

The Court School
Full Governing Body Meeting Minutes
Wednesday 29th November

Date:	Wednesday 29th November
Time:	5pm
VE nue	The Court School
Present:	Cllr. Garry Hunt (Chair), LA governor
	Amy Griffiths (AG) (Vice Chair), Parent governor
	Cllr. Jon Shimmin (JS), LA governor
	Ceri Gibbon (CG), Community governor
	Denise Sargent (DS), Community governor
	Emma Powell (EP), Parent governor (via teams)
	Glynis Webb (GW), Staff governor
	Sarah Jenkins (SJ), Teacher governor
	Jamyn Beesley (Headteacher)
Not Present	Naveed Chaudhry (NC), LA governor
Apologies	Sally Deverson (SD), Parent governor
	Chloe McBratney (CM), Community governor
	*one parent governor vacancy

Ref	Agenda item / Actions	Owner
1.	<u>Welcome and apologies</u> Chair welcomed governors to the meeting. Clerk had received apologies from SD and CM. NC not present and no apologies received.	
2.	<u>Declaration of interest on items on the agenda</u> No declaration of interests on items on the agenda.	
3.	<u>Approval of minutes of previous meeting 11th October 2023</u> <u>Accuracy</u> Item 7 - spelling of "Hardy" replace with Hardee Para 6 - replace "funding" with "meeting"	

J. Hunt 2.2.24

	<p>Paragraph 8- spelling replace "Persell" with "Purcell"</p> <p>Item 8.7 - insert "structurally" safe</p> <p>Item 12.4 - Replace "DH" with "DS" as child protection safeguarding officer</p> <p>Item 17.1 - Replace "University Strategy" with "Neurodiversity" Strategy</p> <p>Remove wording outside of minutes - CLA update remove</p> <p>Governors agreed the minutes with the above amendments</p>	
4.	<u>Matters Arising</u>	
4.1	Item 2.3 Headteacher has been in touch with new parents but currently there is no interest for the vacancy. Headteacher will keep on trying and continue to update governors	
4.2	CG noted that if the school struggles to get a parent governor, it is possible to appoint a parent of a Cardiff school	
4.3	Headteacher advised that NC had requested that he put together a strong case for meeting with LA and this was completed with some strong information re number of children that need level of support in the school.	
4.4	Item 8.5 - Headteachers advised that TA vacancies at grades 3, 4 and 5 have been advertised with a deadline of 24th November. Headteacher advised that he will be seeking governors to be involved in the shortlist and interview process, AG and Chair expressed interest.	
4.5	Chair asked how many applications for TA posts have been received. Headteacher advised in total 16 applications for all three roles with a significant number applying for internal for promotion	
4.6	GW asked Why do we have supply staff on inset days? So they are exposed to the same info as all staff. Those who are needed for those days, would come in.	
4.7	Item 12.4 DS advised that it is her intention not to remain as Child Protection safeguarding governor. Further discuss at Item 5	
4.8	Item 12.5 Headteacher advised governors that all staff now received training, noting that there will always be some who may have missed. Headteacher advised that the inset day was a mop-up session but always need to do sessions	
5.	<u>Review of governing body membership and terms of office, and review committee structures</u>	
5.1	Headteacher updated governors on the parent governor vacancy, advising that he will seek to recruit in the new year as new parents settle into the school.	
5.2	CG also noted that it is possible for a parent governor to be appointed	

J. L. 22.24

5.3	<p>from Cardiff schools, should the Headteacher find it difficult to recruit one.</p> <p>The governing body reviewed the committees membership and appointed the following governors to the following committees:</p> <ul style="list-style-type: none"> • Child Protection/Safeguarding Governor - EP appointed • Staff Disciplinary / Grievance Committee - CG appointed • Staff Disciplinary / Grievance Appeals Committee - JS appointed as Chair of committee • Performance management of HT and pay review - CM appointed 	PC
5.4	<p>Actions: Clerk to update the Committee Membership sheet</p>	
5.6	<p>SJ asked how frequently should the Curriculum Committee meet. The Headteacher recommended once a term and advised that what has happened is that Ross has attended FGB meetings to provide updates with contributions from other staff.</p> <p>Chair recommended leaving the subcommittee meetings in place and that it would be prudent to have a meeting in the next couple of weeks.</p> <p>Action: Headteacher to arrange for Ross to convene a meeting of the Curriculum Subcommittee</p>	JB
6.	<p><u>Governor training and development including compliance with mandatory training</u></p>	
6.1	<p>Governors informed Clerk of the following training that they have attended:</p> <ul style="list-style-type: none"> • JS attended finance training • AG attended Safeguarding level 2 training, Understanding and Promoting Culture of Vigilance, Supporting your School through Estyn Inspection 	
6.2	<p>Clerk advised that mandatory training outstanding for CM and SD.</p> <p>Action: Clerk to follow up mandatory training with CM and SD.</p>	PC
7.	<p><u>Committee reports (include finance and Health and Safety)</u></p>	
7.1	<p>Finance Committee</p> <p>The Chair gave a verbal report following the Finance sub-committee that met prior to the GB meeting, advising that the finance officer was not available at finance sub-committee and that Headteacher had provided an update.</p>	
7.2	<p>Headteacher informed governors that there had been a £70K deficit budget which is now at £80K as a result of the non-teaching pay award.</p>	
7.3	<p>Headteacher advised governors that he had attended the city wide Headteacher School meeting on 24th November and that it was made very clear that any schools that are in a deficit position, it is no reflection on the school.</p>	
7.4	<p>GW asked the Headteacher if the school is actively trying to save money. Headteacher advised that they are and that there are financial decisions that would have previously been made, that are not now.</p>	

J.W 2.2.24

7.5	SJ asked what can be cut back on Headteacher advised that they are making efficiencies linked to staffing, repairs and declining requests for teaching materials. Headteacher went on to explain that the vast majority of the budget is spent on staffing and that he and Emma Gudgeon put together a staffing structure every Thursday for the next week. Headteacher advised that they ensure there is flex in that structure but will now stop including extra staff in that structure to cut back on costs. Headteacher further advised that requests for teaching materials are now being declined, especially with the new school in mind. Headteacher advised that there is a lot being saved with Chris, caretaker, which amounts to thousands of pounds as he complete jobs that would cost thousands	
7.6		
7.7	Headteacher advised governors that he has been asked to carry out work elsewhere with the consortium for which the school would be reimbursed. This would be good professional learning for the Headteacher and was ok if there was capacity in the school. Headteacher advised that it is not the right time to do this now. Headteacher further advised that staff are asking to be released for professional development but he has to decline which is another example of cost savings.	
7.8	Headteacher advised that he, the Chair, Vice Chair met with Richard Portas, Jennie Hughes, and Mel Godrey on Teams to discuss concerns around financial position and that he gave an in- depth picture of what the children need. Headteacher further advised that there were two followup actions; the first for the Director to get in touch with the Headteacher to organise another meeting and the second for Headteacher to get in touch with Richard Portas to get in touch regarding the progress on the wall outside that is structurally sound but needs repairs. Headteacher has followed up with Richard Portas.	
7.9	Governors noted disappointment that director had not got back to Headteacher with further meeting,	
7.10	There was further governor disappointment that the LA representatives did not attend in person.	
7.11	The Headteacher informed governors that figures for the budget settlement will be released in mid-December and that there may need to have discussions with other special needs schools about how split budget	
7.12	<u>Health and safety</u> JS informed governors that Headteacher has asked JS to write to Richard Portas and the Health and Safety link governor about the wall that is structurally sound but not safe. JS will update at next meeting.	
7.13	JS noted that a site visit was undertaken on 4th October 2023	
8.	<u>Curriculum for Wales update on implementation</u> Ross attended the meeting to provide update on Curriculum for Wales implementation.	
8.1	Ross provided context, explaining that ¾ years ago, staff got together to	

J. H. 2.2.24

	<p>discuss what a successful future looked like for the Court School. Staff looked at skills and mapped them to create the Curriculum Document which Ross brought. Ross explained that the staff continue to develop the curriculum with new skills and content</p>	
8.2	<p>Ross referred to the Curriculum document, attached to minutes which included the following updates:</p> <ul style="list-style-type: none"> • SJ has worked hard at achieving Rights Respecting Bronze Award and Charlotte has taken this on to secure Silver Award. • SJ has met with Cardiff Healthy Schools and will provide an update further in the meeting • Carolyn is taking the lead on the new Welsh Charter initiative, Starter laith which is about creating Welsh identity. There had been a solutions focussed meeting on Monday and created an action plan 	
8.3	<p>Ross continued to inform governors that the school is working closely with Show Racism the Red Card and Diversity and Anti-Racism Professional Learning (DARPL) as there are some comments being observed. Ross advised that they are providing good advice which the school is taking on board and coming up with strategy to deal with comments. Ross further explained that when children are dysregulated they use the words that cause the most harm, and it tends to be racist and sexual language. The school has now formulated a graduated response.</p>	
8.4	<p>Chair asked how many children in the school from ethnic minority backgrounds and is the language used always pertinent to their ethnicity? Headteacher advised that there are 8 and that the language is not always pertinent to the child's ethnicity, it is not targeted.</p>	
8.5	<p>Headteacher advised governors that they are trying to get AOLE leads time off timetable to review, plan and work on the curriculum but this is challenging because they aim to maintain continuity in classes, so trying to give time off in a sensitive way</p> <p>Action: Ross will send curriculum doc to Clerk for circulation to governors and a hardcopy to DS</p>	PC
8.6	<p>Headteacher thanked Ross, RW, SJ and staff who have been wonderful, stating that the support provided during SLT absence has been fantastic</p>	
9. 9.1	<p><u>Update of CLA pupils and child protection/safeguarding</u> Headteacher provided an update on the 5 CLA at the school:</p> <ul style="list-style-type: none"> • Pupil A - a younger pupil who is doing well and thriving. Their attendance is fantastic • Pupil B - this pupil is in a care placement and the majority of the time is doing really well and thriving. The Court School has changed this pupil's trajectory around. Staff have noticed that this pupil displays behaviours when they have contact which is often cancelled, but has a strong support network of staff • Pupil C - there were significant concerns around this pupil who spent 1 hour a day in their last school and struggling to form relationships. Pupil is now beginning to attend and has a better attitude towards coming to school. Pupil is now attending for 3 hours a day. • Pupil D - doing very well compared to this time last year. This 	

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	<p>pupils 1:1 is leaving, Angela Bowling. Transitioning child to spend time working with another member of staff</p> <ul style="list-style-type: none"> Pupil E - doing really well 	
9.2	Headteacher noted that Angela Bowling has served 16 years at the school and has a new role. Headteacher wished Angela all the best and thanked her for her service.	
9.3	Governor asked whether Pupil B has support from Alyson during periods of dysregulation. Headteacher explained that this pupil does not work well with Alyson.	
9.4	Headteacher noted that staff know the CLA all quite well and that there is a plan for each of them and that those CLA children are less concerning than others, as there are so many services involved.	
9.5	Headteacher noted that staff are continuing to use MyConcern to log safeguarding concerns.	
10.	<u>Update on School Improvement Plan (SIP)</u>	
10.1	Headteacher shared his update on SIP on screen and circulated handouts - attach to minutes, and provided governors with an overview.	
10.2	SJ provided an update on health schools, advising that Karen Trigg from Cardiff Healthy Schools visited the school. She undertook a walk around the school and interacted with the children. Karen provided ideas to pursue a whole school approach to healthy schools, giving the school a staged approach to implementing initiatives. Karen also undertook an audit on the great things the school is undertaking including sport, PSHE, sex education and was really impressed with what she has seen on the Wales and Pupil Files and what she saw the children doing.	
10.3	SJ noted that there is a self-evaluation document that governors need to input.	
10.4	SJ advised that she will be attending a Network meeting in January which is specific to special schools. Greenhill is leading on this and have the award. SJ will report back after the networking meeting	
10.5	Governors agreed that the school should re-establish Cardiff Met link for sporting activities	
10.6	Headteacher noted that encouraging healthy eating can be tricky because of the menu and sensory issues that children have, but that he is meeting with the school cooks boss to discuss menu	
	ACTION: CG advised that she can get staff from her school in touch with SJ with questionnaire templates and table in time for the next GB meeting.	CG
	SJ commented that she likes the lay out of the SIP update summary	
	Action: Headteacher will send copy of SIP update summary to Clerk for circulation to governing body.	JB/PC
11.	<u>Update on healthy eating and drinking</u> Update provided above at item 10.	
12.	<u>Staff training and development (including safeguarding level 1</u>	

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12.1	<p>training for governors) Headteacher shared governor safeguarding training slides and provided training.</p> <p>Action: EP to receive Level 2 Safeguarding Training as Child Protection/Safeguarding governor.</p> <p>Action: Headteacher to arrange for Ross to provide training for those governors not in attendance today (CM, SD, NC) before the next GB meeting commences in January 2024, whilst the finance committee takes place.</p> <p>Action: Clerk to follow up with governor services who has undertaken levels 1,2 and 3 safeguarding training.</p>	<p>JB/EP</p> <p>JP</p> <p>PC</p>
12.2	<p>GW asked whether the LA is responsible for governor DBS certificates being up to date.</p>	
12.3	<p>CG explained that staff are asked to obtain a DBS certificate when they join and when they get a new job they apply for a fresh certificate or have the option to join the update service. CG further explained that in her school they have agreed for admin to keep a log of staff DBS certificates which they update every 3 years, so staff will either be on an update service or provide a new certificate.</p>	
12.4	<p>DS asked how would you know if an offence had been committed by a member of staff once they are in employment. Headteacher advised there is a duty for the member of staff to inform school, the police should report to the school and police should also report to the Education Workforce Council (EWC).</p> <p>Action - Headteacher will ask LA who is responsible for updating staff DBS certificates. JB will express governor concerns around updating staff DBS checks. Headteacher will also ask about governor DBS compliance as when he has asked before he was advised that they are only needed if governors are working 1-2-1 with children and away from staff.</p> <p>During the meeting we checked procedures and at present there is no requirement for governor DBS checks. Headteacher will not need to check governor DBS compliance with governor services.</p>	<p>JB</p>
12.5	<p>SJ asked if there is a central log of pupil medical conditions and medication to share with staff?</p> <p>Action: Headteacher explore central log of pupil medical conditions and medication to address in staff meeting on Monday, ensuring staff are using the correct forms.</p>	<p>JB</p>
12.6	<p>Headteacher noted Incidents of physical intervention have maintained but duration of interventions is much shorter</p> <p>CG asked whether when staff intervene, do pupils continue to attack staff. Headteacher advised that sometimes they do but it is nowhere near as much as we used to. Headteacher further explained that staff try to do what's right for every single child and that there are far more children wanting to apologise after incidents, as relationships are so strong</p>	

J. G. 22.24

13.	<u>Policies Review</u>	
13.1	Headteacher advised that the Admissions Policy, Anti Bullying Policy and Attendance Policy are Local Authority policies and there are updates on the existing policy. Headteacher further advised that the Teaching and Learning policy is a new policy that he has drafted which explains what the school does in terms of teaching and learning.	
	AG commented that the Admissions Policy requires updating to reflect IDPs as it talks about statements.	
13.2	Governors approved the following policies subject to the required updates above: <ul style="list-style-type: none"> • Admissions Policy • Anti-Bullying Policy • Attendance Policy • Teaching and Learning Policy 	
14.	<u>Correspondence</u> None received.	
15.	<u>Date and time of next meeting</u> Spring 1 - Wednesday 31st January 2024 @ 1700	
16.	<u>Determination of matters to be regarded as confidential</u> Staff governors left the meeting.	
16.1	Item 1 discussed under confidential.	
16.2	Item 2 discussed under confidential.	
17.	<u>AOB</u>	
17.1	Headteacher invited governors to attend an open day at the school on 12th December, asking governors to attend for part of the day so that they can see in action and reflect upon, different parts of the day, for example, briefing, transport, how the day ends, and difficult points of the day. Governors available are: <ul style="list-style-type: none"> • 9am - Chair • 1pm - AG DS and EP will confirm times with JB.	
17.2	SJ Requested that photos of governors attending are circulated to classes so that the staff and children are aware of who the governors are. Action: Headteacher will circulate photos and email itinerary for the 12th to classes.	JB
17.3	Headteacher asked if governors from the Performance Management Committee are available on 7th December. JS agreed to attend with Improvement Partner.	
17.4	Headteacher advised governors that he will be seeking governor support for shortlisting and interviewing dates for TA recruitment.	
17.5	JS brought governors attention to a consultation for ALN provision in Cardiff.	

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