

BOARD of GOVERNORS

OCTOBER 2023

Together we aim for the stars

Minutes of the meeting of the Board of Governors for Victoria School on
Tuesday 24th October

Members Present

Miss Christine O'Callaghan, Chairperson
Mr David Adams
Cllr. Rhiannon Birch
Mr Marc Cahill
Mrs Rebecca Connor
Mrs Sam Daniels
Mr Alistair Davey (Via TEAMS)
Mrs Beth Hales

Mr Peter Hall
Mrs Laura Halliwell
Mrs Judith Jones
Mrs Cerys McDonald
Miss Jeanette Minns
Mrs Helen Moreton
Dr Rhiannon Slade
Cllr. Mark Wilson

Apologies

Mr Simon Husband
Mr Mark Petherick
Ms Julie Plumb

Apologies were given and accepted by Governors.

Welcome

HM welcomed the governors

Election of Chair and Vice Chair

Cllr. MW proposed CO'C as chair, seconded by DA. CO'C proposed Cllr.MW as Vice Chair, seconded by RC

Minutes of the Meeting held on Tuesday 11th July 2023

The minutes of the meeting of the Board of Governors held on Tuesday 11th July were approved by the Governors; proposed by Cllr M W seconded by PH and signed by the Chairperson.

Matters arising

None

SER/SIP

SD gave an informative presentation to the GB explaining the self-evaluation and school improvement process. SD explained that the SER is an annual task which mainly involved the SLT and therefore its effectiveness could be questioned. 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. Governors were informed that SD had been part of the National Resource: Evaluation and Improvement working party to develop the self-evaluation tool. The tool has been adapted for use at Victoria, it is used in an excel document with hyperlinks to good practice. The GB were shown a live version of the NREI tool. In order to decide the School Improvement Targets, all staff engage in the self-evaluation process.

The tool provides prompts, e.g. 'How effective is leadership'? 'How well does leadership positively influence the quality of teaching to enable learners to progress in relation to the four purposes and the principles of progression'?

The prompts are highlighted using a traffic light system, if the prompt is red, are there any quick wins to turn it to orange/green? If the prompt is green – what is the evidence? The evidence is recorded alongside the SER.

The red prompts are organised in order of importance, the most important/relevant prompts are turned into SIP objectives. All training and resources are targeted into achieving the LO and making them orange/green.

SD emphasised that the

*SER process at Victoria involved all stakeholders (including pupils) – they were all engaged in evaluating against the NREI

*Red areas are included in SIP as a priority for improvement

*All staff and the Curriculum Task Group continuously review and add evidence to the SER

*The SIP is reviewed half-termly by the SLT and edited as appropriate, it is then shared with all staff at the next INSET and with governors at the next meeting

*Staff use the NREI tool to support Performance Management targets.

Currently, the Curriculum Task Group are undertaking an action research project to evaluate the most effective type of homework.

There are 5 SIP priorities for 2023/2024:

1. To improve sustained writing
2. To continue to implement a whole school PACE approach
3. To continue to promote the Welsh language and culture across the school
4. To continue to strive for a fully inclusive school environment
5. To continue to develop assessment and planning tracking systems in line with each AoLE

In conclusion, **SD** stressed that the NREI tool was a 'live' document that was available on 'sharepoint' to all staff who were encouraged to access it, use the hyperlinks and upload evidence.

CO'C thanked **SD** for the informative presentation. **JJ** asked if all schools would use the same format? **SD** advised that each school would look different. **MC** asked what the pink section reflected? **SD** explained that it showed the area had been evaluated and added to FADE documents. **MC** stated that it was a good visual tool for the staff, allowing them to take responsibility. **CM** questioned if different teams would oversee different areas. **LH** explained that if something needed addressing then a plan would be implemented. Mrs Halliwell advised that following drop-ins by herself and Mrs Daniels in the spring term it became evident that guided reading across the school was not consistent. Therefore, to get it back on track an INSET session was planned to remind staff of the whole school approach. **SD** advised that learning walks and observations had already taken place this half term to ensure consistency. **MC** wondered if staff were supportive, **SD** confirmed that they were, as they appreciated direction. **MC** acknowledged the obvious strength of the SER and SIP but wondered if parents were aware of it and should it be communicated to them? **SD** advised that various parent workshops were offered and it was on the school website, however, it might be helpful to share with parents.

Safeguarding

JJ reported that staff had some refresher training on 'My Concerns' in September, and it continued to be used effectively. The ALNCO, Mrs Brown had advised that 2 MARF's had been sent but no further action was required. The safeguarding level 2 course has been completed by, Mrs Daniels, Mrs Brown, Mrs David, Mrs Halliwell, Mrs Glover and Mrs Pritchard. All staff had completed the safeguarding level 1 course. Reviews have been held for two looked after children.

JJ confirmed that her safeguarding training had been booked for November.

Governor AoLE Teams

SD reminded governors that they were welcome to meet with their AoLE leads, it would be beneficial for them to visit school to improve their roles and knowledge. They could either make contact directly with the leads or via **HM**.

Committee Structure and Terms of Reference

CO'C advised that the proposed structure had been sent to the GB prior to the meeting.

Register of Interest

HM asked governors to inform her if there had been any changes to the details already held.

Correspondence

CO'C advised that she had received letters of resignation from Mrs Wood and Mrs Brown, both had been acknowledged.

AOB

Although **JP** was unable to be present at the meeting she had asked how the GB could support the upcoming ESTYN inspection. **CO'C** advised that she and **RC** would meet with ESTYN, however, it was important that all parent governors attended the parent meeting on November 13th and returned the parent questionnaire.

Date of next meeting

Tuesday 28th November

Matters Confidential - None