
Cornerswell Road Penarth CF64 2UZ
Tel: (029) 20709225 Fax: (029) 20709123
Email: victoriaps@valeofglamorgan.gov.uk

BOARD of GOVERNORS

SEPTEMBER 2016

Together we aim for the stars

Minutes of the meeting of the Board of Governors held at Victoria School on
Tuesday 27th September commencing at 5.30pm.

Members Present:

Miss Christine O'Callaghan, Chairperson
Mr David Adams
Cllr. Rhiannon Birch
Mrs Samantha Daniels
Mr Simon Husband
Mrs Judith Jones
Mrs Helen Kerr
Mr Dave Lawrence

Mrs Nikki Lacey
Mrs Sonia McLaughlin
Mr Mark Petherick
Mrs Amanda Reynolds
Mr Rhys Taylor
Mrs Amy Twining
Cllr. Mark Wilson
Mrs Helen Moreton

Apologies

Mrs Rebecca Connor
Miss Jeanette Minns
Mrs Cath Newman
Mr Phil Tibballs

Apologies were given and accepted by Governors.

Election of Chair and Vice Chair

Mrs Nikki Lacey proposed Miss Christine O'Callaghan as Chair and was seconded by Mrs Amanda Reynolds. Mr Mark Petherick proposed Cllr. Mark Wilson as Vice Chair, and was seconded by Mrs Judith Jones.

Miss Christine O'Callaghan proceeded to chair the meeting.

Welcome

C O'C welcomed the governors and introduced Mrs Amy Twining, new parent governor and Mr David Adams, new (non-teaching) staff governor. The other new parent governor, Mr Phil Tibballs had sent his apologies.

CO'C advised governors that Mrs Cath Newman's term of office has now ceased. However, she would like **CN** to continue as an observer governor as she has always been proactive.

Governors agreed.

Minutes of the Meeting held on Tuesday 28th June 2016

The minutes of the meeting of the Board of Governors held on Tuesday 28th June were approved by the Governors; proposed by **AR**, seconded by **DL** and signed by the Chairperson.

Matters Arising:

See below:

***Traffic Update**

This remains an ongoing problem. The promised increased presence of the PCSO's has not materialised. **SD** continues to highlight in newsletters. A scheme in Cardiff called 'Kerbcraft' appears to have had some success; **AR** will forward the information to **SD**.

RT queried why the large red gate was not open? **SD** advised that it was a Health & Safety issue, the property next door are awaiting some roof repairs and until that is done there is a risk of falling tiles. Ideally all three entrances need to be open to alleviate congestion. Previous problems with the back gate and lane entrance have improved, staff still monitor.

***Daily Mile**

During the summer term, staff trialled the 'Daily Mile' however, it proved difficult to manage due to the numbers and limited space. **SD** advised that once the children have settled into the term, then some form of daily exercise will take place, although not necessarily running a mile on the yard.

***HWP**

Some governors still continue to experience problems – especially if using an iPad. **SM** will spend some time at the next GB meeting to discuss. She will also set up login details for the new governors.

The website has been updated – it still needs a few adjustments but generally governors were pleased with the result. **SD** explained that there had been some delay due to establishing who owned the domain but that had now been resolved.

***Victoria Playing Field**

MW had no further updates at the moment he hoped to have further information by the next GB meeting.

***Race for Life**

SD reported that this had not taken place yet but was scheduled for the autumn term.

***SEN Consultation Document**

JJ (safeguarding governor) had met with Mrs Hall (ALNCO) to discuss. A further meeting has been arranged. The deadline for governor response is 21st October.

Head Teacher Report and School Improvement Plan

Governors had an opportunity to read this prior to the meeting but **SD** highlighted some key points.

***Attendance**

Currently at 97.7% which is above our annual target of 96.6%. Our attendance from last year moved us from the 2nd to the 1st quartile. This is particularly encouraging considering that there are no obvious consequences for taking children out of school during term time.

***Data Analysis**

Analysis of end of year data has provided some very positive outcomes with an upward move in all areas and for all year groups. The WGT demonstrated that our children are achieving above LA and Wales in all areas in all year groups, particularly at the higher levels (115+); fantastic achievement for staff and children. The standards/KQ1 group will be meeting with the new challenge adviser, Philip Buxton, on the 7th October and will provide a more in-depth presentation of the school's results at the next Governor's meeting.

Detailed analysis of progress carried out by SLT identified no major differences in the achievement of specific groups e.g. FSM, SEN, MAT, LAC, Boys, Girls. However, although not endemic to the school as a whole, there is a significant difference between the achievement of boys and girls in Y2, at the higher outcomes. An action plan will be put in place, as part of the SIP, to ensure accelerated progress this academic year.

NL queried why another new challenge advisor? SD explained that his predecessor had gained promotion. SD has already found Mr Buxton to be very helpful and felt that there would be a positive relationship with him. Members of Key Group 1 will meet with him on October 7th.

***School Improvement Plan**

The SIP for the academic year 2016/2017 has been shared with all staff and will be reviewed termly by the SLT and shared with governors and staff.

- **Key Question One – How good are outcomes?**

Decrease the differential between higher attaining boys and girls in current Y3

To improve the provision of Wave 2 and Wave 3 intervention.

To implement whole school procedures for Habits of Mind.

- **Key Question Two – How good is provision?**

To improve teachers' confidence in the planning, teaching and assessing of writing skills.

Develop understanding and familiarisation of the new curriculum with a focus on the 12 pedagogical approaches.

Improve the use of incidental Welsh across the school.

To introduce the new Digital Competence Framework across the curriculum.

To improve the quality, challenge and consistency of mental maths throughout the school.

- **Key Question Three – How good is leadership and management**

Establish a system of disseminated leadership through the development of AoLE teams.

To formalise clear strategies of monitoring in order to support Governors in holding the school to account through appropriate levels of challenge.

***'Checking and Evaluation' of the quality of teaching and learning**

Performance management lesson observations were completed by the HT in the summer term and will be repeated after half term by pairs of SLT. Collaborative monitoring will be carried out by all members of staff during INSET time. Teaching and learning is currently judged as good with excellent features. However, a number of teachers have moved year groups so SD advised that a programme of support was in place using established practitioners and SLT members.

***Premises**

The canteen is very nearly finished. The PTA fundraising has paid for new blinds, cutlery, cups, and storage. We are just waiting for the walls to be painted with child friendly characters and the makeover will be complete!

A ground force day is planned to tidy up the garden area. The school council have been given the task of collecting views on a playground redesign.

***Health and Safety**

To date there have been no major accidents to children in school during this academic year and none in the previous year.

We have had a recent H&S review carried out by an independent H&S officer and he has provided us with a report on improving our practice and procedures. This report will be shared with the H&S subcommittee and an action plan will be devised.

CO'C advised that the Health & Safety Committee would be meeting once a term and asked the committee members to make a note of the dates.

NB H&S committee will meet at 4.30PM on 22nd November.

***Budget**

The budget is still very tight so we are constantly looking for ways to save/create extra funding:

- Disco night run by teachers to purchase maths resources/ pay for end of term treat.
- Allowing the school to be used for filming during half term
- Hosting/organising training for local schools resulting in our staff trained for free.

***Parent questionnaire**

We have had a very good response from our parent questionnaires. One area of concern was regarding Homework – the SLT will meet to discuss this.

***Celebrations**

- Roald Dahl week
- St Fagans trip
- Revolting Rhymes at Penarth pier
- Cosmeston Trip
- Curriculum Information Meetings

***Final Comments**

It has been a wonderfully calm start to the term and we believe that this is largely due to the limited mixing of classes and reverting back to single age classes. It has been very enjoyable to experience a whole school event already (Roald Dahl week) and we look forward to many more this school year.

NL wondered if the single age classes would affect transition to Stanwell school? Staff advised that there are still lots of opportunities for classes to mix – they are put into sets for the morning and mix at break and lunch times.

Home School Agreement

Although it was no longer a requirement, SD informed governors that she would keep the agreement. It is a useful tool in reminding both parents and children what they have agreed to.

Committee Structure and Terms of Reference

The committee structure had been circulated prior to the meeting. Governors were happy to continue on the same committees. CO'C indicated that the new parent governors would not be allocated a committee until after their induction.

Diary for 2016/17

Governors had received a copy of dates for the next academic year.

Correspondence

Governors were reminded that there were a number of training dates during the autumn term.

Letters of resignation from Clare Price (non-teaching staff governor) and Kevin Sullivan (parent governor) – both have been acknowledged.

MW agreed that he would continue as our representative for the Vale School Governors' Association.

Register of Interest

Existing governors were reminded that if circumstances have changed they need to update the register – new governors were asked to complete.

Any Other Business:

CO'C reminded governors that 'Colorfoto' will be in school on 7th October to take individual photos. The GB photo board will be displayed in the lower junior corridor alongside the staff photos.

DL wondered if a recent letter sent home from the 'Student Support Centre Group' had been endorsed by the school. **SD** advised that school had merely distributed them. **SD** will clarify in the next newsletter that we are frequently asked to distribute information, this does not mean that we are making a recommendation or endorsement.

JJ asked if the Safeguarding committee could meet in the near future – it was agreed that they would meet on Monday 21st November at 9.30AM.

Matters Confidential

See attached

Date of next Meeting: Tuesday 22nd November

4.30PM Health and Safety Committee

5.30PM Governing Body - to meet in Key Question Groups

6.00PM Governing Body