

VICTORIA COUNTY PRIMARY SCHOOL
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BOARD of GOVERNORS

28th JUNE 2016

Together we aim for the stars

Minutes of the meeting of the Board of Governors held at Victoria School on
Tuesday 28th June at 6.00PM.

Members Present:

Cllr. Rhiannon Birch
Mrs Rebecca Connor
Mrs Samantha Daniels
Mr Simon Husband
Mrs Judith Jones
Mrs Helen Kerr
Mrs Sonia McLaughlin

Miss Jeanette Minns
Mr Dave Lawrence
Mr Mark Petherick
Mrs Amanda Reynolds
Cllr. Mark Wilson Chairperson
Mrs Helen Moreton

Apologies

Mrs Nikki Lacey
Miss Christine O'Callaghan
Mrs Cath Newman
Mrs Clare Price
Mr Kevin Sullivan
Mr Rhys Taylor

Apologies were given and accepted by Governors.

Minutes of the Meeting held on Tuesday 10th May 2016

Matters Arising:

See below:

***Traffic Update**

MW advised that the traffic situation remains a PACT priority. **SD** confirmed that there has been an increased PCSO presence. There are frequent reminders regarding parking etc. in newsletters. It remains an ongoing concern.

***Daily Mile**

SD has asked staff to evaluate the impact and SLT will discuss at their next meeting. There have been many positive comments from children and parents. If the 'Daily Mile' does continue, it might have to be adapted slightly due to the logistics of space and time.

***HWB**

Some governors are still experiencing difficulty with the HWB site – particularly those who use ipads. **HM** will still email governors and post on the HWB Governor page.

***End of Term Treats**

SD confirmed that as requested by the school council at the last GB meeting, they have been consulted on the range of treats given. The PTA have agreed to continue funding certain elements.

***GB Summer Training**

All governors confirmed that they were aware of the courses being run - **DL** in the process of making a booking.

***Uniform**

SD confirmed that parents had been informed that from September, trainers were no longer acceptable- smart, black shoes must be worn.

The minutes of the meeting of the Board of Governors held on Tuesday 10th May were approved by the Governors; proposed by **AR** , seconded by **DL** and signed by the Chairperson.

Victoria Playing Field

MW reported that a meeting with the VOGC was planned for early July. He would be able to give an update at the next GB meeting.

Feedback from Finance Committee

MW reported that the committee had met on 17th June. He advised that **SD** had a clear strategy and the budget would continue to be monitored closely.

SIP Overview

Prior to the GB meeting - governors had met with the SLT to discuss the three key questions relating to the school improvement plan. All agreed that the groups had been informative and worthwhile.

Head Teacher Report

SD had sent this to governors prior to the meeting.

Pupils & Class Organisation

There are currently 558 children on roll with an over capacity of 11.4%. **SD** shared the class organisation for 2016/17. The children will meet their new teachers on 6th July.

Attendance

Attendance is currently 96% - we continue to be vigilant in monitoring absence rates.

Data Analysis

Analysis of spring term data identified no major differences in the achievement of specific groups e.g. Free School Meals, Special Educational Needs, More Able and Talented, Looked after Children, Boys and Girls.

Furthermore, interventions have proved effective in ensuring that children make expected progress.

School Improvement Plan

The SLT have evaluated the impact of actions from this year's SIP and have identified areas of improvement for the next academic year. This will be shared with staff and Governors before the end of the academic year.

Quality of Teaching and Learning

SD had completed performance management lesson observations. Teaching and learning is currently judged as Good with Excellent features.

Premises

The Snug floor is now complete and the PTA have agreed to fund the refurbishment of the canteen. The cloakroom opposite the Year 4 classroom will be transformed into a meeting room.

Support Services

The school cleaning service continues to be very effective. Due to the recent sad events, there have obviously been changes to the canteen team, however service remains acceptable.

Health and Safety

To date there have been no major accidents to children in school during this term. The caretaker has received training in PAT testing and H&S which will ensure that we keep up to date with inspections. We have recently had a fire evacuation practice.

Final Comments

Mrs Daniels expressed her thanks to children, staff, parents and Governors for the warm welcome and support she has received throughout her first year of headship at Victoria School. She is confident that working together we can continue to give the best possible chances to our young people and develop staff so that they are inspired to provide a first class education.

Correspondence

Letter from a member of staff

Any Other Business

AR asked if any Governors would like to make a contribution to the 'Race for Life' being held on the last day of term. All donations will be passed to Velindre Hospital in memory of Mrs Jan Brinkworth – former cook who recently passed away. It was agreed that a sponsorship form could be left in the school office.

MW confirmed that a card and message of condolence had been sent to Mr Brinkworth following his recent bereavement.

SD advised that the VOGC have asked Governors to review a SEN Consultation document – by 22nd July. Head teachers have already looked at the document – **SD** reported that it would be difficult to make an informed decision. It was agreed that **SD** will meet with **JJ (SEN Link Governor)** and **Mrs Hall** the ALNCO and report their findings to the GB. **HM** will circulate the proposals to all Governors for them to peruse.

Matters Confidential

See attached.

Date of next Meeting: 5.30PM Tuesday 24th September