

VICTORIA COUNTY PRIMARY SCHOOL  
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**BOARD of GOVERNORS**

**24<sup>th</sup> February 2026**

**Together we aim for the stars**

Minutes of the meeting of the Board of Governors for Victoria School on  
**Tuesday 24<sup>th</sup> February 2026**

**Members Present**

Mr Alistair Davey  
Mrs Samantha Davies  
Major David Emery  
Mrs Jayne Hall  
Mrs Laura Halliwell  
Mrs Jennifer Hicks  
Mr Simon Husband  
Mrs Judith Jones

Ms Nicola Moorhouse  
Mrs Helen Turner, Clerk  
Mr Mark Petherick (Chair)  
Dr Rhiannon Slade  
Mrs Amy Warne-Jones

Amanda Geddes

**Apologies**

Cllr Rhiannon Birch  
Mr Peter Hall  
Mrs Cerys McDonald  
Mr Grant Robson  
Cllr Mark Wilson

**Welcome**

**MP** welcomed governors.

**Apologies were given and accepted by Governors.**

**Minutes of the Meeting held on Tuesday 21<sup>st</sup> October 2025**

The minutes of the meeting of the Board of Governors held on Tuesday 21<sup>st</sup> October 2025 were approved by **MP**, seconded by **JJ** and signed by the Chairperson. There were no matters arising.

**Fixed Penalty Notices (FPNs)**

Amanda Geddes (**AG**) from the Inclusion Team at the Vale of Glamorgan Council was in attendance to provide more information about Fixed Penalty Notices (FPNs) and informed the GB that FPNs were underpinned by the Education Act and that persistent absentees were pupils with less than 90% attendance (the equivalent of at least 19 days/123hrs of schooling lost per year). She noted that Victoria Primary School currently had 95.89% attendance for the year to date, which was up from the same time last year, and that the number of authorised absences had decreased and unauthorised absences had increased since the change in attendance policy, which had been expected.

**AG** noted the impact that no longer authorising holidays had had – last year, 1220 days of schooling were lost to holidays, whereas this year, to date, the number stood at only 267 days. She felt that this was a reflection of how parents valued their children attending the school and that many had taken holidays during term time previously simply because they could.

**AG** informed the GB that currently 5 secondary schools and 2 primary school within the Vale of Glamorgan were issuing FPNs, with a further 5 primary schools considering introducing them. So far this year 514 FPNs had been issued in total.

**AG** highlighted the following:

#### **Holiday FPNs**

These could be issued if a pupil had 10 unauthorised sessions/5 days of absence due to a holiday. A maximum of 1 per term, per child could be issued, to both parents if applicable. A holiday FPN would incur a £60 fine if paid within 28 days and a £120 fine if paid within 42 days. If left unpaid, the Local Authority would begin legal proceedings which may lead to a court appearance. **AG** confirmed that the Head Teacher would still have the authority to authorise holidays in exceptional circumstances.

#### **Attendance FPNs**

These could be issued if a pupil had 10 unauthorised sessions/5 days of absence for reasons other than a holiday and did not need to be consecutive. A maximum of 1 per year, per child could be issued, to both parents if applicable. An attendance FPN would incur the same penalties as above but parents would receive a warning letter first, in the hope that they would engage with the school to improve attendance so that an FPN would not be necessary.

**AD** queried whether the introduction of FPNs would drive more parents to consider home education. **AG** confirmed that the Vale of Glamorgan had one of the lowest numbers of home educated children across all councils and that there was a robust system in place for monitoring. **AD** also noted that there could be safeguarding issues involved when a child was not present at school and **AG** reassured the GB that safeguarding was very much a part of the process and noted that sometimes an FPN being issued actually encouraged parents to seek help.

**NM** asked if issuing FPNs would damage relationships between parents and the school, as attendance rates had improved anyway, and questioned if there was evidence to show that FPNs worked. **AG** commented that if parents were not engaging with the school anyway then FPNs were not likely to have a detrimental effect on the relationship and stressed that FPNs were a last resort.

**SD** also felt that the option to issue FPNs would further strengthen the school's already robust attendance policy. She commented that the internal warning system, prior to an FPN being issued, would be very important as engagement from parents was key.

**The GB agreed to finalise its decision on FPNs at the next meeting, following circulation of written information on the above from AG.**

#### **Safeguarding Update – Spring Term 2026**

**See attached**

#### **Head Teacher Report**

The report was circulated to members prior to the meeting and **SD** highlighted the following:

Staffing – Anon was currently on sickness leave - a consistent supply teacher was covering in xx and parents had been informed. Anon had returned from sickness leave.

Attendance – attendance rates were very good, currently 95.8% for the year to date, and the school had been first for attendance in the Vale of Glamorgan during January and second in December.

Staff Development – the school had been successful in its grant application for 6 members of staff to take part in a trip to Texas in October, to develop a bank of online resources on Growth Mindset which would be rolled out across Wales. **SD** commented that this was an exciting project for the school and that, if staff were not able to put themselves forward to travel to Texas, there would be other opportunities to contribute by helping to create the online resources or presenting the information at conferences following the trip. **SD** noted that, apart from the 2

conferences which would involve an overnight stay, the majority of the work following the event would be done online and that impact on staffing would be kept to a minimum.

A cluster INSET day had been held on reading and other schools had fed back that they were keen to learn about Victoria's reciprocal reading scheme which was helping to improve independent learning across the school.

The school would be trialling a bespoke reading and writing assessment pilot with GL Assessments which had been funded by the Vale of Glamorgan Council.

Grants – a grant for £1000 had been received to purchase a book vending machine which would be used as an innovative way to distribute prizes to the children.

Welsh – the school had been chosen to take part in the Cymraeg Penarth Cluster pilot for Welsh and a grant would be given for release time for the Welsh lead. LSA Welsh INSET day training had also taken place.

Premises - the playground had been resurfaced and markings would be redone during the Easter holidays and ventilation on the new canteen had been moved to a more appropriate position. Overall, the new canteen was working well, however the school Council children had written to Big Fresh regarding menu choices.

Health and Safety – an unplanned fire drill had occurred which had highlighted some areas in need of improvement, for example staff ensuring that they had signed in on arrival and the impact on ALN children in terms of varying from their usual routines. **SD** confirmed that further unannounced drills would take place to ensure that all procedures were being followed correctly.

There had been one accident where a child needed to attend A&E as a result of an accidental trip.

Cost of Living Pressures for Parents – **SD** informed the GB that, whilst the school wanted to provide educational experiences for the children, she was very aware that the cost of trips was challenging for many families. She noted that the school was trying to relieve cost pressures wherever possible, for example the year 6 residential trip for 2026 had been reduced from 5 days to 4.

## **AoLEs**

It was suggested that this item be discussed at the following meeting as there were members not in attendance.

## **Finance Committee**

See attached

## **Health & Safety Committee**

**SH** confirmed that the committee had met in October and assessed the fire risk report, immediately addressing any issues that were straight forward to resolve. Classrooms had been reassessed since and were much improved (no trip hazards, no excess cardboard etc.). Signage improvements had also been made by Mr Ward, the school caretaker.

**SH** noted that the report highlighted that some fire doors were in need of upgrading, however the associated financial outlay was significant and this had been raised with the Council. The committee was confident that all matters that could be resolved by the school had been addressed.

## **Accessibility Plan**

The GB agreed to ratify the Accessibility Plan 2026-2029 and it was signed by the Chairperson.

## **Any Other Business**

**MP** and **SD** had met with Jo Clark and recommended that she be appointed as Community Governor.  
**MP would write to Governor Support to confirm.**

The GB noted that Mrs Jenine Sulley had resigned as a Parent Governor.

**Date of next meeting: Tuesday 30<sup>th</sup> June 2026 at 5.00PM**

**Matters Confidential**

See attached