



Ysgol Gynradd Gwaelod y Garth Primary School

**Minutes of the Full Governing Body Meeting  
22<sup>nd</sup> September 2015 at 6pm at the School**

**Present:** Carys Roberts-Amos, Simon Hammett, Jan Jones, Rhian Jardine, Dawn Thomas, Rachel Garside, Sara Brown, Huw Onllwyn Jones, Lindsay Davies, Selwyn Hughes, Matthew Cobbe, Kate Church (Clerk)

<b>Item</b>	<b>Discussion</b>	<b>Action</b>
	<b>Apologies for Absence</b> Apologies were received from Eirian Williams, Simon Wade and Nikki Shefferd.	
1.	As elections were required for the Chair and the Vice Chair, the clerk welcomed everyone to the meeting and asked for nominations for the roles of Chair and Vice Chair.	
2.	<b>Elections</b> <b>Election of the new Chair</b> Carys Roberts Amos was nominated by Simon Hammett, seconded by Huw Onllwyn Jones and was elected unopposed. It was noted that CRA's term of office as a governor was ending in November 2015 and as a result, parent elections would need to be held. If CRA is not re-elected, another election for Chair would have to be carried out at the next meeting.  <b>Election of the new Vice-Chair</b> Simon Hammett was nominated by Sara Brown, seconded by Huw Onllwyn Jones and elected unopposed.	
3.	<b>Welcome by the Chair</b> CRA thanked everyone for attending the meeting and welcomed the new parent governor, Mr Matthew Cobbe, who had been elected in July. CRA reminded everyone of the need to preserve the confidentiality of matters discussed in the meetings and of the role of the governing body as critical friend to the school.	
4.	<b>Declarations of Interest in the following Agenda Items</b> None.	
5.	<b>Minutes of Previous Meeting</b> The minutes of the previous meetings were received and accepted subject to some minor typographical amendments.	

**6. Matters Arising**

**Role of the Governors in relation to Standards and Performance**

It was noted that JJ will meet with the Challenge Adviser, Shan Clark and later on in the year, the governing body's Standards Committee will have the opportunity to present to her on the work on Standards undertaken over the year.

**Professional Learning Communities**

These are being developed in all subject areas to look at all aspects of teaching and learning.

HOJ commented that he had been in to do a Learning Walk on the 'Outdoor' subject area and CRA also advised that she had been very impressed with the work of the Eco Club, which has now gained its platinum award.

It was agreed that any governors wishing to get involved with one of the PLCs will get in touch with JJ to arrange to do a Learning Walk. Governors volunteered as follows: **All/JJ**

SHug – Physical

LD- Knowledge and Understanding

All governors were encouraged to participate.

**7. Business Interest Forms**

All governors were requested to complete and return forms to the clerk if they had not done so already.

**8. Headteacher's Report** - copies were tabled and the report is attached to the minutes. All governors were encouraged to feedback and contribute to the report in future.

**9. School Policies**

JJ advised that now most of the School Policies are being reviewed at meetings of the appropriate sub-committees but these were a couple that needed to be looked at immediately. SHam suggested that it would be useful to have a list of Policies against the Committee that would be tasked with reviewing that Policy; CRA undertook to produce that for the next meeting. **CRA**

Policies were agreed as follows:

- School Council
- Monitoring Policy
- Performance Management
- School Admissions
- Protocol for Visits

JJ advised that the new Attendance and Wellbeing Policy would be circulated. **JJ**  
It was agreed that JJ and CRA would meet after the meeting to discuss a schedule for reviewing all School Policies.

**Reports from Committees**

**Finance Committee** – a report was made by SHam, who advised that spending

was consistent with the programme of work, for this point in the financial year. Matt from LFM is satisfied with the budget. Money from the EIG has been used to fund some TA salary costs.

**Self-Evaluation Committee** – JJ reported that she had a positive meeting with Shan Clark the previous week, who had reviewed the SER and had made a few minor amendments. JJ asked that if any governors had anything to add, to email her. JJ will meet with SC again in a few weeks.

The make up and membership of the Committees was reviewed. Changes were suggested as follows:

- Buildings Committee to be part of the Health and Safety Committee; membership to be SW and HOJ, with ex-governor Peter Hammett co-opted for his expertise
- Curriculum Committee to become Standards Committee; membership to be CRA, DT, SHug, MC and RJ. CJ's membership to be reviewed (it was agreed that Chris James should be contacted to establish if he wished to continue as a governor as he has not been able to attend this last year)
- Marketing Committee to be scrapped.
- Redundancy, Discipline and Inclusion to continue – CJ to be removed from any memberships as appropriate if he does not wish to continue

**Chair/KC**

It was agreed that Standards Committee need to meet and a date was agreed 5<sup>th</sup> October at 5pm.

### **Learning Walks**

HOJ reported that he had come in for a Learning Walk in the summer with Alyson Davies and it had been very informative and helpful. HOJ is hoping to do another walk soon, when the children are present.

### **Self Improvement Plan**

JJ advised that the SIP was devised using actions taken from the SER. The SLT meet every Monday to go through the SIP. Data was circulated to the governors.

Six children out of 263 are FSM (this is 5.4%) so this school is competing against high achieving schools – the school is in a family of ten schools from all over Wales. Governors made comments and asked questions about the data for example:

- standards have slipped in English – this is now being targeted by the SLT
- it was agreed that where there are concerns, these need to be shared with parents and there should be a common drive to address problem areas
- HOJ asked if focus on the weaker children would affect the other children and JJ advised that this was not the case, that these children would be given extra homework and other efforts would be made but outside of the classroom
- Welsh standards were high
- there was a dip for boys at Outcome 5 in Maths; Outcome 6 was much higher and compares well with the rest of the Local Authority and with

the All Wales figures

- at KS2, there are 13 children who are English Medium and 21 Welsh
- 94.1% achieved Level 4 or 5; last year this was 96.4% (this was a difference of one child)
- at Level 5, girls outperform boys

It was noted that the Committee will have an opportunity to present the data to the Challenge Adviser later on October 6th.

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

It was agreed that this would be sent out to parents in January 2016, as this had worked well last year.

### **Governor Training**

All governors had been sent details of the central training programme for the next academic year. Governors were asked to confirm whether they wished to sign up for online training, as this is also being provided centrally and requires governors to give permission for their email addresses to be passed to a third party. Once this has been done, the company contracted to provide the training will send each governor a password to access online resources.

### **Correspondence**

None had been received

### **AOB**

#### **Term dates in 2017**

RJ asked about plans for INSET days at the start of the academic year in September 2017; JJ agreed to investigate and report back.

### **Meithrin**

It was noted that there was uncertainty around places in the Meithrin for next year; JJ advised that she had raised this a number of times, but would follow it up.

### **Determination of Matters to be Regarded as Confidential**

None.

### **Schedule of Meetings**

The next meeting will be held on 19<sup>th</sup> January at 6.30pm at the School.