

Ysgol Gynradd Gwaelod y Garth Primary School

**Minutes of the Full Governing Body Meeting  
19<sup>th</sup> January 2016 at 6.30pm at the School**

**Present:** Simon Hammett, Jan Jones, Rhian Jardine, Dawn Thomas, Rachel Garside, Sara Brown, Huw Onllwyn Jones, Selwyn Hughes, Matthew Cobbe, Rachel Arnold, Robert Webb Kate Church (Clerk)

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
	<b>Apologies for Absence</b> Apologies were received from Lindsay Davies and Nikki Shefferd.	
<b>1.</b>	As elections were required for the Chair, the clerk welcomed everyone to the meeting and asked for nominations for the role of Chair.  Huw Onllwyn Jones was nominated by Simon Hammett, seconded by Rhian Jardine and was elected unopposed.	
<b>2.</b>	<b>Welcome by the Chair</b> HOJ thanked everyone for attending the meeting and welcomed two new governors, Robert Webb and Rachel Arnold. Everyone introduced themselves and HOJ commented that if anyone present wanted to speak Welsh, he would translate for non-Welsh speakers.	
<b>3.</b>	<b>Declarations of Interest in the following Agenda Items</b> None.	
<b>4.</b>	<b>Minutes of Previous Meeting</b> The minutes of the previous meeting were received and accepted	
<b>5.</b>	<b>Matters Arising</b> <ul style="list-style-type: none"><li>it was suggested that as there are now two new governors, in addition to MC, who joined in July, the membership of committees should be reviewed</li><li>it was noted that as Chris James had now resigned from the Governing Body, there was a vacancy for a Community Council nominated governor; it was agreed that the Head and Chair would follow this up</li><li>all governors were reminded to complete Business Interest forms if they had not already done so; KC agreed to forward the forms to new governors</li></ul>	<b>JJ/HOJ</b> <b>JJ/HOJ</b> <b>KC</b>
<b>6.</b>	<b>Staff Responsibilities and Wellbeing</b> JJ explained that as it had been agreed that at every meeting, there would be a presentation on one particular area of the school (in the past these have covered the Eco Committee, the use of iPads for ICT etc.), the presentation for this meeting would be about Staff Responsibilities and Wellbeing. EW gave a detailed talk outlining the daily routines and responsibilities for teachers at Gwaelod.	
<b>7.</b>	<b>School Policies</b> JJ advised that there were two new policies to consider – the Visitors Policy, Attendance and Wellbeing and the Capability Policy all of which had been circulated in advance of the meeting.  Governors agreed that some aspects of the Visitors Policy would be difficult to implement and it was agreed that the Chair would draft a letter to express this to the Local Authority.	<b>HOJ</b>

It was noted during a discussion of the Attendance Policy that pupil attendance is currently 97%.

## **8. Reports from Committees**

### **Finance Committee**

The Committee met immediately prior to the FGB meeting. It was noted that there appeared to be a small underspend at the moment and if this is the case, this would cushion the effects of any cuts next year.

### **Health and Safety Committee**

It was noted that the co-opted governor, Peter Hammett, had provided the Head and Estates Manager with a report on the site. This covered a number of areas which require work such as windows and the terrapins. Work has been completed recently on the toilets, walls and floors. RA suggested that there might be grants available to fund work on the windows and agreed to follow this up.

RA

**It was agreed that a new schedule of dates for Committee meetings was required.**

## **9. Learning Walks**

RJ advised that she had been to spend some time looking at Literacy and had submitted a report on her experience to the Headteacher.

RG had visited and looked at resources for Knowledge and Understanding of the World; RG said that she had been very impressed with the school's external links and plans to come in twice a term.

SH advised that he had met with Alison Davies and had observed two PE lessons.

## **10. Headteacher's Report and the School Self Improvement Plan**

JJ gave an update on the Self Improvement Plan and the school's RAG rating was discussed. JJ advised that she will give a presentation on this at the next meeting.

The latest Headteacher's report had been circulated prior to the meeting and JJ outlined significant points:

- the RAG rating for the school and the Challenge Adviser, Shan Clark's report, will be made public on 28.1.16; the Standards Committee had met with SC to look at the group standards and the school's capacity to improve
- SHam had led the meeting to look at the scrutiny of the evidence and this had gone very well
- the school will be sharing good practice and will be inviting other schools to join INSET days
- the results of this were noted (these are confidential until the 28.1.16 and are minuted separately)
- the school was rated as green, standards group 2 with the rating of A for capacity to improve

The Governors offered the Head and the staff congratulations on the results.

It was noted that Mrs Timothy has accepted promotion and moved to Pentyrch Primary. Staffing arrangements to cover the post were discussed.

## **11. Governors' Annual Report to Parents**

This is being finalised and will be sent out at the end of January. It was agreed that a copy would be circulated to governors when ready.

JJ/KC

- 12. Governor Training**  
 It was agreed that all governors and in particular, the three new governors for this year, would need to attend the basic training for governors, if they had not already done so. **All**
- SH suggested that the audit of governor training needed to be updated and reminded everyone to let him know when they undertake training. **All**
- It was also agreed that governors would like to register for online training. KC advised that governors wishing to register for the online training needed to give their written permission to share their contact details for this and it was agreed that governors would do this asap. *[Governors' permission and contact details were passed to Governor Services by the end of January 2016].* KC also agreed to confirm whether the online training was available in Welsh as well as English. **All/KC**
- 13. Correspondence**  
 It was noted that two letters of resignation had been received – from Emma Steven Webb and Lynne Timothy. It was agreed that the Chair/Head would write to express the Governors' thanks to the staff members concerned. **JJ/HOJ**
- It was also agreed that the Chair/Head would write to thank Carys Roberts, former Chair and former governors Chris James and Simon Wade for their service to the school. **JJ/HOJ**
- 14. AOB**
- it was agreed that the confirmed minutes and past agenda would be added to the school website
  - the options for repairs to School Lane were discussed; it was noted that this may take some time to resolve as there are a number of different viewpoints regarding the best solution
  - it was agreed that dates for Committee meetings would be arranged by email
- 15. Determination of Matters to be Regarded as Confidential**  
 It was agreed that the categorisation of the school would be minuted as a Confidential matter.
- 16. Date of next Meeting**  
 Tuesday 17<sup>th</sup> March 2016 at 6.30pm at the School