

## **APPENDIX 3**

### Records of Meetings with Staff and Governors:

- St Alban's RC Primary School Governing Body Meeting (2<sup>nd</sup> October 2019)
- St Alban's RC Primary School Staff Meeting (2<sup>nd</sup> October 2019)
- Willows High School Governing Body Meeting (9<sup>th</sup> October 2019)
- Willows High School Staff Meeting (9<sup>th</sup> October 2019)
- Baden Powell Primary School Governing Body Meeting (16<sup>th</sup> October 2019)
- Baden Powell Primary School Staff Meeting (16<sup>th</sup> October 2019)
- Tremorfa Nursery Governing Body Meeting (17<sup>th</sup> October 2019)
- Tremorfa Nursery Staff Meeting (17<sup>th</sup> October 2019)



**Schools Programme**  
**Record of Governing Body Meeting**  
**St Alban's RC Primary School – 02 Oct 2019**  
**5pm – 6:30pm**



**Present:** Richard Portas (SOP), Michele Duddridge-Friedl (SOP), Brett Andrewartha (SOP), Anita Batten (HR), Els Rowland (HR), Rosalie Phillips (SOP), Hibah Iqbal (SOP), Martin Price (Archdiocese), Brett Pugh (Archdiocese), Ann Robertson (Archdiocese)

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
	<p>Richard Portas (RP) opened the meeting, welcomed staff and introduced officers and Diocesan representatives.</p> <p>A presentation was delivered by Brett Andrewartha and Ann Robertson setting out details of the proposal:</p> <ul style="list-style-type: none"><li>• Proposal</li><li>• Consultation Drop-in dates</li><li>• School catchment map within Willows HS catchment</li><li>• Background – why are we proposing these changes?</li><li>• Condition and Suitability</li><li>• What is being proposed - outline</li><li>• Closure of St Alban's RC Primary</li><li>• St Alban's RC Primary pupils</li><li>• Take up of places in Adamsdown/Splott</li><li>• Take up of places EM community primary schools</li><li>• Take up of places Faith primary schools</li><li>• Take up of places EM secondary schools</li><li>• Why expand and replace Willows HS?</li><li>• Post-16 provision</li><li>• Public-space and community facilities</li><li>• Indicative location and scale of new school site</li><li>• Quality and standards</li><li>• Benefits of proposal</li><li>• Risks</li><li>• Potential disadvantages</li><li>• Alternative options</li><li>• Finance</li><li>• HR</li><li>• Other considerations</li><li>• What happens next?</li></ul> <p>During and after the presentation the following comments were made/questions asked.</p>	

No	Heading	Action
	<p>AR – consulting on a proposal and welcome all views. If progressed as set out, pupils wanting RC education would be applying to transfer to other RC primaries. St Peter’s is the closest school but there are other schools also and would be ensuring that schools were amending admission policies to give priority to baptised catholic children from the Splott/Tremorfa area. Option also for pupils to transfer to an enlarged Baden Powell Primary School/other primary schools. Aware that there has been a lot said about St Peter’s being full; the school has a standard admission number of 75 and not at this level at present; Reception children would be given appropriate priority as baptised catholic children.</p> <p>With regards to the St Alban’s school site The Rosminian Order operate within the Archdiocese and there are regular discussions with the Order regarding school sites.</p> <p>AB – potential staffing implications to be considered. The Governing Body are the employer and HR would work closely with the governing bodies of all the schools included in the proposals. If the proposal is agreed this would place staff at a risk of redundancy. There would be support around voluntary redundancy and redeployment (would work with Baden Powell Primary School in particular) and would be looking at option of ring fenced recruitment. HR Officer Els Rowlands will be available to meet with staff on a 1:1 basis.</p> <p>TUPE arrangements do not apply in this case. At Baden Powell Primary School, the Council are the employer, at St Alban’s, the Governing Body are the employer. Staff have been made aware of this. HR are committed to working with staff and support services will be available to all staff.</p> <p>S – what support would there be from the Archdiocese?</p> <p>AR – in such circumstances, the Archdiocese would contact all schools across the diocese asking to ring fence or give prior commitment to interview staff.</p> <p>AB – TUPE protects employment of staff. In the case of St Alban’s staff are employed by the Governing Body, in the case of Baden Powell Primary School, staff are employed by the Council. The potential of a TUPE transfer has been looked at however, as children will not automatically transfer to a school and will have to apply, TUPE does not apply in this case. HR will be working hard to support staff and will keep TUPE position under review. Access to support through HR and trade unions. HR has lots of experience of successfully redeploying staff.</p>	

No	Heading	Action
	<p>G – two main points put forward as the basis for the proposal; the low number of baptised catholic children at the school and issues around leadership. The Estyn report lays blame at Education Committee/Diocese; the school has been in a difficult position for eight years; what has the Diocese been doing?</p> <p>AR – have been trying to work with school to ensure leadership.</p> <p>MP – Vice Chair of Schools Commission; have worked with LA and CSC to identify appropriate leadership arrangements.</p> <p>G – have you given up hope?</p> <p>AR – need to ensure appropriate leadership.</p> <p>G – Governing Body formed in 2013. The Headteacher who was in place left in 2016; the information in the consultation document is skewed; leadership was stable. Issues around acting arrangements, difficult school and need strong leadership. The post was advertised in 2016 with no applications; told not to be advertised by CSC last year. There was a Headteacher in place and want a permanent Headteacher; the school has not been given the opportunity to put leadership in place.</p> <p>AR – Headteacher on secondment; no guarantee that anyone will apply.</p> <p>G – no opportunity to progress; the school hasn't been given the chance to find a Head and not in a position to do so now.</p> <p>G – what have the LA done?</p> <p>MDF – understand from staff meeting that the Headteacher accepted a secondment that there were difficulties in attracting a new head; difficulties in attracting to 1FE schools combined with RC requirements. Work with Archdiocese and CSC and looked at interim arrangements; can only look at community school heads; aware that request made by the Governing Body to recruit; response was that there were challenges and looking at alternatives; would have expected discussions with the Governing Body around options. It was determined that federation was not an option. Appreciate that your interest is in St Alban's but there is a wider proposal. Would what is being proposed maintain/improve outcomes; believe this can be the case but accept that this does not address faith aspects.</p> <p>G – cannot recall discussions around what problems are as the employer.</p> <p>MDF – CSC has been to the school with the Archdiocese; conversations with Headteacher and Chair around proposals. This is a consultation; looking to maintain/improve standards and proposal brought forward in response to Archdiocese; LA has not independently considered closing the school.</p>	

No	Heading	Action
	<p>G – thought that as a Governing Body, we were also a partner. We are the employer however no one has been to us. Can't recall any meetings with the Archdiocese; no discussion around the number of catholic children at the school with the Governing Body.</p> <p>MDF – do the Governing Body discuss catholic numbers?</p> <p>G – what is the number of acceptable catholic children? The Diocese is not looking to close other schools.</p> <p>AR – looked at the latest numbers provided by the school which was showing as 17% baptised catholic at January 2019. There is only one other school in the Diocese with less than 20% baptised catholic children; that school was subject to a closure proposal which was not progressed.</p> <p>G – Archdiocese has a policy that if numbers drop, the Archdiocese will look to close the school.</p> <p>AR – there has been a steady decline over a number of years.</p> <p>BP – there isn't a cut off number; aware that further data has been submitted.</p> <p>G – there was no request to the Governing Body to verify the data.</p> <p>BP – looked at LA plans in the wider context; if numbers fall below 15/20% is it still a catholic school: most schools collect baptism certificates; in schools interest to include as much information as possible. There was no need to question data which indicated a steady decline.</p> <p>G – the Archdiocese of Wrexham includes an RC/CiW school.</p> <p>MDF – this is a consultation and need to consider what is good/not good from a Governing Body perspective; also helpful to suggest alternatives, 1FE schools challenging; ecumenical school an option to consider. Want to understand boundaries; what are the alternative options.</p> <p>G – previously falling numbers. What is the school's capacity for improvement, boundless, keeping flame alive. Want a viable strong catholic school; will lose faith in this part of the city; strength of school and for faith community.</p> <p>BP – data is important and need to be telling right story; will look at thoroughly; need to show positives.</p> <p>G – staff are a key strength of the school, pastoral care is fantastic, everyone knows each child. Proposal is for 3FE primary on the same site as a high school; concerns around the needs of pupils; children will get lost.</p> <p>RP – designs can go in any direction and would need to consider how community feel could be retained if progressed.</p>	

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	<p>BP – was a headteacher in a similar school and know work that needs to be done; was also a director with larger schools with different forms of organisation.</p> <p>MDF – able to respond as a Governing Body and individually; need to raise concerns; what would loss be; alternative models. Not a referendum; about issues; what are the detrimental impacts. Important to respond outlining issues.</p> <p>G – equalities issues; how are these addressed. Traveller children attend the school; how will that community be consulted with; this is their go to school.</p> <p>MDF – will be consulting with Traveller community.</p> <p>MDF thanked governors and the meeting closed.</p>	



**Schools Programme  
Record of Staff Meeting  
St Alban's RC Primary School – 02 Oct 2019  
3.30pm – 5pm**



**Present:** Richard Portas (SOP), Michele Duddridge-Friedl (SOP), Brett Andrewartha (SOP), Anita Batten (HR), Els Rowland (HR), Rosalie Phillips (SOP), Hibah Iqbal (SOP), Martin Price (Archdiocese), Brett Pugh (Archdiocese), Ann Robertson (Archdiocese)

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
	<p>Michele Duddridge Friedl (MDF) opened the meeting, welcomed staff and introduced officers and Diocesan representatives.</p> <p>A presentation was delivered by Michele Duddridge Friedl and Ann Robertson setting out details of the proposal:</p> <ul style="list-style-type: none"><li>• Proposal</li><li>• Consultation Drop-in dates</li><li>• School catchment map within Willows HS catchment</li><li>• Background – why are we proposing these changes?</li><li>• Condition and Suitability</li><li>• What is being proposed - outline</li><li>• Closure of St Alban's RC Primary</li><li>• St Alban's RC Primary pupils</li><li>• Take up of places in Adamsdown/Splott</li><li>• Take up of places EM community primary schools</li><li>• Take up of places Faith primary schools</li><li>• Take up of places EM secondary schools</li><li>• Why expand and replace Willows HS?</li><li>• Post-16 provision</li><li>• Public-space and community facilities</li><li>• Indicative location and scale of new school site</li><li>• Quality and standards</li><li>• Benefits of proposal</li><li>• Risks</li><li>• Potential disadvantages</li><li>• Alternative options</li><li>• Finance</li><li>• HR</li><li>• Other considerations</li><li>• What happens next?</li></ul> <p>During and after the presentation the following comments were made/questions asked.</p>	

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	<p>BP – two issues considered – the number of baptised Catholic children and difficulties in recruiting a Headteacher. Aware that issues have come to light regarding the data however at the time of formulating the proposal, the number of baptised children at the school was set at a low point; not able to comment on the new information that has been put forward but will be looking at this.</p> <p>The Headteacher post was advertised nationally, appointed agencies, and looked to increase the salary. Consideration was also given to federation and other arrangements. The Diocese spoke to a number of experienced heads who felt that what the school needed was a full time substantive head.</p> <p>AR – consulting on a proposal and welcome all views. If the proposal is progressed as set out, pupils wanting RC education would be applying to transfer to other RC primaries. St Peter’s is the closest school but there are other schools also and would be ensuring that schools were amending admissions policies to give priority to baptised catholic children from the Splott/Tremorfa area. Option also for pupils to transfer to an enlarged Baden Powell Primary School/other primary schools. Aware that there has been a lot said about St Peter’s being full; the school has a standard admission number of 75 and not at this level at present; Reception children would be given appropriate priority as baptised catholic children.</p> <p>With regards to the St Alban’s school site The Rosminian Order operate within the Archdiocese and there are regular discussions with the Order regarding school sites.</p> <p>S – is the land owned by the Institute of Charity and not within the control of the Archdiocese</p> <p>AR – yes</p> <p>AB – HR would work closely with the governing bodies of all the schools included in the proposals. If the proposal is agreed this would place staff at a risk of redundancy. There would be support around voluntary redundancy and redeployment (would work with Baden Powell Primary School in particular) and would be looking at option of ring fenced recruitment. HR Officer Els Rowlands will be available to meet with staff on a 1:1 basis.</p> <p>S – what support would there be from the Archdiocese?</p>	



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	<p>AR – in such circumstances, the Archdiocese would contact all school across the diocese asking to ring fence or give prior commitment to interview staff.</p> <p>AB – TUPE protects employment of staff. In the case of St Alban's staff are employed by the Governing Body, in the case of Baden Powell Primary School, staff are employed by the Council. The potential of a TUPE transfer has been looked at however, as children, will not automatically transfer to a school and will have to apply, TUPE does not apply in this case. HR will be working hard to support staff and will keep TUPE position under review. Access to support through HR and trade unions. HR has lots of experience of successfully redeploying staff.</p> <p>S – catholic headteacher allowed to go on secondment, why was this allowed at a time when the school was in a good place?</p> <p>AR – the governing body made that decision. A secondment opportunity had been offered and the Headteacher wanted to take that up.</p> <p>S – could the governing body have stopped this.</p> <p>AR – difficult to comment on individual case; there is a balance to be struck by the governing body when someone wants to move elsewhere.</p> <p>S – should not have been allowed.</p> <p>RP – unable to comment on personal matters.</p> <p>S – there were opportunities to have a catholic head, however representatives of the Church/CSC did not allow this to progress. The governing body did not fail to appoint, the governing body has sought a catholic head, the governing body is not seeking to close the school.</p> <p>S – how can the Commission take a decision when there are two people with a vested interest in St Peter's on the Commission.</p> <p>AR – neither have been on the Commission for at least the last year.</p> <p>S – the information on Archdiocese website is out of date.</p> <p>S – not against proposal for Splott/Tremorfa. At what point did the Archdiocese approach the Council?</p> <p>MDF – there is regular dialogue with both Catholic and Church in Wales dioceses. The original proposal in 2017 was about Willows High School which has been reviewed on an ongoing basis.</p> <p>S – what was the specific date. The proposal was brought to us very quickly after our inspection, adding insult to injury, waiting to swoop in and</p>	

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	<p>close the school, staff have worked with children and the faith and done with very little spine.</p> <p>RP – don't have date today but will confirm.</p> <p>S – the school has had no help for years; have lived on a shoestring in a deprived area, paying for pens/pencils, lots of difficulties; children will struggle in a larger school.</p> <p>S- there is nothing better than community in Catholicism; letting catholic community down; catholic children need this school; staff go above and beyond. You haven't come into school to see how things work, haven't been here in the day. There will be exclusions, children will get lost. This is a small school and everyone is known; children will be let down. St Alban's needs to be built in to these proposals; support networks will be lost if asking parents to walk children to St Peter's.</p> <p>S – this is a deprived community and parents sometimes need more support. The community is struggling; believe in catholic faith; teaching children to promote gospel and to hold their heads high. Fr Sebastian believes in the children; closure would kills off St Alban's Church. The school has been through a lot and chose to remain. Trouble is historic; why are children being punished? Parents choose to send their children to the school because of the faith; teaching the same values.</p> <p>S – there are issues in all local primary schools. The school is investing in children; teaching love and forgiveness as Jesus has taught.</p> <p>S – not against proposed changes for the area but why can't St Alban's be part of this.</p> <p>MDF – no doubt about passion. Seeking views. Proposed closures are not always taken forward.</p> <p>S – the school has close links with St Illtyd's; why not take over nursery provision and have a 3-16 faith provision.</p> <p>MDF – important to hear staff voice and any alternative options.</p>	

No	Heading	Action
	<p>MP – was on the board that appointed the previous Head and great disappointment that not able to maintain progress. On the IEB that appointed her and know what the school was like.</p> <p>S – there was a previous proposal to put Baden Powell Primary School on the Willows High School site. Willows has been rewired at a cost of c£1.5m. Welcome investment in Willows however £1.5m worth of work is being discarded three years later.</p> <p>RP – there are still pupils at the school and the work had to be undertaken from a H&amp;S perspective.</p> <p>S – this school has a leaking roof; what is the difference? Why £1.5m for Willows High School? This school has been underfunded and not supported; the school is rated B but could point to at least 10 issues; the Archdiocese and LA have been negligent.</p> <p>S – the school accommodation was referred to by Estyn but apparently it is rated B; floors in the portacabins are rotten, not fit for purpose.</p> <p>AR – overall grading for school. Archdiocese would be paying 15% towards repairs; roofs/windows not LA responsibility. Across Cardiff 13 RC schools, 53 within the diocese; trying to get significant funding.</p> <p>S - would rather close us than fund us. Why are issues prevalent at school.</p> <p>MDF – Willows High School is rated D and has to be replaced.</p> <p>S – not objecting to Willows proposal; move our school, put us in Baden Powell.</p> <p>S – proposed closure based on 17% baptised children at the school.</p> <p>AR – investigating this at the moment.</p> <p>S – need to ensure local schools for local children including Roman Catholic children.</p> <p>S – children can already be late to school; staff go and collect some children in order to get them to school; what chance for children going to different schools.</p>	

No	Heading	Action
	<p>BP – important to say that this is a consultation, important to get information recorded; looking into data.</p> <p>S – what are the plans for the Baden Powell Primary School site? Will the land be sold for social housing/private development?</p> <p>MDF – looking at potential education uses e.g. ALN, other options for Council use and then beyond that; not using as match funding for this proposal.</p> <p>S – why is the proposed sixth form provision not part of Willows High School?</p> <p>MDF – about having Post 16 on site and does not have to be part of the school; different models running across Cardiff.</p> <p>S – what alternatives; something is going to happen regardless of this consultation.</p> <p>RP – something has to happen with Willows but not a done deal.</p> <p>S – more proposals will come if this fails and want to be incorporated.</p> <p>S – thirty years ago sixth form provision was removed from catholic high schools; mistake being made again and our children and grandchildren will be affected.</p> <p>AR – children who go on to St David's have a very positive experience.</p> <p>S – we need proper sixth form provision in catholic high schools.</p> <p>S – this is a deprived area. Who is going to cover transport costs if children want to remain in a catholic school?</p> <p>MDF – if over two miles Learner Travel Measure covers, if under (from child's home) would be making a decision to travel or to go to a closer school.</p> <p>S – there will be issues around children not getting to school; the needs of children will not be met; need to look after children; young children will be vulnerable.</p>	

No	Heading	Action
	<p>S – two reasons have been put forward for closure, the number of catholic children at the school and lack of leadership. The school has a head who is willing/successful and waiting to verify figures.</p> <p>MDF – about children’s educational outcomes, how will these be worse?</p> <p>S – the school has been through the mill; deficit budgets but standards and results continue to rise.</p> <p>S – what is the planned use of the site during transition?</p> <p>MDF – would operate as a split site school.</p> <p>S – why proposing to have Willows High School at 8FE; the school has been undersubscribed for the past eight years and cannot understand where numbers will come from; the school has a track record of being undersubscribed.</p> <p>RP – commitment to transform education in the school; expect to improve uptake.</p> <p>S – will catchment boundaries change?</p> <p>MDF – will be looking at this. Have to ensure the offer is attractive; will be less options to go elsewhere. Similar issues previously at Eastern High and now have appeals for that school.</p> <p>S – how long will it take to get to full subscription?</p> <p>BA – referred to data table in presentation; uplift in population in surrounding areas won’t allow for places to be taken up elsewhere; Eastern High success factor, Cardiff West Community High School impact also; wouldn’t plan a school at existing take up; want to ensure sufficient places for local pupils and capacity for children in the wider area; some surplus built in. There is a risk with projections but do not want to under build.</p> <p>S – falling number of baptised pupils put forward as an issue however there are other school with lower numbers; is the issue the Headship.</p> <p>AR – numbers were an issue at the time the proposal was brought forward; only one other school showing a lower number of baptised children; that school was proposed for closure but this did not go ahead.</p> <p>S – there will now be a greater number of schools below our school.</p>	

No	Heading	Action
	<p>S – do not feel well represented. Local Members on the governing bodies of Baden Powell Primary School and Willows High School; will they be biased?</p> <p>RP – decisions are made by the Cabinet as a whole.</p> <p>MDF – proposals are also subject to cross party scrutiny; understand concerns but checks and balances are in place.</p> <p>MDF – issues are the key thing; about ensuring better or equitable education; what alternatives are there?</p> <p>MDF thanked staff and the meeting closed.</p>	



**Schools Programme  
Record of Governors Meeting  
Willows HS – 9<sup>th</sup> Oct 2019  
5pm – 6.30pm**



**Present:** Michele Duddridge-Friedl (SOP), Mike Tate (Assistant Director Education), Brett Andrewartha (SOP), Els Rowland (HR), Janine Nightgale (Capital Developments), Shirley Karseras (SOP)

*Please note: The following is not a transcript but a contemporaneous note of the meeting.*

No	Heading	Action
	<p>Michele Duddridge Friedl (MDF) opened the meeting, welcomed governors and introduced officers.</p> <p>A presentation was delivered by Brett Andrewartha and Michele Duddridge Friedl setting out details of the proposal based upon the Consultation Document, <i>“Early years, primary and secondary provision to serve Adamsdown and Splott”</i>:</p> <ul style="list-style-type: none"><li>• Proposal</li><li>• Consultation Drop-in dates</li><li>• School catchment map within Willows HS catchment</li><li>• Background – why are we proposing these changes?</li><li>• Condition and Suitability</li><li>• What is being proposed - outline</li><li>• Closure of St Alban’s RC Primary</li><li>• St Alban’s RC Primary pupils</li><li>• Take up of places in Adamsdown/Splott</li><li>• Take up of places EM community primary schools</li><li>• Take up of places Faith primary schools</li><li>• Take up of places EM secondary schools</li><li>• Why expand and replace Willows HS?</li><li>• Post-16 provision</li><li>• Public-space and community facilities</li><li>• Indicative location and scale of new school site</li><li>• Quality and standards</li><li>• Benefits of proposal</li><li>• Risks</li><li>• Potential disadvantages</li><li>• Alternative options</li><li>• Finance</li><li>• HR</li><li>• Other considerations</li><li>• What happens next?</li></ul>	

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	<p>G - are the Council consulting with young people as they will be the ones affected?</p> <p>BA – yes all consultations will seek the opinions of the children affected. There will be a different approach in how we engage with primary and secondary children but all groups’ opinions will be sought.</p> <p>G – have pupil views on the new Cardiff West build been sought? MT - There is a period of handover with the contractor built into the project but it is beneficial to let a building live before conducting a review as the way in which it is used may take some time to establish and differ from how it was designed.</p> <p>G - what is the IT capability in Cardiff West and how will IT be planned for this proposal?</p> <p>MT – the Authority is undergoing a significant review of how IT is delivered in schools. There is an emphasis on future proofing as much as possible as hardware dates so quickly. It is about putting the correct infrastructure in place. Digital skills for the workplace must also be considered by schools.</p> <p>MDF – great example of how important engaging with consultations is; identifying things that may not have been considered.</p> <p>G - Active Travel plans must be included as part of this proposal. MDF – Active travel is part of all new school designs.</p> <p>G - how will the number of places be established for the new schools? I am a parent governor with children at this school as they couldn’t get into their catchment school. It is important to plan for higher than the predicted numbers.</p> <p>G – the school is very good at providing support for additional needs. There are a high number of in year applications due to this. BA –projections are being looked at based on what may happen if St Alban’s RC Primary School closes. Will these children attend Willows High School or opt for St Iltyds?</p> <p>Numbers can be hard to predict for this area due to the transient nature of the demographic.</p> <p>G - we would be keen to know what the post 16 provision entails. Will it meet the needs of our children? Will it match their results and enable them</p>	



No	Heading	Action
	<p>to benefit directly? Will it match the skills that they leave school with? Would it deskill staff at Willows High School who want to teach sixth form?</p> <p>MT – we want to provide better local education at all levels.</p> <p>G - there is a figure of 250 places given. Will this provide sufficient breadth without harming the viability? The minimum could prevent growth but we don't want to impact provision in other areas across the city that is working well. This figure would still only allow 50% of pupils at Willows HS to benefit from it.</p> <p>MDF – If we look at citywide provision, then we are only adding to it.</p> <p>G - is the post 16 provision considered to be part of the community facilities that are mentioned in the proposal?</p> <p>MDF – yes, this is part of lifelong learning but how this is delivered has yet to be determined.</p> <p>G - access to the school needs to be thought about. There is currently an issue with anti-social scramblers in the area which could get worse if this land was given over to amenity space. Both this space and the linear park would need to be carefully landscaped.</p> <p>G – what about the impact on trees.</p> <p>JN – trees are kept where possible. This is only a proposal at this stage.</p> <p>G - what would happen to the integrated children's services?</p> <p>MDF – the proposal is that St Alban's RC Primary School would close and that Tremorfa Nursery would expand into their accommodation and take on additional services.</p> <p>G - would staff have to reapply for their roles?</p> <p>ER – no</p> <p>G - who makes the decision on the proposal? How many votes do they need?</p> <p>MDF – the Welsh Government will make the decision due to the inclusion of sixth form. If the proposal is progressed without sixth form provision being included, the Cabinet will make the decision. Proposals do not work on a vote for or against. It is the particular issues raised that will determine the decision.</p>	

No	Heading	Action
	<p data-bbox="272 226 858 259">G - what happens if there are no responses?</p> <p data-bbox="272 286 1230 389">MDF – we engage with numerous stakeholders to ensure that a fair response is sought. Proposals have been extended in the past to encourage engagement.</p> <p data-bbox="272 472 959 506">MDF thanked those present and the meeting closed.</p>	



**Schools Programme  
Record of Staff Meeting  
Willows HS – 9<sup>th</sup> Oct 2019  
3.30pm – 5pm**



**Present:** Michele Duddridge-Friedl (SOP), Mike Tate (Assistant Director Education), Brett Andrewartha (SOP), Els Rowland (HR), Shirley Karseras (SOP)

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No	Heading	Action
	<p>MT – the model at Eastern High is the organisation that one would consider here where post 16 provision is separate from the rest of the school.</p> <p>Staggered start times and separate entrances were introduced to allow for safeguarding issues between primary and secondary children at Ysgol Bae Baglan in Neath Port Talbot. Within six months of opening, the schools consulted on changing this arrangement as it was deemed unnecessary because older pupils had modified their behaviours.</p> <p>S - co-ordinated 3 – 16 approach is seen as a positive by staff.</p> <p>S - the recent loss of some sports facilities in the area has been felt very badly by the local community. Therefore the idea of having new shared community facilities with the school is a positive.</p> <p>S - the transport issues for this area and to attend Willows HS are very difficult. The movement to and from the site needs to be addressed if we are looking to get more pupils to attend Willows High School. Part of the reason numbers are low is due to the inaccessibility.</p> <p>S - will the school have an input into the design of the building and its facilities?</p> <p>MDF – yes, the project manager assigned to the project along with the contractor will liaise with the staff, primarily through the Head-teacher but yes. There are of course certain things that are not malleable and that will be constrained due to budgetary pressures.</p> <p>MT – when he was Head-teacher at Ysgol Bae Baglan, had a huge amount of input.</p> <p>Staff commented that some of the local community are comfortable with the old buildings and accepting of 'that's how things are'. They do not have a belief or expectation that things can be new/ better/ different.</p> <p>MDF thanked those present and the meeting closed.</p>	



**Schools Programme**  
**Record of Consultation Meeting with Governing Body**  
**Baden Powell Primary School – Wednesday 16<sup>th</sup> October 2019**



**Present:** Michele Duddridge Friedl (SOP), Brett Andrewartha (Cerys Richardson (SOP), Ceri Gibbon (Acting Headteacher, Els Rowlands (HR)

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G – from the plans it looks like one 3-16 school, but the consultation says it's three separate organisations?

MDF –it will be three separate organisations, under one roof. There will be shared facilities but the three organisations will function separately and there will be controlled access. The way that facilities are shared would have to be agreed, but Baden Powell children should gain access to a greater range of facilities.

G – I would want, as a parent, for the primary school to be separate. Parents choose Baden Powell, but don't necessarily choose for their children to go on to Willows. If they are on the same site, future parents might think that if they send their children to Baden Powell, their children will have to go on to Willows. It could damage the school. They would worry about their children being exposed to bad behaviour of high school pupils.

MDF – the schools will still be separate. We can't guarantee high schools for children. Some other councils may, but Cardiff does not have a feeder school system. People have raised behaviour concerns about high school pupils. There are lots of preconceptions. In one example, schools amalgamated into a 3-16 school and they had different start and end times to the school day, different access points. However, the high school pupils behaved better than expected. They took on role-model behaviours, they modified their behaviour around the primary school pupils. This isn't an uncommon concern.

G – Cardiff West Community High School (CWCHS) and Trelai PS are next to each other but are separate. This has worked out as lucky for Trelai because isn't CWCHS in big trouble financially? They're having to find ways to try to save money. They have a huge deficit.

MDF – this is not the same situation.

G – but we still have to be financially separate. What if it all goes badly and Willows ends up in financial difficulties. We'd have to know that funds from Baden Powell could not be used to cover that, that we wouldn't end up worse off.

MDF – obviously the school leadership and governing body can choose to be separate or use some shared services.

G –like one reception desk? Or one cleaning contract?

MDF – you could do that. It would be a choice.

G – Willows High School doesn't have a Sixth Form. What if that doesn't fill?

MDF – the proposed sixth form provision would not be run by Willows High School but by an external provider. It will be researched, considered, based on courses in demand, offering practical and industry based qualifications. We would want it to appeal to local people but also add value to Cardiff as a whole. We want to ensure the city provides something for everyone – no gaps; 250 is an aspirational number but why shouldn't we be aspirational? 250 places would ensure viable provision; 250 is the minimum needed to be able to run a good, wide offer.

G – would that be in a separate building?

MDF – the map in the consultation document is an indicative drawing showing the scale and location. It's not the final design.

G – thinking about kids coming to Baden Powell, is there anything to stop people sending children elsewhere?

MDF – we have to respond to demand, and we know the numbers are in the area. Parents can apply to any school, but we don't guarantee they will get their first choice. If schools are oversubscribed within their catchment obviously they can't then take pupils from outside their catchment.

H/T – we get children who had Baden Powell as first choice, as second choice, as third choice. People don't necessarily get first choice.

G – what about teaching and school jobs during the transition and afterwards? What if the school runs into financial trouble? What if too many teachers are taken on and then the school doesn't attract parents and the funding drops?

ER – we would initially be conservative in our estimates and recruiting. We would underestimate rather than overestimate. If it turns out more staff are needed, you could recruit after the fact. If there was a shortfall we can use agencies to cover posts temporarily too while the recruitment process goes ahead.

G – But agencies are expensive.

H/T –in a 3FE school we would naturally have a larger budget, but agency cover would be temporary in any case.

MDF – where there are budgetary shortfalls or temporary issues, or decline in pupil numbers, there are things you can do. Some schools mix age groups. People’s choices are unpredictable, you need to plan but also be flexible where necessary.

CG – we have to hedge our bets.

MDF – it’s not a precise science, which is why link with HR is very important so they can work with leaders to plan for any eventualities.

H/T – you can’t predict everything so you have to have inbuilt flexibility. I’m confident we could make appropriate arrangements.

G – my worry is the two year transition. Parents and teachers will have logistic issues working and taking children to two different sites.

MDF – it is two years and I agree it can be pressured. However, we have got other schools that operate over two sites, and also sites where two schools operate under one executive head. It can be done successfully and effectively. It obviously will present difficulties but we can work to overcome these.

H/T – we have had these kinds of issues and we can work effectively to minimise them, like in a federation model.

G – what about new starters – where would they go? I’m thinking of children transferring or starting reception and being on a different site.

MDF – split school sites exist. We could run the two sites, preserving existing locations for pupils.

H/T – any situation that arises can be managed.

G – if there was a federation would there be just one governing body?

MDF – it’s not a federation. Baden Powell stays Baden Powell. St Alban’s would close.



G –but you could still become a federation?

MDF – if the governing bodies chose to. It's an idea.

G – so this is all in one building on the new site?

MDF – the proposal is for one building, but you can give reasons as to why you think this is not suitable; reply to the consultation, offer alternatives.

G – you could have three schools physically linked on the same site.

MDF – yes. Access points would be critical with regard to safeguarding, whether under one roof or three separate buildings.

G – about the indicative layout/plan – will there be further plans available before the consultation ends so we can see what it might look like?

MDF – there wouldn't be a point in having the work done on designs before we knew the proposal was going ahead, so no.

G – what about play and outdoor space?

MDF – we would be looking to deliver access to good outdoor learning areas e.g. forest school.

G – how many examples have you looked at of 3-16 schools? Or schools sharing a building?

BA – there aren't that many in Wales with about 20 operating as a single entity.

MDF – one thing you can do is follow families through the schools – learning much more about how to manage and support them.

G – but what about the school's reputation?

MDF – with Eastern High, you can see how a school with a new building and new way of working can be a big attraction, show improvement and be more a part of the community.

G – but can we grow together? Willows have not been particularly cooperative with schemes in the past.

MDF – your response as a governing body will be published, but you can express your concerns about Willows HS in a constructive way. We want to work together – have a consistent approach.

G – can we make suggestions about governance? Combine governing bodies from the primary schools?

MDF –it might be an idea. It would be up to you.

G – I'm still worried about Baden Powell being judged on the Willows High School reputation by being on the same site. Where are our children coming from? I think we have children from Splott and Tremorfa.

BA – you're sitting on the edge of the areas so although some children come from Splott, I think you also have a large proportion from Tremorfa.

H/T – yes, we get children coming from both sides.

MDF – I'm not sure what effect there would be, although parents can make choices about which schools they select.

G – what about Welsh-medium? Will more parents chose that? Ysgol Glan Morfa has a new building.

MDF – there's nothing to stop parents choosing that option. Of course, the Welsh Government has a big drive to encourage take-up.

G – what about traffic issues? Could we have gridlocked streets?

G – Tremorfa is already pretty bad. The streets are narrow.

MDF – this issue exists throughout Cardiff. Children have to go to school somewhere.

G – there are always safety issues. We're meant to be encouraging parents to walk their children but the streets can be dangerous.

MDF – there's always the argument about school buses. But we do work with transport to create safe travel plans for schools. As well as responding as a governing body everyone is welcome to respond as individuals. Individual responses will be part of the consultation feedback but won't be published.

G – what about the flood plain? Does that pose any danger? How do you measure that?

MDF – we don't decide it. National Resources Wales tell us what the flood rating is. We are constrained by that. We can't chose to build somewhere that isn't compliant.

G – I'm still more concerned about the two year transition and how the site will be split.

H/T – we will manage it.

MDF – we would offer support through the process.

MDF thanked those present and the meeting ended.



**Schools Programme**  
**Record of Consultation Meeting with Staff**  
**Baden Powell Primary School – Wednesday 16<sup>th</sup> October 2019**



**Present:** Michele Duddridge Friedl (SOP), Brett Andrewartha (Cerys Richardson (SOP), Ceri Gibbon (Acting Headteacher, Els Rowlands (HR)

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S – it's not possible to build a new Baden Powell Primary school on the current site? This is affected by flood risks?

MDF – we have to consider all potential options. However, we do also have to look at feasibility and costs which can be prohibitive. Looking to invest in the Tremorfa site. If the school is going to be 3FE, facilities will be needed. A partnership with Willows HS could represent good value for the school, giving Baden Powell access to better resources. There are issues with building on the current site; there would be more disruption with pupils on site while the building work was being undertaken; there would be additional costs if pupils had to be moved out at certain times during the build; the site is constrained and the end product could be compromised.

S – Adamsdown Primary was re-built/extended on its own site. We could have a two-storey building on this site.

MDF – Adamsdown Primary has a larger, different site. We have to consider cost versus benefit. The options has been considered however we believe it would lead to higher costs and a poorer outcome.

BA – we have lots of experience of working with communities during builds and developments. We have come up against the same problems before, so we have experience of outcomes and solutions. We do want to hear all views.

S – speaking as a teacher and also a resident, we are all upset about losing Tremorfa Park. I walk my dog on the park. Like a lot of my neighbours this will be very disruptive to me and a new park on the Willows HS site will be further away.

MDF – we would encourage you to put your views in writing. Perhaps you have some solutions or suggestions? There may be things we haven't thought of. Rather than just object we'd encourage you to come up with different solutions to any problems you see with what is being proposed.

You are welcome to put forward ideas and alternatives. But we do have to think of the benefit to the pupils.

Tell us where would be better? We have to provide good school places for the community. We are not in a position where we can do nothing.

S – the Willows HS site is right next to the steelworks. If there is a park there it could be dangerous. There's nothing separating the Willows site and the steelworks – just a bank and some bushes/low fence – you're right on top of it. Dogs, children, could get through there. The road is very congested too. I don't see how it could be secure for children and people using the park.

MDF – yes, that's an important point. It's certainly something we could look at. You say we would need to consider this as part of a wider picture.

S – what about the flooding? If you're saying the park is on a flood plain then will the park be flooded? It's bad there now – always muddy. They are constantly having to call off games and matches.

MDF – the flood risk is only relevant to building restrictions. It doesn't mean the park will be under water. There is a future plan for flood defences and prevention with the Welsh Government, but we have no control over when that work might be done. We have to think about provision for children and the wider community here and now. We are very limited as to where we can build.

BA – the flood-risk study was undertaken in 2017, and refers to a once in a lifetime occurrence – a risk of 1 in every 100 years or so. Waterlogging from rain is not the same thing.

MDF – we have to abide by the restrictions and legislation put in place by the Welsh Government. We don't have a choice about that. We will not get funding to build on a non-compliant site.

S – is Tremorfa Park the only place you can build?

MDF – yes, more or less. Other options would involve clearing existing structures.

S – Tremorfa Park does get waterlogged and that's all over. Like someone said before, they always have to cancel matches.

MDF – yes, lots of people have mentioned that, but it's very important we hear all views.

S – What about St Alban's Rugby Club. Will it be safe? They serve drinks there. There has been anti-social behaviour incidents.

MDF – concerns have been raised about behaviour at certain times of day. But it is a community facility and of course we'll have to consider carefully how this is managed safely.

S – have you seen this modelled? Seen this work before with a primary school, secondary School and community facility all on one site?

MDF – there are lots of different permutations of site sharing. There are lots of examples we can look to from around Wales and the UK. But lots of people have concerns. We will look at it very carefully. Fitzalan HS will be sharing resources too. One example is a school we looked at in Port Talbot, which has community facilities and it is working very well.

BA – the proposal does create a 4-16 and 16-18 site. Although there aren't many schools in Cardiff working this way there are some examples. This is much more common elsewhere.

S – I understand the idea of combining the school sites but what about lines of delineation between the schools and pupils? We're concerned about the behaviour issues with the HS pupils and the effect on the primary school pupils and their safety.

BA – there would be separation. The schools would still be separate establishments.

MDF –it has worked the other way in other schools on shared sites. In one example everything was separated, doors with fobs, different times for school start and end. But they found that the high school pupils' behaviour was actually improved. They were becoming role-models, and exhibiting improved behaviour around the younger children. After a while, the school was requested by the parents and pupils to end the separate start and end times. However, these are not unusual concerns.

S – what support and funding will there be for the transition? Will staff have to take on extra duties?

MDF – we would work closely with the school. Of course we understand the anxieties and apprehension this can cause. We would have regular contact with school leadership and HR and would be looking at the staffing structure very carefully. We realise the proposal brings positives and negatives. We would want co-location to improve outcomes and visibility of issues with behaviour. Any training needs would be identified and met.

S – can you guarantee all staff will keep their jobs?

MDF – that's not something anyone can guarantee, regardless of any changes. Even if everything remains exactly the same, no one can guarantee that.

S – but would people have to reapply for jobs?

H/T – no, we would just move over.

MDF – Baden Powell is staying as Baden Powell. Governing Body is remaining in place. The organisation will be the same organisation. It's not closure and then reopening, it's a relocation and expansion.

H/T – we have discussed this before. The staff have a variety of different concerns. However, we do need new buildings. The ones we have are falling down. Moving is a good thing – very positive outcome for the school. We have so many issues. We have the food hygiene issue with the kitchen not functioning. Access is very bad. Disabled children can't access the hall. They can't access the classrooms.

MDF – of course these concerns very much exist for St Alban's staff. But the proposal for Baden Powell is to relocate and expand. With the closure for St Alban's, the Archdiocese brought the proposal to us.

H/T – staff and parents may be concerned about the garden, and the memorial tree. Can the tree be moved?

MDF – we can look into moving the tree. Obviously it's not just moving it. We can't guarantee it'll do well in a new location, but we can look into it.

H/T – the garden is lovely, but is it used effectively? Staff are worried about the transition, the working over two sites.

MDF – we would have to work with the Governing Body. Appropriate arrangements would be made.

CG – the concerns of residents are different. They are worried about losing their park, the size of the new buildings, the location.

MDF – we have to show the indicative size of the site, and approximately where it would be located.



H/T – we already have behaviour concerns. We are having lots of complaints from the parents now, being opposite the Hub. We already work with Willows High School on this.

MDF – the governing bodies and staff would be working together with the new arrangements for a 3 FE school. They would be working together on arrangements for sharing resources. They would be working together on behaviour issues. With the schools sharing the site you would have more visibility of those families coming through the schools – more chance to work with them.

H/T – we have spoken to St Alban's staff and parents. We don't want to stop the proposal, but we all feel sympathy with them.

S – what about standardisation. Are all new schools the same? Less scope for individuality? But good in some ways with larger rooms and better access.

MDF – we would work with staff and governors – some things can be tailored. We would look at the needs of the school as a whole.

(Pictures shown of new schools – Cardiff West Community High School, Ysgol Glan Morfa and Ysgol Hamadryad)

MDF – there are many advantages for a primary school sharing a site with a secondary school. There may be access to the kitchens, labs, sports facilities etc.

H/T – we need to see schools as whole community facilities; being used as more than just as schools. Staff would have more opportunities, more access to better facilities.

MDF – don't forget to respond to the consultation. You can respond as staff, as residents as individuals, in a group. We want good as well as bad. Tell us whatever you want us to know.

BA – the Cabinet want to hear lots of responses. They ask for responses. Individual responses are not published. Staff responses as a group and governing body responses will be published. Please respond – it doesn't take long online.

MDF thanked those present and the meeting closed.



Schools Programme  
Record of Governors Meeting

Tremorfa Nursery School – Thursday 17<sup>th</sup> October 2019  
5:00pm-6:30pm



**Present:** Michele Duddridge Friedl (SOP), Brett Andrewartha (SOP), Anita Batten (HR), Rachel Burgess-Willis (SOP)

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MDF- discussions will need to take place with regards to becoming an Integrated Children's Centre if the proposal goes ahead.

MDF- Flying Start would transfer across to the vacated St Alban's RC Primary School site. You can help shape this; we want to know your thoughts.

G - concerns from governor & local resident re volumes of traffic and the traffic calming measures currently in place.

AB outlined HR issues around workforce planning. Changing to an ICC would require a different staffing model. This would be determined by the Governing Body.

AB- there is potential for a different leadership structure. If the proposed changes go ahead consideration will need to be given to caretaking arrangements for the site.

Anna Maria Bevan, Headteacher (HT) – any changes to budget need to be considered before 2023.

G - we would want an opportunity to highlight what works well currently and what we are not willing to lose.

G - how well integrated would we be with Flying Start colleagues?

HT- staff are concerned about losing current holiday entitlements if this proposal goes ahead. We would want the same entitlements as the head and staff currently receive at the Ely & Caerau ICC.

HT- it has taken 20 years to get such excellent staff and build the reputation of the nursery. We would like to protect the staff we have and maintain excellence.

MDF- A separate consultation will be required to consider management of the Flying Start provision on the site.

MDF thanked governors and the meeting closed.



**Schools Programme  
Record of Staff Meeting**

**Tremorfa Nursery School – Thursday 17<sup>th</sup> October 2019**

**3:30pm-5pm**



**Present:** Michele Duddridge Friedl (SOP), Brett Andrewartha (SOP), Anita Batten (HR), Rachel Burgess-Willis (SOP)

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MDF- discussions will need to take place with regards to becoming an Integrated Children's Centre if the proposal goes ahead. Flying Start would transfer across to the vacated St Alban's RC Primary School site. You can help shape this; we want to know your thoughts.

Anna Maria Bevan, Headteacher (HT) – want to ensure that our excellence is protected. The nursery must remain the heart of the ICC.

Q- is there an allocated spend?

MDF- there will be an allocated spend. Identifying money from SOP capital sources. Will need to consider what works will need to undertaken so that the new arrangements function satisfactorily.

Q- what are the timescales/organisation of school buildings?

MDH- outlined details of timescales and transition arrangements.

HT- our current building is not disability compliant; cannot currently use our disabled parking space because of H&S issues. St Alban's buildings also not disability compliant. The school does not currently have disabled toilet facilities, hoist etc. so will need to be adapted.

AB- the proposal for Tremorfa Nursery School is positive, with the proposed increased capacity of the school and expansion of services on site including Flying Start childcare and parenting support, within an Integrated Children's Centre on the existing Tremorfa Nursery School site and the vacated St Alban's RC Primary School site from September 2021.

HT- I would want to manage the Flying Start provision and to protect and maintain the excellence we have built up here over the years.

MDF- important for you to give us your input on what you feel the staffing structure should look like. Up to the Governing Body to make final decisions on the staffing structure.

Q- is it a permanent proposal to reduce the age range of Baden Powell Primary School?

MDF- yes. Cardiff Council are the admission authority for the school and therefore make decisions about who attends.

MDF- important for you to give us your input on what you feel the staffing structure should look like. The GB will make final decisions on the staffing structure.

AB- possible redeployment opportunities for St Albans RC Primary staff. However, Tremorfa Nursery Governing Body would have the final say as to whether staff have the skills you require.

MDF thanked those present and the meeting closed.