

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

BOARD of GOVERNORS

FEBRUARY 2020

Together we aim for the stars

Minutes of the meeting of the Board of Governors held at Victoria School on
Tuesday 4th February

Members Present:

Miss Christine O'Callaghan, Chairperson
Mr David Adams
Mrs Sam Daniels
Mr David Hall
Mr Simon Husband
Mrs Judith Jones

Mrs Helen Kerr
Mrs Sonia McLaughlin
Miss Jeanette Minns
Mrs Helen Moreton
Mr Mark Petherick
Cllr. Mark Wilson

Apologies

Mrs Lorna Bennett
Cllr. Rhiannon Birch
Mrs Rebecca Connor
Mrs Amanda Reynolds
Mr Grant Robson
Mr Rhys Taylor

Absent

Mrs Amy Twining

Apologies were given and accepted by Governors.

Minutes of the Meeting held on Tuesday 19th November 2019

The minutes of the meeting of the Board of Governors held on Tuesday 19th November were approved by the Governors; proposed by **MW** seconded by **JJ** and signed by the Chairperson.

Matters Arising:

See below:

Boundary Wall

Cllr.MW advised that a replacement wall has been included in VOGC scheduled programme of works, the timescale t.b.c.

Staff and Pupil Toilets

SD advised that in the week prior to Christmas, the ladies staff toilet had been out of action for 3 days. **SD** contacted both Paula Ham and Mark Haynes to advise that it was having a detrimental effect on staff morale. **PH** responded very quickly and a survey was undertaken. **Cllr.MW** informed governors that both the staff toilets and the Foundation Phase toilets will be upgraded in the summer.

CO'C expressed her thanks to **Cllr.MW** for his support regarding the wall and the toilets.

Environment Committee

Cllr.MW will provide feedback at the next GB meeting.

Head Teacher Report

The report had been circulated prior to the meeting.

JJ asked for an update on 'Seesaw' – a secure online journal where students can document and reflect on what they are learning in class. **SD** advised that it was still being trialled, the nursery are using it for their research project –results are proving positive. Currently, it is a free resource allowing children to log in to see their work. **SM** asked if there would be a cost if it became available to parents for them to view. **SD** confirmed that there would be. **DA** commented that YR3 had used it effectively.

DH asked if it could be also used as a communication tool, **SD** advised that it couldn't, it was for educational purposes only.

DH has been approached by some parents asking for a more consistent communication process. Some messages are texted and some emailed. **SD** said that the length of the message would determine the method used. **JJ** commented that in addition to the various communication channels, there is also an open door policy. **SD** said that if any suggestions could be made to improve communication she would be more than happy to receive them.

CO'C noted that the final paragraph of the head teacher report was a cause for concern. **SD** reiterated that it was evident at the recent pupil progress meetings that the interventions we can offer have been decreased due to a lack of funding and staffing.

CO'C said it was particularly worrying as this was an area that had been commended at the previous inspection. **SD** commented that there has also been an increase in pupil mental health issues and it was difficult to access services and support.

Cllr.MW reported that although individual budgets were not yet known, there would be an increase for schools this year. Although this is good news, the budget will still remain challenging, **SD** is hopeful that staff will be retained.

It was noted that in order to generate income both **SD** and **SH** were undertaking additional work.

SD informed governors that the challenge advisor would be visiting next Monday, 10th February. He would spend the morning with the SLT, accompanying them on their drop in's and looking at their subsequent evaluations. In the afternoon he will meet with **SD** to discuss pupil progress, evaluate the SIP and assess the impact of grant spending. This is a significant visit – **SD** will report back at the next GB meeting.

Feedback from Personnel & Finance Committee

SM advised that we are fully staffed. The budget remains challenging but there should be a small carry over; as previously mentioned the additional work undertaken by **SD** and **SH** is

being used to balance the budget. The PTA continue to be very supportive and have committed £2900 towards IT equipment. **CO'C** noted that we are fortunate to have such a hard working PTA.

Safeguarding

JJ advised that a medicine audit had been undertaken in the autumn term. Staff have recently had anaphylactic training and will all receive first aid training during INSET this week. **SD** and Jayne Hall (ALNCO) are meeting this term to update the safeguarding policy.

Correspondence

HM reminded governors that various training dates are available and they should book direct with GSU.

Any Other Business:

CO'C advised that as we are likely to have an inspection within the next 18 months she has asked **SM** to give a presentation to governors at the next GB meeting.

Governors were reminded that there is a workshop on Tuesday 11th to discuss the new curriculum.

JJ commented that the other workshops have been well received and parents are grateful to staff for providing them.

Cllr.MW advised that a drone had recently been deployed to inspect the school roof, once the report is received he will update the GB. VOGC are proceeding with the Schools Decarbonisation Programme – the lighting programme should begin in the summer term.

JM paid a moving tribute to Cllr. Janice Birch who has recently passed away. Cllr. Birch had a longstanding association with Victoria school, having previously served on the GB for many years, including a considerable number as chair of governors. **JM** recognised her great sense of public service and acknowledged her invaluable contribution to the GB. A celebration of her life will take place on Wednesday 11th February. **CO'C** asked **Cllr.MW** to pass on condolences to **Cllr. Rhiannon Birch**.

CO'C also informed governors that Mrs Twining's mother had recently passed away.

Matters Confidential

See attached

Committee Meetings:

Thursday 19th March @ 8.30AM – Personnel & Finance

Tuesday 24th March @ 4.30PM – Health & Safety

Next GB meeting – Tuesday 24th March @ 5.30PM