



MINUTES OF THE MEETING OF THE GOVERNING BODY OF THE COURT SCHOOL HELD ON WEDNESDAY 12th OCTOBER 2022 AT 5.00PM

PRESENT: J Beesley (Headteacher), S Bounds (online), R Cadwallader, C Gibbon, A Griffiths (online), G Hunt (Chair), S Jenkins and D Sargent (Vice Chair)

APOLOGIES: G Webb

ALSO PRESENT: J Holmes (local authority), C Jones (Clerk) and C Joy (Deputy Headteacher - observer)

Minute		Action
1.	Welcome and Apologies for absence.	
1.1	The Clerk welcomed governors to the meeting. New community governor Ceri Gibbon was welcomed to the meeting and introductions were made.	
1.2	Apologies were received and accepted for E Powell, J Shimmin and G Webb	
1.3	The meeting was quorate.	
2.	Governors Code of Conduct.	
2.1	The local authority Governors Code of Conduct was emailed to governors prior to the meeting for information. No-one raised any concerns about the content of the document and G Hunt agreed to sign on behalf of the Governing Body.	
3.	Election of Chair and Vice Chair.	
3.1	Governor G Hunt was nominated as Chair. G Hunt accepted the position.	
3.2	Governor D Sargent was nominated as Vice Chair. D Sargent accepted.	
4.	Register of Business Interests.	
4.1	Registers were circulated to governors during the meeting and were completed by governors present.	

J. Hunt 19.10.22

5. 5.1	Declaration of interest in agenda items. There were no declarations.	
6. 6.1	Approval of draft full governing body minutes 6.7.22. The minutes of the previous meeting on 6 th July 2022 were approved as a true and accurate record and were signed by the Chair.	
6.2	Matters Arising <u>Minute 4.2</u> The Headteacher advised that having to close the school during the last week of the Summer Term was difficult. Parent governor A Griffiths advised that there were some difficulties regarding times of trips for pupils and agreed that the school being closed was challenging and had impacted on families. Governors agreed to refuse any such request from the local authority in the future.	JB
6.3	<u>Minute 11.</u> The Headteacher advised that different schools had different levels of shared information when pupils from mainstream schools outside county started at The Court School.	
6.4	<u>Minute 13.3</u> Governors confirmed they did not wish to change the school name until the new school had been built.	
6.5	<u>Minute 18.1</u> Governor A Griffiths provided governors with information on Hafan Cymru regarding 'Healthy Relationships'. It was discussed that Spectrum Training via the local authority was mandatory and should be undertaken annually. Governors asked whether training was available and requested the code to access the information. Governors thanked A Griffiths for the information.	
6.6	The Headteacher advised that some play equipment had been purchased. The teepees were proving to be really popular from a play and area to calm/regulate perspective but the assault was not so popular.	

J. H. 19.12.22

7. 7.1	Review of governing body member/ instrument of government. There were vacancies for Local Authority and Parent Governor.	
7.2	D Sargent wished to continue her role as Community Governor as her term had ended at the start of the school year. Governors approved the appointment at the start of the meeting.	
8. 8.1	Review of committee structures/ link governors. The committee structure was reviewed, and vacancies filled. The updated structures would be emailed to governors.	CJ
9. 9.1	Governor training and development. A Griffiths had booked onto various courses run by the local authority and would report back at the next meeting.	
9.2	New governors should complete the mandatory Induction training.	
9.3	D Sargent would be attending Child Protection Training run by the local authority.	
10. 10.1	Committee Reports. Meeting with the Finance and Health & Safety Committee would be arranged.	JB
11. 11.1	Presentation to governors from the local authority regarding detailed plans for new school site. A RIBA Stage 3 presentation was given by Julie Holmes from the local authority. The pre-application planning for the new school site was underway. The two sites were at Llanrumney and Fairwater. The Business Case was approved in August 22. The Headteacher advised that the school had the opportunity to collaborate with the local authority. A general layout of the new sites was presented to governors during the meeting. It included green areas for pupils and staff, and a comprehensive fobbed door system. There would also be a full-sized kitchen at both sites. Pupils had access to an outdoor area with canopies and there would be a 'sick bay' and therapy room. An Emotional Health & Wellbeing specialist teacher was involved in the planning.	

	The interior of the two sites would be identical. However, Fairwater has access to more outdoor space.	
11.2	Julie Holmes advised governors to put any concerns into a 'letter of support'. The local authority welcomed the proposed design ideas, and Fairwater Primary and Pen-y-Bryn Primary had also been very supportive with the plans.	
11.3	Governors asked how pupils would be allocated to the two sites. Julie Holmes advised that those decisions were likely to be made on the basis of where pupils live in the city.	
11.4	Governors queried noise levels on both sites due to The Court being on the same sight as mainstream schools, and the effect it could have on pupils at The Court. Julie Holmes advised that there would be specialist privacy fencing in place, and sports provision would be away from the mainstream schools.	
11.5	Governors asked about hiring out the facilities on both sites. Julie Holmes advised that there would be a possibility to hire premises and it would allow access to support communities.	
11.6	Governors asked about estates management at the two sites. The Headteacher had discussed an estates model with Rachel Smith from the local authority and would be continuing these discussions over the course of the Autumn/Spring terms.	
11.7	The Headteacher felt that the local authority was not proactive in maintaining the current school building. Governors were concerned about a lack of heating and scaffolding around the building. Julie Jolmes would escalate the concerns to the relevant officers in the local authority and would request monthly updates.	
11.8	Governors were pleased with the new plans and would write to the local authority by 26 th October 22 to support the proposal, and thanked Julie Holmes for her presentation and work on the school plans. Governors would, however raise a lack of parking at the new sites as a concern.	
12.	Headteacher's Report.	
12.1	Governors thanked R Bent and N Pearson for their commitment and contribution over the years. Both had resigned from the governing body due to ill health. They also thanked E Cousins who had resigned due to family commitments.	

	<u>Staffing</u>	
12.2	The Headteacher thanked the school's Teaching Assistants for their dedication and support. He emphasised the key role they play in the school and highlighted the fact that their pay did not reflect the vitally important jobs they undertook day in day out in a very challenging environment.	
12.3	New Psychology student E Ball was settling well and had gained confidence.	
	<u>Training</u>	
12.4	Dr Coral Harper led a four-hour session on Trauma Informed Schools on the second INSET Day.	
	<u>Premises</u>	
12.5	The new roof had been completed on the manor house. However, there were still issues with water ingress during heavy rain and the scaffolding was causing issues as pupils were trying to access it.	
	The heating was currently working but often broke down.	
12.6	<u>School Improvement Plan (SIP)</u>	
12.7	The Headteacher had completed the SIP (draft) for 2022-23 and a summary had been emailed to governors. The Headteacher advised that he completed the majority of the work on the SIP away from school as when he was on site he was required to support operationally for large proportions of the day (especially during the first few weeks). He explained he would talk more about the SIP at the next meeting.	JB
12.8	The Headteacher advised that Pupil Wellbeing continued to be a priority	
	<u>Consortium/Estyn</u>	
12.9	The Headteacher advised that the school were expecting 'the call' from Estyn sometime soon. The school would have 10 days to prepare for the visit.	
	<u>Behaviour</u>	
12.10	The Headteacher advised that the start of the academic year had been very challenging but that things were starting to improve as staff developed trusting relationships with pupils. There had only been 5 fixed term exclusion days so far this half term.	
	<u>Attendance</u>	
	The Headteacher would report back to governors at the next meeting. Attendance was affected due to Covid 19.	

	Governors were concerned that some parents were unwilling to send pupils to school due to the pandemic. The Headteacher advised that this wasn't as much of an issue as before but parents were still anxious.	
13.	Review of Policies	
13.1	The following policies from the local authority were reviewed, approved, and signed by the Chair: <ul style="list-style-type: none"> ▪ Charging and Remissions ▪ Child Protection and Safeguarding ▪ Financial Regulations ▪ Toileting and Intimate Care 	
13.2	The Deputy Headteacher advised that the Toileting and Intimate Care Policy had been introduced to meet the needs of the school. The school are now compliant. Governors asked whether pupils had toileting issues. The Headteacher and Deputy advised that there were.	
14.	Children who are looked after.	
14.1	The Deputy Headteacher advised that all four CLA pupils were doing well. The Deputy Headteacher was still establishing communication with CLA pupils and was doing Individual Development Plans (IDPs).	
14.2	There were issues with writing IDPs within the 12-week deadline. However, the school are ahead and the Headteacher and governors thanked the Deputy Headteacher for her work.	
15.	Health & Safety.	
15.1	The Headteacher felt that the school required more support from the LA and had emailed Richard Portas regarding undertaking regular meetings but was yet to receive a response.	
15.2	The Caretaker had made repairs to loose masonry in the pupil playground. The Headteacher commended Chris for his hard work. The Chair would contact H&S governor J Shimmin to draft another letter to the local authority.	GH/JS
16.	Safeguarding.	
16.1	There were issues on a daily basis on 'My Concern' but nothing to bring to the attention of governors.	

17. 14.1	Calendar of meetings. A calendar of full governing body meetings was suggested and accepted by governors.	
18. 18.1	Correspondence. There was no correspondence.	
19. 19.1 19.2 19.3 19.4	Any Other Business. S Jenkins gave information on a recent meeting on how staff at the school had undertaken a TIS 'Self Evaluation'. Governors agreed for their names to be published on the school website. Governors were invited to a leaving do for staff member L Hyde who was leaving the school. Sex and Relationship Education (SRE) concerns were raised. Parent governor A Griffiths asked how The Court were addressing the issues. The HT responded that parents had not raised any issues with the school yet. The Chair had observed a SRE at the school and felt that lessons were appropriate, skilfully delivered and staff/pupils dealt with the lesson well.	JB
20. 20.1	Determination of matters to be regarded as confidential. Staff governors left the meeting.	
20. 20.1	Date, time, and focus of next meeting. The next meeting was 30 th November 22 with a focus on the SIP.	

