

## **APPENDIX 2**

### Records of Meetings with Staff and Governors:

- Allensbank Primary School Governing Body Meeting (8<sup>th</sup> February 2021)
- Allensbank Primary School Staff Meeting (11<sup>th</sup> February 2021)
- Ysgol Mynydd Bychan Staff Meeting (23<sup>rd</sup> February 2021)
- Ysgol Mynydd Bychan Governing Body Meeting (25<sup>th</sup> February 2021)
- St. Monica's CiW Primary School Governing Body Meeting (4<sup>th</sup> March 2021)
- Albany Primary School Governing Body Meeting (10<sup>th</sup> March 2021)
- Gladstone Primary School Governing Body Meeting (15<sup>th</sup> March 2021)



**Schools Programme**  
**Record of Virtual Governing Body Meeting**  
**Allensbank Primary School**  
**08 February 2021**



**Present:** Richard Portas (SOP), Michele Duddridge Friedl (SOP), Brett Andrewartha (SOP), Anita Batten (HR), Louise Flynn (HR), Rosalie Phillips (SOP), Allensbank Primary School governors

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

### **Welcome and Introductions**

Richard Portas (RP) opened the meeting and welcomed governors.

The proposed changes reflect the balance of primary school places and demographic changes.

The meeting was part of the first stage of formal consultation on proposed changes to Allensbank Primary School and Ysgol Mynydd Bychan from September 2022.

The process also allowed for engagement to ensure an appropriate balance of places to serve the area in the longer term.

Notes of the meeting were being taken and would form part of the consultation feedback.

RP advised governors that the proposed increase at Ysgol Mynydd Bychan from 30 to 45 places could happen in 2021 on a temporary basis if required, subject to engagement with the relevant governing bodies. Officers were working through admissions data and this would be discussed further once the position was established.

### **What is being proposed?**

There was a presentation from Brett Andrewartha (BA) setting out details of the proposal:

- What is being proposed?
- Background
- English-medium places
- Welsh-medium places
- Recent and future take up of places
- Pupils enrolled – English-medium schools
- Recent and future demand for English-medium places
- Pupils enrolled – Welsh-medium schools
- Recent and future demand for Welsh-medium places
- Pupils enrolled updated – 2020/21
- How might take up of Welsh-medium places change?

- Proposed changes from 2022
- Long term considerations
- Ysgol Mynydd Bychan site
- Albany Primary School site
- Allensbank Primary School site
- Gladstone Primary School/St Monica's CiW Primary School site
- Quality and Standards
- Impact of the proposals
- HR implications
- Other considerations
- What happens next?

Anita Batten (AB) advised governors that in the event of the proposals being progressed, HR would be providing support to the governing body to consider workforce requirements. Any changes to the staffing structure if agreed would be a matter for governors. There was a period of time prior to the implementation of any proposals and there may be staff progressing/leaving for other reasons.

### **Questions and Answers**

The Chair of Governors invited questions from governors.

The points raised are set out in *italics* below and have been grouped according to the points raised where appropriate.

The Officer's response can be seen underneath.

### **Examples from elsewhere**

- *are there examples of this type of arrangement elsewhere which could be provided to the school?*

MDF advised that the proposed site sharing arrangements had been done previously at both primary and secondary e.g. Welsh-medium starter classes utilising spare capacity on English-medium primary school sites prior to permanent arrangements being established.

There are challenges and will look to provide details of both short and long term arrangements which look at all aspects.

### **Equalities and inclusion**

- *concerns around the message the proposed changes may send to children and parents. The demographic makeup of both schools was very different and there was potential for segregation by language to result in social and racial segregation by default. This was a particular concern for governors.*
- *understand the need for Welsh-medium places but concerned about the long term implication for EAL children.*

- *it would have been helpful if integration has been considered prior to consultation.*
- *how do the proposed changes fit with equality and inclusion. Children from EAL backgrounds do not attend Welsh-medium and concerned that the proposals will result in a widening of segregation in the community. How did, what was being proposed fit with the Welsh Government Strategic Equality Plan.*
- *how can the Equality Impact Assessment (EqIA) carried out prior to consultation be accessed; why had this not been provided with the consultation document; how can it be ensured that Black and Minority Ethnic families are not disadvantaged?*
- *concerns that the proposed changes could result in investment in facilities for children accessing Welsh-medium provision and not those attending Allensbank Primary. Was investment in Allensbank subject to agreement of the proposal?*

MDF advised that implementation of any agreed proposal did not have to mean full separation; whilst there was a desire to ensure Welsh language acquisition, there were opportunities to work together. Any temporary measures brought forward would not require changes to catchment areas. Demand for Welsh-medium places was increasing and there were challenges around how this demand could be met.

It was recognised that Black and Minority Ethnic families were not choosing Welsh-medium education and the Council was seeking to gain a better understanding around this and to challenge misconceptions. Ysgol Hamadryad is located in an area with a high Black and Minority Ethnic population and had worked with the community to understand barriers. Cymraeg 2050 sets out targets for increasing the number of Welsh speakers and the Council is required to respond to this by increasing the number of children in Welsh-medium education and to increase the level of Welsh in English-medium schools. There is consistent demand for Welsh-medium places in excess of supply in the local area with limited scope for expansion on existing Welsh-medium school sites.

*Governors observed that building an inclusive community was an ongoing process and that dispelling myths around Welsh-medium was not sufficient.*

MDF acknowledged that there were differences between communities and there was a need to understand parental choice. The proposal allowed for engagement on a longer term solution and wanting stakeholders to consider all options.

*The Chair observed that the changes to Welsh-medium provision were political and not driven by communities.*

RP advised that in the event of the proposed changes being taken forward, there would be detailed discussions around inclusion and opportunities to bring the two school communities together. All potential solutions were welcome and would be noted.

It was recognised that there was a high level of concern around inclusion and the need to ensure that any proposal taken forward reflected the diverse local population.

MDF advised governors where a copy of the EqIA could be accessed. Proposals are considered in the round and the EqIA would be reviewed as the proposal moved through the process.

There were ongoing works at Allensbank related to the roof and windows and health and safety as part of the Asset Programme. Additional funding was available through the Welsh-medium grant and if the proposal was progressed to implementation, consideration would be given to improving the whole school site with any investment not exclusive to accommodation for Ysgol Mynydd Bychan.

The Headteacher asked for assurances that the works on the roof, windows and stone work would be completed by September as the school building was CADW listed which could delay works. RP advised governors that the proposed works were going through a tender exercise which would include an application to CADW as part of the process.

### **Utilisation of Welsh-medium capacity at other schools/changes to catchment areas**

- *why had the option of adjusting catchment areas not been considered as this would be less disruptive.*
- *why were surplus places in Welsh-medium schools e.g. Ysgol Glan Ceubal not being used to meet increased demand for Welsh-medium which would be more financially efficient.*
- *had the possibility of a school site swap been considered.*

BA advised governors that whilst it was possible to change catchment areas, any changes had to be sustainable. The Council was working towards Welsh Government targets and changes to catchment areas would not support this.

Whilst there was capacity in the older age groups at some Welsh-medium schools, this was not suitable for young age groups where demand was increasing.

### **Information included in the consultation document**

- *query re the basis for Welsh-medium demand forecasts specifically Table 11 on page 18 of the consultation document.*
- *The information included in the consultation document indicated there are fewer English-medium places (Table 4 which sets out capacities for Welsh-medium of 1452 and 1301 for English-medium).*
- *the NOR quoted in the consultation document (185) did not reflect the situation at the school which has 216 children on roll.*

BA advised governors that Table 11 on page 18 of the consultation document represented projected demand for Welsh-medium places based on demand for places continuing at 15.6% of the population in the Ysgol Mynydd Bychan catchment area,

continued demand at the percentage of the most recent census year intake (17.9%), and an annual growth in demand by one percentage point from 17.9% to 20.9%.

Welsh-medium and English-medium catchment areas are not directly comparable. Ysgol Mynydd Bychan serves a wider area which is why there are a greater number of places. The Ysgol Mynydd Bychan catchment is not dissimilar to the combined catchments of Allensbank, Albany and Gladstone Primary Schools however admissions are limited to the northern part of the catchment.

BA advised that the NOR included in the consultation document reflected the number of 4 – 11 years old pupils on roll at the school in January 2020 (PLASC). There had been a small increase (5 pupils) in the number of 4 – 11 year olds on roll at the school since that time.

### **The long term future of Allensbank Primary School**

- *why was there a need to reduce Allensbank Primary School to 1FE?*
- *what is likely to happen in the longer term? Whilst the schools are closely located they do not share the same cohort.*
- *were there any assurances about the future of Allensbank Primary School?*
- *Allensbank Primary School serves as a valuable asset for a mobile community. Communities elsewhere such as the Ysgol Hamadryad catchment were more mixed and not able to make a direct comparison.*
- *how would the proposed changes work? Was there any scope for a more creative/inclusive way; is there potential to share spaces that would benefit both sets of learners? How do proposed cuts to English-medium primary school places align with the proposed expansion of Cathays High School?*
- *concerns that the level of expenditure indicated longer term arrangements and the impact on works on children at the school*

RP advised governors that the physical capacity of Allensbank was greater than the number of children on roll at the school over recent years. Where schools are not able to sustain high numbers there were opportunities to consolidate. BA set out the example of a school with an admission number of 45 admitting 31 children which would result in the school having to run mixed classes or employing additional staff.

MDF advised that there was no connection between the proposed consolidation of Allensbank and the plans to accommodate Ysgol Mynydd Bychan provision at the school.

*The Chair observed that this was not clear.*

RP advised that there was a lack of building capacity within the area coupled with the need to protect open access land which is reflected in the Cathays High School proposal. There were a range of potential long term solutions and looking to engage

with the community on this. The Council was not pre-empting the long term outcome and was seeking engagement on longer term solutions.

AB advised governors that any reduction in the size of the school could result in a reduced school budget which would have implications for staffing. This would largely depend on the extent of any change, the demographic of the staff group and the wishes of staff, with the hope being that compulsory redundancies could be avoided however this could not be guaranteed. There was a HR Framework in place to support redeployment and HR would support the Governing Body and individual staff. Any shared site arrangements would require agreement around site management.

RP advised that any building works would be phased appropriately with full consideration given to children already at the school. It was not the intention for the arrangement to continue in the longer term.

### **Traffic and transport**

- *there may be children from across Cardiff accessing Welsh-medium provision. When would there be feedback from Transport? In the longer term should there be a move towards looking at a new build Welsh-medium primary school?*
- *how would concerns raised by the governing body be addressed?*

### **Logistics**

- *what support and capacity does Ysgol Mynydd Bychan have to manage children across two sites?*
- *how would Ysgol Mynydd Bychan operate across two sites?*
- *would there be more than two Ysgol Mynydd Bychan classes on site?*
- *how would the arrangement work when Welsh schools are looking to preserve language and do not want to mix e.g. keyworker hub model?*

RP advised governors that initial discussions had taken place with Health & Safety and Transport with further discussion needed. Any operational requirements would be carefully considered particularly in the context of COVID-19 e.g separate entrances.

The Headteacher advised that there was one main useable entrance for the Foundation Phase and that staggering start times would not be an option.

RP advised that the Council would not want the arrangement to be in place over a prolonged period; indicative timeline in place and aware of the need to progress solutions.

Any concerns raised by governors would be considered as part of the feedback on the consultation.

MDF advised that planning for the Keyworker Hub model had arisen out of the numbers of children needing places and staff availability and was subject to daily change but understood the perception. Whilst there were issues around language immersion, there were opportunities when co-locating.

### **Demand for places**

- *why were the number of English-medium primary school places serving the area being reduced at the same time as the proposed expansion of Cathay High School was being brought forward?*
- *what would happen if forecasts change; what if there is a fall in demand for Welsh-medium places and a corresponding increase in demand for English-medium places?*
- *the Allensbank Primary catchment is the only school showing an increase in projected demand.*

MDF advised governors that the proposed expansion of Cathays High School had been brought forward in order to meet demand for places in the wider area. Whilst the primary schools that sit within the Cathays High School catchment generated lower numbers, there was demand in excess of supply outside of this and there would need to be a rebalancing of secondary school catchments once the capacity that will be available is known. Cathays High School is well located and will support growth as a result of the Local Development Plan (LDP) in both the short and medium term.

RP advised that the consolidation of Allensbank would help to manage risks around planning. Demand for places at Ysgol Mynydd Bychan has been consistently high and this was expected to continue.

BA advised that whilst there was a projected increase in the number of children within the Allensbank Primary School catchment area, intakes to the school did not reflect this with children taking up places at schools across a wide area.

### **Arrangements for September 2021**

- *any short term proposals for 2020/21 would have to be considered in much greater detail. Ysgol Mynydd Bychan not aware of this.*
- *Health & Safety concerns; had a COVID-19 risk assessment been undertaken.*

RP advised that there had been initial discussions with Health & Safety and Fire officers but that detailed discussion would be needed if progressing.

The Ysgol Mynydd Bychan Chair of Governors was aware of proposals. The Allensbank Headteacher advised that the Ysgol Mynydd Bychan Headteacher was not aware of any plans for 2021 or options in terms of different year groups. MDF advised that there had been discussions with local schools with details shared with Allensbank in the first instance. RP advised that there may have been some miscommunication.

### **Communication**



- *concern regarding the way in which the proposed changes were brought to the attention of the school in the first instance.*

RP advised that an apology had been made for the way in which details of the proposal were made known to the Headteacher and did so again.

*The Chair of Governors thanked officers for the opportunity to meet and discuss the proposed changes. He queried whether there would be an opportunity for governors to review a draft copy of the minutes prior to publication.*

MDF advised that contemporaneous notes of the meeting had been taken which would reflect the points raised and the replies given but would not be a detailed transcript of the meeting.

A copy of the draft notes could be made available and consideration given to any suggested amendments.

MDF advised that governors were able to reply in a number of different ways, as a governing body, as a member of staff, as a parent or resident and may have different views based on role.

BA advised that formal responses from the governing body, headteacher and staff would be published; personal responses would not be published.

RP thanked governors at the meeting closed at 8pm.



**Schools Programme**  
**Record of Virtual Staff Meeting**  
**Allensbank Primary School**  
**11 February 2021**



**Present:** Richard Portas (SOP), Michele Duddridge-Friedl (SOP), Brett Andrewartha (SOP), Anita Batten (HR), Louise Flynn (HR), Hibah Iqbal (SOP), Allensbank Primary School staff

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

### **Welcome and Introductions**

Richard Portas (RP) opened the meeting and welcomed staff.

The meeting was part of the first stage of formal consultation on proposed changes to Ysgol Mynydd Bychan and Allensbank Primary School from September 2022.

The process also allowed for engagement to ensure an appropriate balance of places to serve the area in the longer term.

Notes of the meeting were taken and would form part of the consultation feedback.

### **What is being proposed?**

There was a presentation from Brett Andrewartha (BA) setting out details of the proposal:

- What is being proposed?
- Background
- English-medium places
- Welsh-medium places
- Recent and future take up of places
- Pupils enrolled – English-medium schools
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- Pupils enrolled – Welsh-medium schools
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- Albany Primary School site
- Allensbank Primary School site
- Gladstone Primary School/St Monica's CiW Primary School site
- Quality and Standards
- Impact of the proposals
- HR implications
- Other considerations

- What happens next?

Anita Batten (AB) advised staff that in the event of the proposals being progressed, HR would be providing support to them. There would be full consultation for any changes. In recognition of the difficulties that staff had faced from Covid 19 and the possible stress from this proposal, staff were advised that they had access to the Health and Wellbeing website.

## **Questions and Answers**

RP invited questions from staff.

The points raised are set out in *italics* below and have been grouped according to the points raised where appropriate.

The Officer's response can be seen underneath.

## **School Performance**

- *Allensbank Primary School staff have worked hard over last few years to improve standards and this proposal will have negative affect on numbers going forward.*
- *The school has been on a long journey including a glowing report last year from Estyn and the relationships being fostered with parents. Is the Authority only considering pupil numbers?*

MDF advised that there had been site sharing arrangements at other schools which had not impacted on intakes; schools are trusted in the community.

As set out in the presentation a range of factors are considered including standards and do not see that the proposal would have a negative impact. The proposal is for a temporary arrangement with the community involved in identifying a long term solution. Pupils are taking up English-medium (EM) places but not to the same degree as previously which results in financial difficulties for school. This is an opportunity for the school to shape proposal to meet the needs of the community.

## **Equalities**

- *The Equality Impact Assessment (EqIA) states that the proposal will have a differential impact on race. What are these and what steps are the council taking to ensure that this group is not negatively impacted?*

RP advised that the EqIA is only at a starting point which will be reviewed at and updated throughout the process; feedback from the proposal will inform the EqIA. Work will be carried out to ensure that no group is negatively impacted.

BA advised that Welsh-medium (WM) may be taken up by a more ethnically diverse pupils and be a positive impact.

MDF stated that the Council would work with the Headteacher and staff of Allensbank to ensure that there was effective engagement with 'hard to reach' groups based on their experience and knowledge in how to do this.

### **Interim proposal**

- *Temporary for how long? Is this sustainable as Ysgol Mynydd Bychan grows?*
- *Very stressful for staff as the proposal is uncertain with temporary arrangement – feels like we are getting squeezed out. Already stated that there is nowhere to build a new school.*
- *When will the building work start? How will disruption be managed?*
- *How many classes will this be for? Has the well-being of the WM children been assessed? How would they feel by not being allowed to engage with assemblies, playtime etc*
- *Creigiau is not in the same position as them. Can they interact? Feel for Ysgol Mynydd Bychan pupils not seeing other friends. Logistics of how Ysgol Mynydd Bychan would access the site? Would the car park be used – parking is difficult already.*

RP advised that views on a permanent solution were being sought as part of the engagement.

MDF advised that a temporary arrangement allowed more time for a permanent solution to be identified.

RP advised that the Council was not wanting to change Allensbank beyond this proposal and hoped that this gave some comfort. Works that were on-going would all going well be finished soon. Allensbank would benefit from the works, holistic view of benefits to the entire site.

RP advised that there were shared site arrangements elsewhere with interaction to eliminate that feeling of segregation.

MDF provided the example of Creigiau Primary School; whilst there is immersion in WM during the day, they also mix at play time. Also WM starter schools quite often sit on an EM site and mixing does happen. Borrowing physical space.

MDF advised that other schools had gone through this. There ideally would be some opportunity to mix and integrated projects have been very successful. Not all nursery children attend a linked primary school across Cardiff, Allensbank are lucky in this respect.

RP advised that officers would work with staff in this respect.

### **Staff and Governor Concerns**

- *Staff feel this is the beginning of the end for Allensbank. What does displacement of staff mean? What consideration has gone into staff well-being at this time and what will the Authority do to help with this?*
- *Concerns by staff at both schools and governors at both schools. How much is this being listened to? And what other options are there? New build can't take place in this area so this feels like it's not temporary.*

RP advised that this was a consultation and no decision had been made.

AB advised that it would be remiss not to mention that there may be an impact. Appreciate that the pandemic has had a major impact on staff in school and understand that there may be concerns around the timing but there was never a right time. Additional support available where the Council can gain a greater understanding of concerns and if the current health and well-being is not meeting needs. Can have speculative conversations now but usually best to wait to see what happens.

RP advised that there isn't physical space to expand at Ysgol Mynydd Bychan. Feedback will be taken on board and Cabinet make decision on this.

BA advised that there was a need to balance places across the city, not build new schools.

### **Impact on pupils/site options**

- *How will this affect out of catchment children? And has a site swap been considered?*

RP advised that there are lots of options across the wider area and any ideas should be fed back.

MDF advised that there would be no change for out of catchment children and any prospective nursery children are contacted to show what provision and options they have available to them.

BA advised that pupils can apply to any school out of their catchment.

BA advised staff on how responses to the consultation could be made; any formal staff response and any from the Headteacher would be published as part of the consultation but individual responses would be summarised.

The Headteacher thanked officers and staff, reiterated strength of feeling felt by staff and concerns for YMB and Allensbank.

RP thanked staff and the meeting closed.



**Schools Programme  
Record of Virtual Staff Meeting  
Ysgol Mynydd Bychan  
23 February 2021**



**Present:** Richard Portas (SOP), Michele Duddridge Friedl (SOP), Brett Andrewartha (SOP), Rosalie Phillips (SOP), Jo Phillips (SOP), Louise Flynn (HR), Hibah Iqbal (SOP), Ian Warburton (SOP), Catherine Canning (SOP), James Eul (HR), Ifan Brychan (Bilingual Cardiff), Ysgol Mynydd Bychan staff

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### **Welcome and Introductions**

Richard Portas (RP) opened the meeting and welcomed staff.

The proposed changes reflect the balance of primary school places and demographic changes.

The meeting was part of the first stage of formal consultation on proposed changes to Ysgol Mynydd Bychan and Allensbank Primary School from September 2022.

The process also allowed for engagement to ensure an appropriate balance of places to serve the area in the longer term.

Notes of the meeting were being taken and would form part of the consultation feedback.

RP advised staff that the proposed increase at Ysgol Mynydd Bychan from 30 to 45 places could happen in 2021 on a temporary basis if required, subject to engagement with the relevant governing bodies. Officers were working through admissions data and this would be discussed further once the position was established.

### **What is being proposed?**

There was a presentation from Brett Andrewartha (BA) setting out details of the proposal:

- What is being proposed?
- Background
- English-medium places
- Welsh-medium places
- Recent and future take up of places
- Pupils enrolled – English-medium schools
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- Gladstone Primary School/St Monica's CiW Primary School site
- Quality and Standards
- Impact of the proposals
- HR implications
- Other considerations
- What happens next?

Louise Flynn (LF) advised staff that in the event of the proposals being progressed, HR would be providing support to them. There would be full consultation for any changes. Staff were also advised that they had access to the Health and Wellbeing website.

### **Questions and Answers**

RP invited Headteacher Sian Evans (SE) to speak.

SE thanked RP for the presentation.

The staff are grateful that Cardiff Council wanted to increase Welsh-medium provision.

There are children from all different backgrounds at Ysgol Mynydd Bychan. Parents are not choosing Ysgol Mynydd Bychan as their first choice because they cannot guarantee they will get a place and more pupil places should lead to greater uptake.

Ysgol Mynydd Bychan has good relations with the local English-medium schools and the staff did not want to damage that.

SE invited questions from the staff.

The points raised are set out in *italics* below and have been grouped according to the points raised where appropriate.

The Officer's response can be seen underneath.

### **Funding**

- *If the grant is used for a short-term solution, will this reduce what can be do in the long term?*

RP advised that, whatever is done with the funding, £1.8million will not be enough. It's not possible to say what the additional funding will be, but a budget will be set when it's known how the proposal is moving forward.

### **Shared school site**

- *Concern that Allensbank Primary School has no outside space for the Foundation Phase.*
- *Parents may not want to choose Ysgol Mynydd Bychan because it is on a split site.*
- *The school welcomes more pupils but don't want to be on a split site for more than two years.*
- *There is a difficulty if the children are hearing English spoken on site.*

RP said that potential options would need to be worked through. There is no fixed solution. All the viable options need to be put forward and the situation needs consideration moving forward. There are potential benefits of having the two schools on one site e.g. building relations, having a joint curriculum.

Michele Duddridge Friedl (MDF) agreed that there is a need to preserve immersion in the Welsh language. However, Cymraeg 2050 is not just about fluent Welsh speakers, but also increasing the number of people who are confident and able to speak Welsh. Previous shared sites have had separate play times, but there can also be times when children mix. There may be opportunities to share Welsh-medium expertise without compromising immersion.

### **Long-term plans**

- *It is difficult to provide a concrete response to the consultation. There is a big difference between being on a shared site for 2-3 years and being on a shared site indefinitely. If it ends up as 6-7 years, the disadvantages then outweigh the advantages. Is there a concrete timetable and, if not, why not?*

RP advised that longer-term proposals will be developed from this engagement. He agreed that the split site is not suitable in the long term. There are complexities and a number of different solutions to providing additional places quickly. It is difficult to give a firm timetable.

MDF added that the school staff know the local community and complexities. Instead of the council bringing forward a solid proposal at this time it is better to involve the stakeholders who have knowledge of the families living in the area and what people need.

Previously, when proposals for the Four Wards were put out as a statutory consultation initially, it was not taken well. An engagement exercise was then undertaken and the end result (Ysgol Hamadryad) was different to what was in the original consultation document. In densely populated areas it is important to get views and ideas on what's available.

### **Building Standards**

- *What would the standard for the building be if the school moved to the Allensbank site? Would it be 21<sup>st</sup> Century school standards or stay as it is?*



RP explained that Building Bulletin requirements are there to acquire Welsh Government funding or investment. The Welsh-medium capital grant does not have building standards attached to it. There is no requirement to meet Building Bulletin guidance and it is only guidance, not a statutory requirement. Allensbank is the closest and largest site in the area. The council would work with both governing bodies to utilise the site in the best way possible.

### **Alternative Sites**

- *It is difficult to know if other sites will be available in the future.*
- *The current Cathays High School proposal would lead to a loss of space from the leisure centre. Could the leisure centre be part of the school and land from the old Cathays site be used?*

RP advised that the council is looking to maximise the use of the site, but, while there is nothing to stop schools using the leisure centre, having the leisure centre as part of the school is not viable. Some of the existing site will be used for the new high school.

### **Other Schools**

- *How have Allensbank Primary School reacted? We don't want animosity between the schools.*

RP said that concerns had been raised by the governing body and staff around equalities and generally around sharing a site. These concerns will need further consideration, but need to know what the solution is and work from there.

MDF advised that the main concerns are staff worries about reducing the size of the school and the possibility of pupil numbers growing again, as populations often go in cycles. Allensbank Primary School attracts a range of communities that are transient in nature e.g. parents taking up temporary work placements at the hospital. They prefer English-medium, as they are unlikely to stay in Wales long-term. They do use the extra space available and so are reluctant to lose it. There is also a worry about access and egress points in relation to Covid-19 and ensuring the safety of pupils and staff.

SE thanked officers for the opportunity to meet and discuss the proposed changes.

RP thanked staff and the meeting closed at 5.15pm.



**Schools Programme**  
**Record of Virtual Governing Body Meeting**  
**Ysgol Mynydd Bychan**  
**25 February 2021**



**Present:** Richard Portas (SOP), Michele Duddridge Friedl (SOP), Rosalie Phillips (SOP), Louise Flynn (HR), Ysgol Mynydd Bychan governors

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RP advised governors that the proposed increase at Ysgol Mynydd Bychan from 30 to 45 places could happen in 2021 on a temporary basis if required, subject to engagement with both schools. Officers were working through admissions data and this would be discussed further once the position was established.

## **What is being proposed?**

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- How might take up of Welsh-medium places change?
- Proposed changes from 2022
- Long term considerations

- Ysgol Mynydd Bychan site
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- What happens next?

Louise Flynn (LF) advised governors that in the event of the proposals being progressed, HR would be providing support. There would be full consultation on any changes.

### **Questions and Answers**

RP invited questions from governors.

The Headteacher thanked officers for the presentation. The school was grateful that grant funding had been secured and welcomed the proposed increase in Welsh-medium (WM) places.

The points raised are set out in *italics* below and have been grouped according to the points raised where appropriate.

The Officer's response can be seen underneath.

### **Site Arrangements**

- *Concerns that the Allensbank Primary School buildings are not fit for purpose. Does the listed status of the buildings restrict the works that could be done to support the curriculum for whoever occupies the school?*
- *Clearly demand for WM in the area. Concerns that parents on the edge of the catchment may be put off by the thought of a split site arrangement. What is the experience of this elsewhere?*
- *The initial reaction from existing parents had been of concern across all of the year groups.*
- *Would public space at Cathays High School site be available for use by other schools?*

RP advised that the secured grant funding could be utilised to improve facilities however additional funding would also be needed. 21<sup>st</sup> Century schools was a separate funding stream with specific requirements. All of the schools in the area have restrictions e.g. outdoor space but able to make significant improvements.

MDF advised that there are a number of variables considered when parents are making decision re schools. Some parents will want a smaller school and understand

concerns. Ysgol Mynydd Bychan is an established good school; good schools elsewhere with demand increasing for those schools also. The expectation in the case of Ysgol Mynydd Bychan was that parents trust in the school would prevail and there would not be a long term impact.

RP advised that the Council had committed to open access to land as part of the Cathays High School proposal; the proposal was in the early stages and the design process was yet to be defined. The proposal is for a full range of 21<sup>st</sup> Century School facilities and would want all schools to have access to these.

### **Pupil Numbers**

- *Risk around pupil numbers not materialising. What position would the school be in if numbers did not increase and a split site arrangement was maintained?*

MDF advised that there was a risk that this could happen and had opted to go with an engagement approach to allow for a community solution to be identified. The Council is of the view that there is sufficient accommodation available across the area and difficult decisions may need to be taken. In a situation where the population is not growing; need to maximise investment and looking at options with the community.

Demand for WM is growing and Ysgol Mynydd Bychan is an established, well respected school. It can be more difficult for newer schools and the impact of Ysgol Mynydd Bychan expanding may be felt elsewhere in the short term but do not expect this to be the case in the longer term.

### **Language Acquisition**

- *What assessment has been made of the impact of a shared site arrangement on language acquisition?*

RP advised that the proposal was in the early stages of development; two desktop options of what this could look like had been tested with Health & Safety and Fire officers. There would need to work with both schools around the operational details. One option around Foundation Phase and on around KS2; experience elsewhere and lessons learnt from this.

MDF advised that Ysgol Mynydd Bychan was publically recognised for work with English Medium (EM) schools. Cymraeg 2050 also looking at Welsh language provision in EM schools and how to improve this; positive opportunity to build on existing successes. Ysgol Pen y Groes, Ysgol Glan Ceubal and Ysgol Coed-y-Gof- all share EM sites. The importance of full language immersion in R – Y2 is recognised.

The proposed changes present opportunities for community cohesion but will be looking at the concerns being raised. Schools views on how best this could work needed.

### **Long-term Plans**

- *The proposed long term solutions put forward are limited to existing school sites; does this include the Cathays High School site?*

- *As Cathays High School is not an option, there is no long term option other than Ysgol Mynydd Bychan and Allensbank swapping sites; are there any other options under consideration?*
- *Supportive of the growth of WM provision and recognise position re sites. What is the vision beyond the short term? There is a risk of remaining in the interim position and need to feel more assured.*
- *Understand points around community cohesion however this would be more difficult for one school over two sites. Appreciate that consultation is to put forward ideas however the situation is difficult for the school (Ysgol Mynydd Bychan) and have to protect staff, pupils and parents. Working across two sites would be an issue if a long term thing and would need to know what would happen beyond 2/3 years.*

RP advised that the development of the Cathays High School site included the protection of open access community space and not in a position to have another school on the site. The birth rate was reducing with a corresponding increase in surplus places which had to be addressed.

There were a number of options that could be considered. The Council was seeking views and difficult to say what should be done at this point; engaging with the local community and should be looking at the existing estate in the first instance.

MDF advised that a range of factors were considered when bringing forward proposals e.g. numbers, projections, catchment area changes, existing assets. There is projected demand for 2FE EM (community) and 2FE WM going forward; no changes were being proposed to RC and CiW provision. The Council is seeking the views of the community on how best to reorganise to meet demand. There are a number of ways in which this could be done and seeking views ahead of consultation on a long term solution.

RP advised that the concerns raised were recognised. There are a number of ways forward and have opted to engage with the community. It is not in the Council's interest for any interim arrangement to continue and committed to a long term solution however it was not yet know what this would be.

MDF advised that capital funding had been secured to increase WM by 1FE and clear that the proposal is to increase provision at Ysgol Mynydd Bychan. Proposing to increase by 0.5FE in the first instance but the long term position is for Ysgol Mynydd Bychan to be 2FE. Projections indicate the need for 2FE EM and 2FE WM provision and not able to justify spend on additional new accommodation.

*The Headteacher advised that Ysgol Mynydd Bychan would have to move in order to expand and would want to be able to tell children and parents that any move was to a building of the same standard or better.*

## **Grant Funding**

- *When was the grant funding received?*

MDF advised that this would need to be checked. She believed it was in the year prior to the drop off in pupil numbers in 2018 and time had been needed to ensure numbers stabilised.

### **Pupil Voice**

- *Will pupils be contributing to the consultation?*

The Headteacher advised that this had been discussed with the SOP team and arrangements were being made for the views of pupils to be considered once the children were back in school.

The Headteacher thanked officers for the opportunity to meet and discuss the proposed changes.

RP thanked governors and the meeting closed at 19:45pm.



**Schools Programme**  
**Record of Virtual Governing Body Meeting**  
**St Monica's CiW Primary School**  
**04 March 2021**



**Present:** Richard Portas (SOP), Michele Duddridge Friedl (MDF), Brett Andrewartha (SOP), St Monica's CiW Primary School governors

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

### **Welcome and Introductions**

Richard Portas (RP) opened the meeting and welcomed governors.

The meeting was part of the first stage of formal consultation on proposed changes to Ysgol Mynydd Bychan and Allensbank Primary School from September 2022.

The proposed changes reflect the balance of primary school places, policy and demographic changes.

Notes of the meeting were being taken and would form part of the consultation feedback.

### **What is being proposed?**

There was a presentation from Brett Andrewartha (BA) setting out details of the proposal:

- What is being proposed?
- Background
- English-medium places
- Welsh-medium places
- Recent and future take up of places
- Pupils enrolled – English-medium schools
- Recent and future demand for English-medium places
- Pupils enrolled – Welsh-medium schools
- Recent and future demand for Welsh-medium places
- Pupils enrolled updated – 2020/21
- How might take up of Welsh-medium places change?
- Proposed changes from 2022
- Long term considerations
- Ysgol Mynydd Bychan site
- Albany Primary School site
- Allensbank Primary School site
- Gladstone Primary School/St Monica's CiW Primary School site
- Quality and Standards
- Impact of the proposals
- HR implications
- Other considerations

- What happens next?

## **Questions and Answers**

RP invited questions from governors.

The questions asked are set out in *italics* below and have been grouped according to the points raised where appropriate.

The Officer's response can be seen underneath.

*What do you want from us?*

Interim proposal put forward; looking to develop a longer term position and interested in any views governors have in relation to that. There are a number of things that people may want to suggest as part of this proposal. Would be good to have a response from the GB regarding your long term considerations, as well as the interim proposal.

*We would like a nursery. We are a family school, imbued with Faith.*

Seeking views which include your aspirations. The current proposal is an interim solution. We are not looking to reduce Faith places, there are aspirations and desires of parents in the area that we can't meet at the moment. We would like to hear your ambitions. There are options for the future.

*What is the timeline for the longer time plan?*

Minimum of 9 months in terms of the statutory process; looking at an interim solution for two years.

*How are projections worked out?*

PLASC data will calculate percentages of each year group to give us reliable percentages.

*Does the Allensbank site have capacity for 2 FE?*

Yes; the Allensbank site can accommodate 2FE. There are different combinations, the numbers, changing ratios; looking to maximise places available in the local area.

*St Josephs is not included in the proposal?*

St Joseph's do not share a site with a community school. They are owned by a Diocese.

There were no further questions, RP thanked governors and the meeting closed.





**Schools Programme  
Record of Virtual Staff Meeting  
Albany Primary School  
10 March 2021**



**Present:** Richard Portas (SOP), Brett Andrewartha (SOP), Rosalie Phillips (SOP), Albany Primary School governors

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

### **Welcome and Introductions**

Richard Portas (RP) opened the meeting and welcomed governors.

The meeting was part of the first stage of formal consultation on proposed changes to Ysgol Mynydd Bychan and Allensbank Primary School from September 2022.

The proposed changes reflect the balance of primary school places, policy and demographic changes.

There was no impact on Albany Primary School from the interim proposal but opportunity to put forward views on a long term solution.

Notes of the meeting were being taken and would form part of the consultation feedback.

### **What is being proposed?**

There was a presentation from Brett Andrewartha (BA) setting out details of the proposal:

- What is being proposed?
- Background
- English-medium places
- Welsh-medium places
- Recent and future take up of places
- Pupils enrolled – English-medium schools
- Recent and future demand for English-medium places
- Pupils enrolled – Welsh-medium schools
- Recent and future demand for Welsh-medium places
- Pupils enrolled updated – 2020/21
- How might take up of Welsh-medium places change?
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- Ysgol Mynydd Bychan site
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- Gladstone Primary School/St Monica's CiW Primary School site
- Quality and Standards

- Impact of the proposals
- HR implications
- Other considerations
- What happens next?

## **Questions and Answers**

RP invited questions from governors.

The points raised are set out in *italics* below and have been grouped according to the points raised where appropriate.

The Officer's response can be seen underneath.

## **Pupil Numbers**

- *Albany Primary School has a diverse range of pupil with lots of EAL pupils, with these families less likely to opt for Welsh-medium (WM); how has the diverse nature of the area been considered?*

BA advised governors that there were two aspects to consider when looking at pupil numbers, projections and forecasts. Projections reflect take up of places, while forecasts allows for contextual information to be considered e.g. growth of WM. There is a need to consider saturation point with the take up of WM not equal across the city. Welsh Government target to increase WM places and proposing incremental increase.

It is recognised that pupil mobility is greater in some areas and looking to maintain a level of surplus to allow for this.

The Headteacher observed that there had been situations where children had been refused places at the school because of admin errors; important that there are tight systems in place when decision are being taken.

## **Options**

- *What other options were considered for the short term?*
- *Why does Cardiff not have dual stream schools (WM/EM) and would this be considered in the future?*
- *Had there been discussions with Church schools; number of footprints available and could also be considered.*

RP advised that there were different ways of looking at this. Complex area and engaging on longer term solution. There are dual stream schools in Cardiff e.g. Creigiau Primary with 1FE EM and 1FE WM; there is also an agreed proposal for a new 1FE WM and 1FE predominantly EM with significant use of Welsh primary school at the new Plasdwr development.

The option of a new build primary school on the Cathays site was considered however there is not sufficient space available to allow for this. Complex situation with the best way forward being to engage with the community; interim approach allows for expansion of WM.

Officers had met with St Monica's CiW Primary School as part of the consultation and had asked them to consider issues also.

BA advised that officers had engaged with the Archdioceses ahead of bringing forward proposals. St Joseph's RC Primary School is high subscribed; St Monica's CiW Primary School share a site with a community school and are part of the consultation. The Council will be consulting on the Welsh in Education Strategic Plan (WESP) later in the year and will be consulting with the Archdioceses as part of this re how they can contribute to LA targets.

### **Data**

- *What are the EAL figures in the consultation document based on? The document refers to 33.6% for Albany however the school has c70% EAL; how is this established?*

BA advised that Welsh Government publish data (My Local School) is used as source data.

### **Investment in school buildings**

- *Schools in the area are concerned about buildings. Issues with the roof at Albany; will be money spent at Allensbank but need to consider spend on all schools. Children should be proud of where they go to school; work hard to maintain school; improved buildings lead to greater interest in a school.*

RP advised that there are issues with buildings across the whole estate. A need/evidence based approach to investment had been adopted and a two year asset programme agreed; looking at H&S, safeguarding and urgent maintenance. Pro-actively working around buildings and looking to move to long term planning rather than reactive works which will take some time.

### **Impact on other schools**

- *The expansion of Ysgol Mynydd Bychan is likely to impact Ysgol Glan Ceubal.*

RP advised that the proposed expansion of Ysgol Mynydd Bychan has been brought forward on a phased basis to limit the impact on other schools; plan to grow Ysgol Glan Ceubal in line with policies.

### **Split site arrangement**

- *A split site arrangement is very challenging and the introduction of Curriculum for Wales will compound this.*

RP advised that concerns around a split site arrangement had been raised. Increasing the size of any school results in challenges. Split site arrangements have been used elsewhere and looking to build on lessons learnt; will be working with both schools to support.

### **School identity**

- *Challenging situation. Schools have identities which can be adapted in a WM environment.*

RP advised that community feelings were recognised. Range of complexities in the area and local input is needed to understand local issues.

### **Community impact**

- *Has the impact on the community in the Allensbank been considered? Lots of Allensbank children walk to school, lots of WM children drive. What would be the impact of this?*

BA advised that based on PLASC data, Ysgol Mynydd Bychan is a small school serving a small area despite having a larger catchment. While Allensbank had 185 children on roll last year, 124 were from within the catchment with the remaining children coming from elsewhere. Allensbank had contracted to less than 1FE; long travel distances for WM in general, however Ysgol Mynydd Bychan is different. Working on Active Travel Plan to limit journeys taken.

RP advised that a Street School proposal was being developed which would help to limit traffic and drop off and pick up times.

### **Census**

- *Concerns around how census will record population accurately; how population will present through the census which could impact on future planning.*

RP advised that the Council was waiting on the outcome of the census and appreciate that there are issues around this.

RP advised governor that whilst the interim proposal did not impact Albany Primary School, the Governing Body's view on long term proposals for the area was being sought. Individual comments/suggestions were also welcome.

RP thank governors and the meeting closed at 19:05pm.



**Schools Programme**  
**Record of Virtual Governing Body Meeting**  
**Gladstone Primary School**  
**15 March 2021**



**Present:** Richard Portas (SOP), Michele Duddridge Friedl (SOP), Brett Andrewartha (SOP), Ian Warburton (SOP), Gladstone Primary School governors

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

### **Welcome and Introductions**

Richard Portas (RP) opened the meeting and welcome governors.

The proposed changes reflect the balance of primary school places and demographic changes.

The meeting was part of the first stage of formal consultation on proposed changes to Allensbank Primary School and Ysgol Mynydd Bychan from September 2022.

The process also allowed for engagement to ensure an appropriate balance of places to serve the area in the longer term.

RP advised governors that the proposed increase at Ysgol Mynydd Bychan from 30 to 45 places could happen in 2021 on a temporary basis if required, subject to engagement with the relevant governing bodies.

### **What is being proposed?**

There was a presentation from Brett Andrewartha (BA) setting out details of the proposal:

- What is being proposed?
- Background
- English-medium places
- Welsh-medium places
- Recent and future take up of places
- Pupils enrolled – English-medium schools
- Recent and future demand for English-medium places
- Pupils enrolled – Welsh-medium schools
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- Allensbank Primary School site

- Gladstone Primary School/St Monica's CiW Primary School site
- Quality and Standards
- Impact of the proposals
- HR implications
- Other considerations
- What happens next?

## Questions and Answers

RP invited questions from governors.

### Site options

- *Why wasn't St Joseph's included on the map of local schools and why has Roath Park Primary School not been considered as one of the options to accommodate the Ysgol Mynydd Bychan pupils?*
- *How will the split site be managed; how will the LA manage the situation if the temporary solution becomes more permanent?*
- *Do the LA own the site of Ysgol Mynydd Bychan? The school was a faith school and I understand there can be particular ownership arrangements in these cases.*

BA - St Joseph's is on the outskirts of the area considered, is exclusively a Faith school site and has limited scope for an alternative configuration of use. Roath Park, again is further away than all the schools highlighted in the presentation and consultation document, and has very little available space. Allensbank Primary School is not only the closest school, but has an excess of capacity beyond demand for places at the school, and a surplus large enough to enable the interim proposal.

RP - this is an interim proposal and there is no intention for this arrangement to become permanent. The LA have a lot of experience of two schools operating on one site, either as starter classes or as dual stream schools. The particular arrangements will be a matter for the governing bodies to agree regarding what solutions suit the pupils best. This may involve decisions relating to the location of younger or older year groups at the Allensbank site, use of buildings and outdoor areas etc.

MDF - will check on the legality of all plans brought forward but the Ysgol Mynydd Bychan site at this point will see no change of use and hence we do not foresee any issues.

### Additional facilities

- *Will this proposal consider additional facilities for schools in the area, and access to these facilities?*

RP - the current consultation regarding Cathays High School involves the provision of additional facilities which could be accessed by the local community. Public open space access will be protected. Obviously, this is a congested area and site limitations apply to all schools in the area

MDF - the BMX track will be retained on the existing site if not necessarily at its current location and the leisure centre is to be retained.

### **Site use**

- *All the space is being used and outdoor space is at a premium.*
- *Having two schools on one site doesn't always work well; when St Monica's moved to the Gladstone site, there were issues initially*

RP - schools which have any available space will always use this to maximise the use of the facility e.g. engagement rooms. Allensbank has significantly more space than required which affords more scope for use. Looking to engage with the local community such that we can make an informed assessment to best identify the best long term solution.

MDF - that particular move may not have been not managed as well as it should have been. We have implemented a number of shared site arrangements since, without issue.

### **Traffic & transport**

- *There are already traffic issues in this area, how is the LA going to deal with the increased situation?*

RP - traffic considerations form a part of all proposals and will inform any implementation and operational arrangements.

RP suggested that this was an opportunity for the governing body to make a case for the arrangements which they felt best fit the needs of the community, and asked if it was possible for the governing body to give a formal response to the proposal.

RP thanked the governors for their time and the presentation was concluded at 18:53.