

The Court School
Full Governing Body Meeting - Minutes
1st October 2024

Date:	Tuesday 1st October, 2024
Venue:	The Court School
Present:	Cllr. Garry Hunt (GH) (Chair), LA Governor Amy Griffiths (AG) (Vice Chair), Parent Governor Emma Powell (EP), Parent Governor - virtual Ceri Gibbon (CG), Community Governor Chloe McBratney (CM), Community Governor Denise Sargent (DS), Community Governor Glynis Webb (GW), Staff governor Jamyn Beesley (JB), Headteacher Sarah Jenkins (SJ), Teacher Governor Christine Murrell (CM), Parent Governor Cllr. Jon Shimmin (JS), LA Governor Pam Cotter (PC), Clerk
Apologies	Naveed Chaudhry (NC), LA governor

Ref:	Item	Owner
1.	<u>Welcome and Apologies</u>	
1.1	GH welcomed governors to the meeting.	
1.2	Apologies had been received from Naveed Chadhury.	
1.3	The meeting was quorate.	
2.	<u>Governing Body Membership 2024/25</u>	
2.1	<u>Election of Chair of Governors</u> One nomination had been received by the Clerk for the role of Chair of Governors and that was for Garry Hunt who was happy to continue in the role of Chair. All governors agreed to Garry continuing as Chair of Governors.	

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2.2	<u>Election of Vice Chair of Governors</u> One nomination had been received by the Clerk for the role of Vice Chair of Governors and that was for Amy Griffiths who was happy to continue in the role of Vice Chair All governors agreed to Amy continuing as Vice Chair of Governors	
2.3	Governors introduced themselves to Christine as this was the first meeting she had been able to attend in person since being appointed.	
2.4	<u>Review governing body membership</u> Clerk informed governors that there are two parent governor vacancies. JB advised that he had circulated a message to parents requesting expression of interests from parents.	
2.5	<u>Review committee structures.</u> Clerk reminded the governing body of the current membership composition of committees and Chairs which was agreed by governors.	
2.6	Membership of the Pupil Disciplinary Committee was updated and noted as too was the Pupil Disciplinary Appeals Committee	
2.7	<u>Review and appoint linked governors</u> It was agreed that link governors would not be appointed and that the current composition of the curriculum committee, with representatives attending and reporting worked well and would continue.	
2.8	<u>Governors Code of Conduct</u> Governors agreed to sign these at the next meeting	
2.9	<u>Business Interest Forms</u> Governors agreed to sign these at the next meeting	
3.	<u>Declaration of Interest on items on the agenda</u>	
3.1	There were no interests declared.	
4.	<u>Agree schedule of Governing Body meeting dates and Committee meeting dates</u>	
4.1	These had been agreed at the end of the summer term 2023/4 and already circulated to governors. As a reminder, the dates agreed are:	

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	<ul style="list-style-type: none"> • Autumn 2 – Tuesday 3rd December 2024 • Spring 1 – Tuesday 11th February 2025 • Spring 2 – Tuesday 25th March 2025 • Summer 1 – Tuesday 13th May 2025 • Summer 2 – Tuesday 24th June 2025 	
5.	<u>Agree timescale for production and issue of Governors Annual Report (report was last published summer term 2023)</u>	
5.1	JB advised governors that Emma Gudgeon had prepared this today for the academic year 2023 - 24 and that this is ready for immediate publication	
6.	<u>Approval of Minutes of previous meeting</u>	
6.1	Minutes from the meeting on 26 June were agreed by governors	
7.	<u>Matters arising</u>	
7.1	Item 6.2 - JB advised that the school council meetings had not yet taken place but once dates had been agreed, AG and GH would be invited to attend these.	
7.2	Vision panels - JB informed governors that these have been installed as required and requested.	
8.	<u>Headteacher's Report (including H & S)</u>	
8.1	The Headteachers report had been circulated to governors prior to the meeting. JB drew governors attention to salient points:	
8.2	JB expressed concern about staffing structures when the school moves to new sites as the current budget formula will not give the school what it needs.	
8.3	Governors asked whether the challenges around budget formula and staffing structures will cause a delay in moving to the new sites. JB advised governors that he has been asked by the LA to work with the LFSM officer around budget and formula and to take findings back to the LA. JB further advised governors that his preferred SLT structure moving to the new sites would be a deputy, assistant and senior teacher on each site.	
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8.5	<p>A governor asked if JB is concerned about getting the quality of staff. JB advised that he is, and that whilst they have brilliant staff, retention is a concern.</p>	
8.6	<p>JB advised governors that Caroline Joy, Deputy Headteacher, has returned and that the middle leadership team has been reshaped on the School Improvement Plan for this year.</p>	
8.7	<p>JB informed governors that there is a TLR in the budget that is likely to be linked to ensuring the consistency of trauma informed practice across the school. JB explained to governors that he currently does this but as he'll be working across two schools, he will need someone to ensure the trauma informed practice is consistent across the two sites. JB advised governors that this would be a TLR3 for one year. JB noted that whilst there is no reason why a TA could not be a trauma informed ambassador the TLR3 is available only to teachers as it is a teaching responsibility.</p>	
8.8	<p>JB advised governors that they had a session on 30 September to remind everyone of what trauma informed practice is.</p>	
8.9	<p>JB informed governors that there are two new psychology students this year who are doing brilliantly. GH noted that the GB had intended to have the psychology students attend an FGB meeting; JB confirmed that they will attend if able to do so.</p>	
8.10	<p><u>Health & Safety/Premises update</u> JB advised that the wall outside Dosbarth Pry-Copyn has now been enveloped. There is still one part that requires additional hoarding but the LA have agreed to complete the job/provide full funding for the project.</p>	
8.11	<p>JB further advised governors that he is now meeting with the LA on a monthly basis to discuss any ongoing work that is required and they are usually relatively prompt in responding to requests (thanks to JS for speaking with Rachel Smith).</p> <p>JB informed governors that he has not yet completed the school improvement plan for 2024-5 but will complete this during this half term. JB further informed governors of the priorities for the year:</p>	

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8.12	<ul style="list-style-type: none"> • <i>Teaching and learning</i> – Improve pupils' writing (↑ expectations and consistency). Strengthen assessment processes. • <i>Wellbeing, care, support and guidance</i> – Collect and analyse data re. interventions to identify strategic priorities, e.g., structural changes re. unstructured periods etc. • <i>Leading and improving</i> – Re-shape ELT/middle leaders. Work with LA re. evolution of Court School → Ysgol Cynefin 	
8.13	<p><u>Estyn Report</u> JB drew governors' attention to the Estyn report and shared links to media coverage:</p> <p>Estyn Report Highlights Success of The Court Special School (cardiffnewsroom.co.uk)</p> <p>The Court Special School praised by inspectors (rhiwbina.info)</p>	
8.14	JB invited questions from governors on the Estyn report..	
8.15	AG commented that as a parent, the Estyn report is the main document that she reads when considering placement for her children and the report mentioned everything that a parent wants to hear and that is that children are safe	
8.16	Governors congratulated JB on the inspection and report. JB advised governors that Wales Online will do a feature on the school on 7 November.	
8.17	<p><u>Finance Update</u> JB advised that he met with the LFSM officer to discuss staffing structures earlier in the day and has another meeting booked in to look at the budget; JB advised that he will provide an update at the next meeting.</p> <p><u>Attendance</u> JB informed governors that they had had the lowest exclusion rates last year, ever.</p>	

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8.18	<table><tr><th></th><th>2023-24</th><th>2022-23</th><th>2021-22 COVID-19</th><th>2020-21 COVID-19</th><th>2019-20 COVID-19</th><th>2018-19</th><th>2017-18 (change to 42 pupils)</th><th>2016-17 (36 pupils)</th></tr><tr><td>Fixed term exclusion</td><td>23 days Lowest ever!</td><td>25 days</td><td>36.5 days</td><td>40.5 days</td><td>25.5 days</td><td>75 days</td><td>77.5 days</td><td>151 days</td></tr></table>		2023-24	2022-23	2021-22 COVID-19	2020-21 COVID-19	2019-20 COVID-19	2018-19	2017-18 (change to 42 pupils)	2016-17 (36 pupils)	Fixed term exclusion	23 days Lowest ever!	25 days	36.5 days	40.5 days	25.5 days	75 days	77.5 days	151 days
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8.19	JB further informed governors that attendance is increasing and is still impacted heavily by PSPs and transition, but acknowledged that many children have increased their time in school.																		
8.20	JB noted that Estyn had talked positively about the way in which PSPs are managed, how they are monitored and reviewed.																		
8.21	<p><u>Health and Wellbeing update</u></p> <p>JB informed governors of the following updates:</p> <ul style="list-style-type: none">• The Rights Respecting schools status is due to be renewed or will revert to Bronze level.• Next steps for Siarter Iaith accreditation is the silver award• SJ and JB are attending the Health and Wellbeing awards w/c 7th October. <p>GH invited questions from governors; there were no questions.</p>																		
9.1	<p><u>SER/SIP – Update on priorities</u></p> <p>JB informed governors that the priorities for the year ahead are:</p> <ul style="list-style-type: none">• Teaching and learning<ul style="list-style-type: none">o Improve pupils' writing (↑ expectations and consistency).o Strengthen assessment processes.• Wellbeing, care, support and guidance<ul style="list-style-type: none">o Collect and analyse data re. interventions to identify strategic priorities, e.g., structural changes re. unstructured periods etc.• Leading and improving<ul style="list-style-type: none">o Re-shape ELT/middle leaders.o Work with LA re. evolution of Court School → Ysgol Cynefin.																		
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	JB advised that he would provide a further update on SIP priorities at the next meeting of the GB.	
10.	<u>Annual Safeguarding Training – Level 1</u>	
10.1	JB provided Safeguarding Training Level 1 for governors using the slides provided by Governor Services.	
10.2	JB informed governors that the Child Protection/Safeguarding policy had been updated to include the names of the current DSPs and governors were happy to approve the policy with these adjustments.	
10.3	A governor asked if JB had made any referrals to child protection? JB advised that six referrals had been made over the last 4 weeks.	
11.	<u>Safeguarding</u>	
11.1	JB provided the safeguarding update in his Headteacher's Report which noted the following information that there are 4 CLA. JB provided governors with a verbal overview of the current 4 Children who are looked after	
12.	<u>Policies</u>	
12.1	Governors agreed to return to the HR Manual at the next meeting of the governing body.	
12.2	JB explained to governors that the Child Protection/Safeguarding Policy is a Local Authority policy that has been revised by the LA and recommended by the LA for schools to adopt.	
12.3	Governors approved the Children Protection/Safeguarding Policy.	
13.	<u>Governor training and development including compliance with mandatory training</u>	
13.1	Amy has attended training on the Whole School Approach to Mental Health and Wellbeing.	
14.	<u>Correspondence</u>	
14.1	None.	
15.	<u>AOB</u>	
15.1	JB made governors aware of a pupil disciplinary committee meeting on 8th October.	

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15.2	JB informed governors that a recent Macmillan event had raised £30	
15.3	JB advised governors that they are trying to link with Morrisons and other avenues to secure funding.	
15.4	JS informed governors that a meeting and walk around with Clive is forthcoming. JB will let JS know the date.	
16.	<u>Date of next meeting.</u>	
16.1	Autumn 2 – Tuesday 3rd December	
17.	<u>Determination of matters to be regarded as confidential</u>	
17.1	None	

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