

VICTORIA COUNTY PRIMARY SCHOOL
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BOARD of GOVERNORS

SEPTEMBER 2015

Together we aim for the stars

Minutes of the meeting of the Board of Governors held at Victoria School on
Tuesday 29th September commencing at 5.30pm.

Members Present:

Miss Christine O'Callaghan, Chairperson
Cllr. Rhianon Birch
Mrs Rebecca Connor
Mrs Samantha Daniels
Mr Simon Husband
Mrs Judith Jones
Mrs Helen Kerr

Mrs Sonia McLaughlin
Mrs Cath Newman
Mrs Clare Price
Mrs Amanda Reynolds
Mr Kevin Sullivan
Mrs Helen Moreton

Apologies

Miss Jeanette Minns
Mr Rhys Taylor
Cllr. Mark Wilson

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. Mrs Rebecca Connor proposed Cllr. Mark Wilson as Vice Chair, and was seconded by Mrs Clare Price.

Miss Christine O'Callaghan proceeded to chair the meeting.

Welcome

C O'C welcomed the governors and introduced Mrs Sam Daniels – head teacher.

Minutes of the Meeting held on Tuesday 7th July 2015

The minutes of the meeting of the Board of Governors held on Tuesday 7th July were approved by the Governors; proposed by **CP**, seconded by **JJ** 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. **C O'C** reported that a pilot scheme has been implemented at Llandough Primary School which involves junior road safety officer's patrolling the front of the school. If it proves successful then the scheme will be extended to other schools. **RC** advised that similar problems had been experienced at Stanwell School but the SLT were now outside every day and that had alleviated the problem.

SD said cars had recently parked on zig zag lines and their numbers had been reported to the police and this would continue to happen.

Victoria Playing Field

Prior to the summer holidays **C O'C, TT, SH and MW** had met with Mr Phil Beaman to discuss various concerns. **SH** reported back to the GB.

Head Teacher Report

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

***Pupils and Class Organisation**

Our pupil numbers remain consistent; we currently have 524 children on roll, including 57 in nursery.

***Attendance**

Currently at 97.5% which is above our annual target of 96.6%. Each week the class with the best attendance is celebrated in the praise assembly.

***School Improvement Plan**

SD presented the **SIP** and encouraged governors to be actively involved in it.

The SLT had met to complete data analysis and FADE reports. Objectives had been set as follows:

Key Question One – How good are outcomes?

- Ensure that the percentage of girls achieving a standardised score of 115+ in maths is in line with the percentage of boys.
- To improve the provision of Wave 2 and Wave 3 maths intervention.
- To develop a consistent approach to writing across the school.
- Establish the consistent use of a positive rewards and Sanctions policy.

Key Question Two – How good is provision?

- To improve teachers' confidence in the planning, teaching and assessing of digital literacy.
- Improve pupils' confidence in using Welsh in a range of contexts.
- Increase percentage of Good and Excellent teaching, with a focus on effective marking and feedback.

Key Question Three – How good is leadership and management?

- Ensure that Governors participate fully in holding the school to account, through focused monitoring and support.
- Establish the role of the SLT in defining and measuring impact of planned action and securing improvement.

SD also advised that she had held 1:1 interviews with all staff, was in the process of carrying out lesson observations, had interviewed pupils and sent out parent questionnaires. This fact finding had proved a valuable exercise.

The school vision had been amended to:

‘Our vision is to work together so that everyone at Victoria Primary will be happy, caring, confident individuals who have a love of learning and achieve personal success.’

The school motto was unchanged:

‘Together we aim for the stars.’ However, this now featured more prominently in the reward system.

SD invited governors into school – they were welcome to attend the praise assemblies on a Friday and present awards. (NB. KS2 assembly is at 1.00PM and FP at 1.30PM).

***SEN & Well Being**

JH will report at the next GB meeting. **CP** advised that visitors from another school had looked at the Rainbow Room and were impressed with the strategies in place and the calm environment. **CN** queried how many children were taught there and in what year groups. **CP** reported that there were 19 children from years 3-6. The teaching was ‘needs’ based and appropriate to their level of learning. The purpose was to build confidence and self-esteem and the interventions used were very successful.

***Building Work**

The majority of the planned work will be completed by half term. **SD** reported that the worst aspect had been the problems experienced with ‘Playforce’ which meant that a significant amount of the yard was off limits.

Due to scaffolding being erected on Baron Road **SD** had taken the decision to re-open the back gates. Parents had been informed that this was a temporary measure and the situation would be monitored. **SD** and **SH** would be on the yard each day to monitor the situation, if there were any problems then the gates would be closed. **C O’C** stressed that it was important that there was a visible presence on the yard and asked that if **SD** and **SH** were unavailable could other senior members be there. A meeting was being arranged with staff at the Masonic Hall when it would be suggested that signs be erected stating that the car park was their property.

***Budget**

Any spending would be linked directly to the SIP. The major purchases would be:

Re-carpet one upstairs classroom

New furniture for Y5/6 classrooms

Visualisers for every class – **SM** will advise.

Laptops in Foundation Phase

SD concluded her report by stating that the GB had an important part to play in terms of supporting, monitoring, evaluating and ensuring accountability and she looked forward to working with them.

Data Presentation

SH informed governors that the school set high, challenging targets. We compared favourably with our family of schools and also nationally. However, there was always room for improvement and so challenging targets would continue to be set. **HK** advised that ESTYN had agreed with the levels that had been awarded which gave staff confidence in their decision making.

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. **SM** indicated that she was willing to replace Mike Holman and **RB** would replace Amber Courtney.

JM and **RT** will work with **SD** on the Annual Report to parents. It will be ready before the January GB meeting.

Diary for 2015/16

Governors had received a copy of dates for the next academic year. **C O'C** reminded them that they were welcome to come into school during November but to contact the office first.

Correspondence

None

Any Other Business:

SH has created a governor monitoring form which will be emailed out.

Matters Confidential

See attached

Date of next Meeting: Tuesday 1st December
4.30PM Personnel Committee
5.30PM Governing Body