

VICTORIA COUNTY PRIMARY SCHOOL
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BOARD of GOVERNORS

JULY 2017

Together we aim for the stars

Minutes of the meeting of the Board of Governors held at Victoria School on
Tuesday 4th July - commencing at 6.00pm.

Members Present:

Miss Christine O'Callaghan, Chairperson
Mr David Adams
Mrs Lorna Bennett
Mrs Samantha Daniels
Mr Simon Husband
Mrs Judith Jones

Mrs Helen Kerr
Mrs Sonia McLaughlin
Miss Jeanette Minns
Mrs Helen Moreton
Mr Mark Petherick
Mr Rhys Taylor

Apologies

Mrs Rebecca Connor
Mr Dave Lawrence
Mrs Nikki Lacey
Mrs Cath Newman
Mrs Amanda Reynolds

Apologies were given and accepted by Governors.

Absent

Cllr. Rhiannon Birch
Mrs Amy Twining
Cllr. Mark Wilson

Governors were reminded that as a matter of courtesy, apologies should be given in advance of the meeting.

Minutes of the Meeting held on Tuesday 23rd May 2017

The minutes of the meeting of the Board of Governors held on Tuesday 23rd May were approved by the Governors; proposed by **DA** , seconded by **JJ** and signed by the Chairperson.

Matters Arising:

See below:

SD informed governors that the proposed staff training on violence and domestic abuse had still not taken place as VOGC need to provide login details.

IT Café

Sessions will continue next year. However, it was reported that some parents tried to attend but were unable to gain access to the building. **SD** will investigate.

Personnel Committee

MP advised that the committee had met on 20th June. Staffing structure was discussed. Two members of staff are on long term sick but being covered by very competent supply staff. **LB** advised that it had been helpful to have a letter explaining this.

Safeguarding

JJ confirmed that there was nothing to report.

Health and Safety

DA reported that the committee had met on 27th June to look at the fire risk assessment. There were a few minor things that needed addressing but **SD** and Ian Ward (caretaker) had drawn up an action plan. The committee proposed that staff should receive annual fire training. The next committee meeting would involve a walk around the playground.

SD advised governors that there was a Business Continuity Plan in place. Copies of important documents were held in a fire retardant box so that in the event of a fire, the school could relocate and carry on running with minimum disruption.

RT queried if the children were first aid trained? **SD** advised that there was a possibility that someone could come in and run a training course.

Correspondence

A letter of resignation had been received from Mr Dave Lawrence, parent governor. The letter had been acknowledged and an election will take place in the autumn term.

Any Other Business:

Estyn are seeking nominations from governors who are interested in training as lay inspectors. **HM** advised governors to take the nomination form and return it by 7th July.

Parking

SD has been informed that some parents are parking on the zig zag lines whilst dropping off their children. **LB** wondered if anymore could be done to encourage families to walk or cycle to school? **SD** asked **LB** if she could investigate and report back.

It was felt that the pupil voice would be the most effective deterrent, therefore from next week **SD** will be outside the school with a group of children and challenge any errant drivers.

Thanks

The GB asked if their appreciation could be passed on to the staff for all their hard work throughout the year. It was particularly noted that without them giving up their own time the residential trips could not take place.

SD said she would pass on their comments.

Governor Groups

The groups will have a different focus in September – governors will be contacted prior to the first meeting with a brief synopsis of each.

Committee Structure

HM will email governors with the current structure in September.

Matters Confidential

See attached

Date of next Meeting: to be confirmed