

## **APPENDIX 3**

Records of:

- Cathays High School Governing Body Meeting (10<sup>th</sup> February 2021)
- Cathays High School Staff Meeting (22<sup>nd</sup> February 2021)



**Schools Programme**  
**Record of Virtual Governing Body Meeting**  
**Cathays High School**  
**10 February 2021**



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

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

### **The meeting was held via Microsoft Teams**

### **Welcome and Introductions**

Michele Duddridge-Friedl (MDF) opened the meeting, welcomed governors and introduced officers.

MDF advised that notes of the meeting were being taken and would form part of the consultation feedback.

MDF presented a PowerPoint setting out details of the proposal:

- Background
- What is being proposed?
- English-medium (EM) pupil secondary forecasts and projections in Cardiff
- EM pupil forecast in Cathays and surrounding area if proposal is implemented
- EM pupil forecast in Cathays and surrounding area if proposal is not implemented
- Cathays High School condition categorisation.
- Cathays High School suitability categorisation.
- Quality and Standards
- Land considerations
- Transport considerations
- Proposal benefits
- Potential disadvantages and risks
- Alternative options discounted
- Finance
- Human Resources
- What happens next

Anita Batten (AB) advised that the proposal was positive with the proposed expansion and redevelopment of the school. The Governing Body would need to assess staffing levels and estates requirements. There would be regular dialogue with trade unions, staff and governing bodies throughout the process.

### **Questions and Answers**

MDF invited questions from governors

The questions asked by governors are set out in *italics* below with the officer response given directly below.

***Q - How does MIM funding work?***

A: The Mutual Investment Model (MIM) is a partnership between Welsh Government and the private sector to deliver infrastructure schemes. The model is an innovative way to invest in public infrastructure developed in Wales. The delivery of the school building would involve a 25-year contract which would offer gold standard support and maintenance. The Council own the land, but the buildings would be owned and maintained by the building company for 25 years, during which time they would maintain via 'life cycling', replacing things as required so that when the building is handed back to the Council after 25 years, it is still fit for purpose.

***Q - The school currently generates income from hiring out the building. Would we still be able to do this?***

A - Yes. Although there may be a management fee for site and pitch maintenance.

***Q - What are the plans for the existing school site?***

A - The proposal is at an early stage and this level of detail has not yet been worked through.

***Q - What are the plans for student consultation?***

A – Plans for student consultation have been discussed with the Headteacher, Mr Davies. There are challenges due to Covid and will be using virtual forums to facilitate this, with the view to reaching as many students as possible.

***Q - I am aware that the new build Eastern High had difficulty with an external partner and maintenance of the site facilities.***

A – There are no plans for a maintenance contract however more discussions are needed with the school around this.

***Q - How would open access areas be maintained?***

A - The intention is to open up MUGA's for community use. Further consideration would need to be given to the maintenance of any open access areas.

***Q - Should you be considering additional capacity?***

A - What has been modelled would allow the school to grow at the rates currently predicted.

***Q - How would pupils be accommodated while the new school is being built?***

A – A new modular block is being provided for September 2021.

***Q - Is it guaranteed that the new cycle track will be operational in Cardiff Bay before the existing one at Maindy goes?***

A- No guarantees, but will be considered by Cabinet.

***Q – Will the Maindy Leisure Centre be retained or demolished?***

A – The plan is for the centre to remain.

***Q – Will there be space for a Prayer Room?***

A - That would be up to the school to decide.

**Q - We will need CCTV or a control room as the area is very open with a lot of footfall.**

A- Will need to look at MIM model to see where security is mentioned. Able to go into more detail at the appropriate time.

**Q – With regard to ICT, setting up a centralised Hub model for all schools is not without its difficulties.**

A- This is something that can be discussed in more detail with the school.

**Q - Will Purdah (pre-election period) affect progress?**

A- We have taken Purdah into account. Has been challenging with Purdah and Covid.

**MDF-** Please include in your responses anything you like about the proposal, you know about your community. Good to have a holistic approach with positives and negatives illustrated.

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



**Schools Programme  
Record of Virtual Staff Meeting  
Cathays High School  
22 February 2021**



**Present:** Richard Portas (SOP), Michele Duddridge Friedl (SOP), Brett Andrewartha (SOP), Angela Withey (SOP), Hibah Iqbal (SOP), Rachel Burgess Willis (SOP), Anita Batten (HR), Louise Flynn (HR), Steve Davies (Cathays High School Headteacher), School Staff

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

## **The Meeting was held via Microsoft Teams Live Event**

### **Welcome and Introductions**

Richard Portas (RP) opened the meeting, welcomed staff and set out details of the proposed changes

There was a presentation from Michele Duddridge-Friedl (MDF) which set out the following:

- Background
- What is being proposed?
- English-medium (EM) pupil secondary forecasts and projections in Cardiff
- EM pupil forecast in Cathays and surrounding area if proposal is implemented
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- Cathays High School condition categorisation.
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- Finance
- Human Resources
- What happens next

Anita Batten (AB) advised that HR would support the school with workforce planning requirements

### **Questions and Answers**

RP invited questions from staff

The questions submitted by staff are set out in *italics* below/over with the officer response given directly below.

**Q - Raising Standards Leader for Health and Wellbeing, which involves leading the PE department. The school is extremely keen for enhanced sports facilities. Is it likely the sports hall will remain open or will there be a new build one?**

A - Design work had not yet been developed however there is a requirement to meet certain standards when bringing forward new proposals. The school would be a 100% new build, and therefore have a new sports hall etc.

**Q - Will there be a multi-purpose, all weather 3G/4G pitches on site?**

A - There is limited space available, but the expectation is that there would be two 3G pitches plus a number of MUGA's.

**Q - Currently the school has four classes on at the same time, with only two indoor/all-weather facilities. This means the school has to hire other facilities, which is extremely costly.**

A - There may be a need to supplement facilities off site, but it is not possible to confirm the position at this stage.

**Q - With ever-increasing numbers of pupils asking for places of worship whilst at school, will there be planning of such places in the proposal?**

A - The school would have a set build area, but if this is considered a priority by the school, it could be considered.

**Q – Would it be possible for staff to have their own teaching rooms, considering the current Pandemic and potential further Pandemic issues?**

A - Under the design guidance the school would work on the basis of a c80% utilisation rate. The school buildings would be designed in consultation with the school management team and wider staff. The design process would determine whether this is appropriate for the school.

**Q - I am ALNCO and oversee the current SRB Provision. New and purpose build provision for ASC is fantastic and the increased SRB numbers is welcomed. A purpose build area of the school alone will not meet the needs of pupils. We pride ourselves on our inclusive nature and SRB pupils successfully access a high percentage of mainstream lessons. How much consideration would be given to the design of the whole school with that large number of highly complex pupil to ensure that all facilities were as 'ASC friendly' as possible? How much input would the specialists within our school feed into this? I assume the site will be fully accessible for those with mobility and sensory needs. Can you confirm this will be the case?**

A - The school would be consulted with as part of the design process. The thoughts of staff (including specialist staff) throughout the design process would be expected and welcomed.

A - All new builds have to meet Equality standards.

**Q - I work with a parent learning group and it would be a great opportunity to develop stronger community links. At the moment there are not many community space in Cathays and parents could benefit from the facilities.**

A - Community use will be considered.

***Q - I understand there is a new demountable block being placed on the current site to increase capacity for September 2021. Will this be sufficient to accommodate the further projected annual increases in pupil numbers up to the opening of the new building? If not what else will be done to accommodate the increased number of pupils between now and 2025?***

A - Discussions are ongoing with the school and looking for opportunities to utilise teaching spaces. Headteacher – the school has planned to increase to 8FE over the next 2 years and looking at utilisation of the site.

***Q - Has the pupil density been considered?***

A - On the basis that you meant utilisation, this would be factored into the design, curriculum design and timetable.

***Q – Would there be the opportunity for a performing arts area, dance studio etc.?***

A- Yes, these facilities are included within the design standards. Again, the design process would work through the priorities for the school. There would be an opportunity for staff to visit other schools around the country to see how space is utilised in new build schools when Covid restrictions allow.

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