



St Nicholas Church in Wales Primary School Governing Body

Minutes of the meeting of the Governing Body held on 12th December 2024 at 5.30 pm

Present: Ceri Hunt, Rachel Evans, Simon Crockford, Gordon Kemp, Luke Lambourne, Jason Downey, Geoff Howell, Kimberly Ely. Rev Amanda and Fr Martyn

In attendance: Scott Morgan

Clerk: Claire Morgan

		Action
1	Welcome and ratify appointments: The Clerk welcomed everyone, in particular Kimberly who was attending her first meeting	
2	Apologies for Absence: received and accepted from Andrea Griffiths, Chloe Sullivan (maternity leave), Abigail Hartley, Leah Whitty, Becky Hunt.	
3	Conflicts of Interest: none recorded	
4	Business Interests Register: none outstanding	
5	<p>Minutes of the meeting held on 7th November 2024 The minutes were approved as a correct record (proposed GK, seconded JD)</p> <p>Matters arising from minutes:</p> <ul style="list-style-type: none"> • Clerk had recirculated the committee list • VSGA – Clerk nominated GK and this was accepted (<i>post meeting note – the next meeting of VGSA will be 27th January</i>) • Letter to Lord Lieutenant – ongoing • Skills Audit – ongoing • Legionella Report – awaiting certification • H&S issues: agreed to discuss these now. ISG who built the new school have gone into administration and some of the work they were contracted to carry out has not been completed. In addition to this there are ongoing ‘snagging’ issues – this was discussed in full at the last GB meeting and involves serious health and safety concerns and safeguarding issues. On 10th December several GB members attended a meeting with senior managers from 21st Century Schools to discuss this. <p>We owe £80,000 to ISG which the administrators are trying to collect from VOG – this is money that was held back because work had not been completed. If we can hold onto the money, it should belong to the school (not the LEA) but apparently half of</p>	

	<p>it has been earmarked for rectifying the road outside the school which needs resurfacing.</p> <p>At the meeting it appeared that 21st Century school staff were not aware of the severity and magnitude of all the outstanding works, despite having been copied into emails and despite numerous emails from the HT. They were warned that we are due for an inspection and if Estyn highlight health and safety and safeguarding issues, it will be in the form of writing a letter to the LEA and they will then be forced to rectify the issues. A follow up meeting has been suggested for mid-January and in the meantime, we have had an email from the Programme Lead which provides a list of work which the LEA has assured us will be completed as soon as possible</p> <p>Action: Chair to email Programme Lead (Kelly Williams) to confirm date for mid-January meeting and inform her that the GB will be expecting answers regarding the perimeter fence/boundary issues which have not yet been resolved.</p> <p>SC asked whether a master list of issues to be rectified had been provided and this was confirmed.</p> <ul style="list-style-type: none"> • Risk Assessments – SC said that whilst there were unresolved issues with the LA in relation to health and safety and buildings, it was better to produce a matrix with every issue on which could then be ticked off as it was completed. He agreed to work with the HT on this. 	<p>Chair</p> <p>SC/HT</p>
<p>6</p>	<p>Headteacher’s Report: this had been uploaded to the new website prior to the meeting.</p> <p>SM gave a presentation on Progress and Attainment and said that since the new CfW had been introduced, the school had trialled various ways of assessing pupil attainment and progress; they have been refining the process over the past two and half years and have found that comparing standardised scores to non-verbal reasoning scores was the best way to assess whether pupils were making progress.</p> <p>Comparison is made between eFSM and non eFSM pupils and also between gender; there are termly pupil progress meetings with class teachers and SMT.</p> <p>CH asked how the progress model had developed and whether this had been developed with the cluster schools. The Head said that this is something that she and the Deputy Head had worked on. The presentation has been given to the school’s Improvement Partner who was impressed and said that no other school had gone that far.</p> <p>The Head said that WG is now realising that they don’t have access to data as assessment guidance was not provided as part of the new curriculum. LL said it would be very disappointing if WG now intervened with a different assessment model after all the hard work put in by the SMT.</p>	

	<p>The Head said that pupil progress meetings are very important and by the end of the first term of the academic year the class teacher and the SMT know each individual pupil and are aware of where interventions are needed.</p> <p>Parent questionnaire was carried out in the summer and we had excellent feedback. PTA is now up and running; parents had asked for more after-school clubs, but these are not well attended and we do not have access to the playing fields at the moment.</p> <p>Safeguarding: the DSG (LL) met the HT for a termly update and the SER for Safeguarding has been agreed.</p> <p>Attendance – currently at 94.2% - this is higher than Wales and Vale average but holidays are still a problem. Two families have been referred to Inclusion for lack of attendance. Unfortunately, Inclusion have removed one of them from their list because they could not get in contact with them and the Head will need to re-refer.</p> <p>School Improvement Plan – this was adopted in November and GB members who are attached to the SIP priorities need to come into school once a term (3 times a year) and those attached to Areas of Learning need to come in twice a year. Governors are expected to have a good understanding of their own area.</p> <p>Agreed to have a staff/GB meeting to discuss progress relating to the School Improvement Plan and Areas of Learning on 29th January 2025 at 3.30 pm. Clerk to inform full GB.</p>	Clerk
7	Servicing/One Stop Shop – discussed under Matters Arising above	
8	Policies: subject to a slight amendment the Health and Safety Policy and Healthcare Needs Policy were adopted (proposed CH, seconded LL)	
9	<p>Correspondence</p> <p>(a) Considered under confidential appendix</p> <p>(b) Dates for Diary: Carol Concert 18.12.24 at 1.45; Christmas sing along Fri 20th Dec at 1.30.</p>	
10	Skills Audit: despite reminders, only two GB members had completed this. Clerk to recirculate	Clerk
11	<p>Any Other Business:</p> <p>(a) Minibus debt – £1,200 is owed by various parents for minibus use. The Head has been chasing the money, but none has been forthcoming. One parent has outright</p>	

	<p>refused to pay. Discussion was held about this. GK asked how many families were involved – 5. LL referred to the amount of time and effort it would cost to take this through legal process to recoup the money. Agreed that the Head would keep reminding parents of the outstanding debt.</p> <p>(b) Considered under confidential appendix</p>	
16	Confidential Items: items 9 (a) and 11 (b)	
17	Date of next meeting: 13 th February 2025 for sub committees and full GB	

Minutes agreed as a true record: Signed:

Date: