

**The Court School**  
**Full Governing Body Meeting**  
**Tuesday 3 December 2024**

<b>Date:</b>	Tuesday 3 December, 2024
<b>Venue:</b>	The Court School
<b>Present:</b>	<p>Cllr. Garry Hunt (GH) (Chair), LA Governor  Amy Griffiths (AG) (Vice Chair), Parent Governor  Emma Powell (EP), Parent Governor  Tanya Griffiths (TG), Parent Governor  Denise Sargent (DS), Community Governor  Cllr. Jon Shimmin (JS), LA Governor  Glynis Webb (GW), Staff governor  Jamyn Beesley (JB), Headteacher  Pam Cotter (PC), Clerk</p>
<b>Not Present:</b>	<p>Ceri Gibbon (CG), Community Governor  Chloe McBratney (CM), Community Governor  Christine Murrell (CM), Parent Governor</p>
<b>Apologies</b>	<p>Naveed Chaudhry (NC), LA governor  Sarah Jenkins (SJ), Teacher Governor</p>

Item	Discussion/Actions	Owner
1.	<b><u>Welcome and Apologies</u></b>	
1.1	GH welcomed governors to the meeting extending warm welcome to Tanya Griffiths (TG), new Parent Governor; introductions	
1.2	followed.	
1.3	Apologies had been received from Naveed Chadhury and Sarah Jenkins.	

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1.4	The meeting was quorate.	
2.	<b><u>Declaration of Interest on items on the agenda</u></b>	
2.1	JB declared an interest in item 6 on the agenda, relating to HT Performance Management.	
3.	<b><u>Approval of Minutes of previous meeting</u></b>	
3.1	Minutes from the meeting on 1 October were agreed by governors	
4.	<b><u>Matters arising</u></b>	
4.1	<p>Sarah Jenkins is the lead trauma informed practitioner</p> <p>Date for Siarter laith for gold award - May '25</p> <p>Didn't win the health and wellbeing award but really good experience and nice to be shortlisted.</p> <p>15.1 - Panel and JB felt sad about the situation. Family were accepting and cooperative.</p> <p>15.4 - One coming up on 17 December with Clive delegated to GH</p>	
5.	<b><u>SER/SIP – Update on priorities</u></b>	
5.1	JB attended and passed Team Teach training.	
5.2	JB talked through the priorities for the year, noting the following:	
5.3	<p>Teaching and learning</p> <ul style="list-style-type: none"> <li>• The Lead in this area is attending a course with the consortium and will come to a future FGB meeting to talk about this (allocated staff Ross Fitzpatrick and Carolyn McIver)</li> <li>• To strengthen assessment procedures - Caroline Joy and Neil Purcell are leading on this; they will be looking at IDP</li> </ul>	

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5.6	<p>targets and breaking them down into manageable chunks that will feature in assessment procedures.</p> <p>Wellbeing, care, support and guidance (Jamyn Beesley and Sarah Jenkins)</p> <ul style="list-style-type: none"> <li>● To reduce instances of positive handling <ul style="list-style-type: none"> <li>○ JB informed governors that positive handling in the school is quite high, with staff intervening as a last resort. JB explained to governors that there is an improvement in analysing data relating to interventions which then enables them to shape or change what they are doing to reduce interventions more effectively.</li> <li>○ <b>A governor asked whether moving to the new sites will have a positive effect on instances of positive handling as they are purpose built?</b> JB explained that the new environments could have a positive effect, but they have shaped the current environment to make it work for the children. JB further explained that personalities can be the trigger.</li> <li>○ JB summarised, explaining that they will collect and analyse data on interventions to identify strategic priorities.</li> </ul> </li> </ul> <p>Leading and improving</p>	
5.7	<ul style="list-style-type: none"> <li>● Re-shape and extend the Extended LT/middle leaders. See above for more information (already done).</li> <li>● There has been a purposeful reshape.</li> </ul>	
5.8	<p>JB advised governors that they can invite those members of staff involved in the action linked to the targets to a future GB meeting</p>	



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5.9	JB informed governors that all targets are linked to recommendations from the Estyn report.	
5.10	JB advised that he would provide a further update on SIP priorities at the next meeting of the GB.	
6.	<b><u>Committee Reports</u></b>	
6.1	<b>Finance</b> JB informed governors that the budget position is slightly better than previously by around £8k and that the school is still in a deficit budget of over £150k	
6.2	JB acknowledged that a lot of the school budget is spent on supply cover but that it is needed as the school has high staffing levels.	
6.3	<b>A governor asked if the budget is where it should be.</b> JB advised that it is slightly better than where it should be.	
6.4	A governor put into context the deficit budget for the benefit of TG who has joined the GB and attended her first FGB meeting today, noting that the deficit budget is not the fault of the school (this has been clarified by finance officers).	
6.5	JB informed governors that the allocated budget for supply cover is overspent, as they had some permanent contracted staff who left the school and are being covered by supply staff until the next round of recruitment where those vacant positions should be filled.	

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6.6	JB explained to governors that there had been some difficulties with some staff attendance. JB further explained that staff absence is covered with supply staff but that financial assistance from the MSF is not paid to the school until the sixth day of absence.
6.7	<b>A governor asked if those who are off on long term sick have their salary paid from the school budget?</b> JB explained that if a member of staff is on long term sick, the school still pays their salary and if they get to day 6 and are still off sick, the school will usually get financial cover from MSF from day 6. JB further explained that issues with attendance is usually 3,4,5 days of absence and so they don't get MSF cover. JB noted that they are financially impacted (days 1-5).
6.8	<b>A governor asked if the school uses supply cover for just permanent contracted staff absence or are there gaps on the establishment list that they are covering as well.</b> JB advised that they are covering gaps that haven't been filled yet.
6.9	Governors acknowledged there are going to be higher levels of sickness at the Court School due to the pressures and difference to being at a mainstream.
6.10	GH summarised that they are still in a deficit budget quite significantly and noted that the difference between the Court School and other schools being in deficit is that the LA seem to have accepted this and not offered any solutions to the situation.
6.11	<b>A governor asked how the situation could be resolved.</b> GH expressed that there will need to be an acknowledgement that the

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	<p>school is not being funded properly to support the children at the school and that the priority must be safety and the educational needs of the children.</p>	
6.12	<p><b>A governor reminded the wider GB that if a child at the Court School were to be placed at an out of county placement or specialist provision unit it would cost the LA around £60K-80K compared to a high-quality placement at the Court costing around £22k.</b></p>	
6.13	<p><b>HT performance management</b></p> <p>GH explained to governors that he had met with JB and the Improvement Partner to discuss Headteacher's performance. JB reminded the GB of his targets for 2023/24 and targets for 2024/25:</p>	
6.14	<p>Targets 2023/24:</p> <ul style="list-style-type: none"> <li>● To develop a coaching and mentoring culture</li> <li>● Develop an ethos of reading for pleasure</li> <li>● Develop structures in school to maintain middle leaders and develop their skills.</li> </ul>	
6.15	<p>New targets 2024/25:</p> <ul style="list-style-type: none"> <li>● Refine self-evaluation processes</li> <li>● Strengthen pupils writing skills - in the SIP</li> <li>● Strengthen Assessment procedures - in the SIP</li> </ul> <p><b>JB and GW left for this item</b></p>	
6.16	<p>Discussed under confidential.</p>	

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6.17	Discussed under confidential.	
6.18	Discussed under confidential.	
6.19	JB and GW returned and GH advised JB that he had recommended that the targets were comfortably met which was accepted by governors. GH advised JB that he will confirm this with HR.	
7.	<b><u>Health &amp; Safety</u></b>	
7.1	JS nothing to add since last time. JB informed governors that he meets with the Health & Safety officer on a regular basis, and last met with him on 12 November.	
7.2	JB advised that the RAMIS report is looking good and that health and safety matters at the school continue to move in the right direction.	
7.3	The next visit from the Health & Safety officer is on 17 December at 4pm which GH will attend for.	
8.	<b><u>Safeguarding</u></b>	
8.1	<b>CLA Update</b> JB provided a verbal report on CLA.	
8.2	JB explained to governors that there has been more safeguarding activity than ever because of increased links with children services, and so as DSP JB has more child protection conferences to attend. JB reminded governors that Caroline and Ross are the deputy DSPs.	

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8.3	<b>A governor asked if the increased safeguarding activity is specifically for CLA or other children? JB advised that it is not necessarily for those CLA.</b>	
9.	<b><u>Policies</u></b>	
9.1	<b>Governors approved the Managing Staff in Schools 24 Policy.</b>	
10.	<b><u>Governor training and development including compliance with mandatory training</u></b>	
10.1	AG has attended: <ul style="list-style-type: none"> <li>• Equity and diversity link governors training</li> <li>• Raising awareness of the role of TAs training</li> </ul>	
11.	<b><u>Correspondence</u></b>	
11.1	None.	
12.	<b><u>AOB</u></b>	
12.1	Those governors present read and understood the Code of Conduct and GH signed on behalf of the GB.	
12.2	Business Interest Forms were completed for those present (outstanding for CG, Chloe, Christine, NC and SJ)	
12.3	JB advised that there is a ground breaking event next week at the Llanrumney site, linked to the building of the new sites.	
12.4	JB advised governors that Wales Online visited today.	
12.5	JB thanked staff for their hard work during what has been a long and challenging term.	
12.6	On behalf of the GB GH thanked all staff for the amazing job that they do.	

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13.	<b><u>Date and time of next meeting</u></b>	
13.1	Tuesday 11 February @ 5pm.	
14.	<b><u>Determination of matters to be regarded as confidential</u></b>	
14.1	JB informed governors of the HR meetings.	
14.2	Items 6.16 - 6.18 - HT Performance Management	

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