

MINUTES OF ST PETER'S RC PRIMARY SCHOOL
FULL GOVERNING BODY MEETING HELD ON
7th July 2021 via Microsoft Teams

Present:

Foundation Governors, Paul McManus (PMcM), Stuart Lyon (SLy), Sian Lia, Julia Houlston Clark (JHC)
LEA Governor Appointments: Michael Howells (Chair of Governors)
Parent Governor: Luigi DeLuca (LDeL)
Staff Governors: Helen Oyston, Lisa Patterson
Headteacher: Gareth Rein
Consortium: Kate Rowlands (KR)
Governor Services: Ruth Lock (RL)
Clerk: Catherine Chambers.

7.20.1 Opening Prayer and Welcome

The opening prayer was led by Michael Howells. All were welcomed and the Microsoft Teams protocol explained. The FGB were informed that the meeting was being recorded for minute purposes.

7.20.2 Apologies Accepted and Approved: Kathryn Burke, Paul Moriarty, Sophie Hayde, Shikala Mansfield, Emma McCallum, Tony Bishop

7.20.3 Declaration of Business Interests in term of the agenda - None

7.20.4 Minutes of FGB last meeting on 11.5.21

The minutes of the FGB meeting held on 11.5.21 were discussed. LDeL proposed that they were a true record of the meeting. This was seconded by SL and approved by all.

7.20.5 Matters Arising/Action Points:

Completed

- Personnel changes to be updated on the website.
- Anne Robertson circulated Admission Training to all Governors.
- Impact of Governor training required for evidence for Estyn.
- 2019/20 Governor's Report to Parents
- Section 50 PIAP
- MS, as the Local Councillor to enquire who is responsible for the boundary wall, the LA or the school - An email had been sent however with no response.

The HT informed the GB that a piece of the wall had actually fallen out the day before this meeting causing an H&S issue. Donna Jones (DJ), Assistant Director for Properties had been contacted, an emergency meeting had taken place earlier today with Estates, the HT, CofG and Senior Challenge Advisor. Richard Portas and Melanie Godfrey from Cardiff LA agreed that urgent repairs would be completed during the summer holiday to rectify the wall. A discussion followed which included the reasons for the delays, the FGB approved that the CofG emailed the H&S executive regarding the matter to determine who is responsible and paying for the repairs of the wall.

Ongoing

- SLy to contact Neil Hardee regarding the school's footprint to report back to FGB – SLy has written but with no response. Contact has been made with Ruth Jones from County Estates who is looking into the request.
- RL to explore that in line with the Social Economic Duty and education opportunities if grants/additional support was available. This point was clarified by the HT.
- Ensure Rights Respect and Equality Policy is presented for approval and implementation – waiting for LA to produce a shared document. RL informed the FGB that good progress was being made and the policy was due to be sent to the HTs and CofG for consultation. - early autumn term

7.20.6 Unconfirmed minutes of the Standards Committee Meeting held on June 15th 2021 and update from the Chair of the Standards Committee plus any reports from “Governor Link” visits.

JHC reported that it had been recognised that data was scrutinised by the Committee. Collated data was supplied and questions revolved around pupils groups and trends. The pupil and variant initiatives were noted which are ongoing. All governors were invited to look at the detailed data which was in the shared drive.

JCH reported that it was evident that huge progress had been made, a contributor was that the children had been so far behind previously. Link Governors were encouraged to visit the school to cover all different elements to create meaningful reports.

It had been agreed that university students could be contacted to utilise their expertise to teach coding in the Autumn Term.

7.20.7 Unconfirmed minutes of the Resources Committee Meeting held on 29th June 2021 and update from Chair of Resources Committee

PMcM informed the FGB of the major H&S concerns regarding the Elm Street wall which had been discussed in detail at committee level.

The FGB were informed that 3 quotes for two new canopies to improve the Foundation Phase outdoor environment were shared. The quotes were discussed in detail and one approved. The HT informed the FGB that since approval the supplier had agreed to include reduced price post protectors. The work was planned to start in October half term but may run over into the following week when children would be present therefore a risk assessment would be completed. The groundwork quotes were yet to be received.

The HT had presented a proposed restructure of TLRs which was explained in detail. The committee recommended the approval of the FGB which was agreed following a discussion.

The budget had been presented and discussed, the HT confirmed that 48 reception children were to be admitted in September which was significantly lower than the projected intake however, the budget would not be affected due to admissions in other year groups. The committee had discussed promoting the school and advertising was highlighted. A discussion followed which confirmed that the positive Estyn report was being shared on the school and Estyn website the following morning. Governors questioned if they were able to promote the news that the school was removed from Special Measures which was agreed following publication.

The HT had updated the committee regarding the recent meeting held with parents and LDeL shared updates of stakeholder communications.

7.20.8 Estyn Visit (June 23rd –June 25th) Report from Chair and Head teacher

The CofG congratulated the HT and staff on the report being published tomorrow to confirm that the school is out of special measures with no monitoring. See HT report below (point 7.9.20). The CofG brought the Governors focus to Governance within the report.

7.20.9 Head teacher's Report for Summer Term 2021.

The HT shared his screen and reported in detail on the following areas:

- NOR, a discussion revolved around low admission numbers for Reception which is common throughout the city and the HT explained reasons. PR would become very important to promote the school.
- Attendance
- Highlights from the positive Estyn visit were shared. The HT noted that all stakeholders had contributed to the school's improvement journey and praised the staff members for their hard work and dedication to their role. The HT was congratulated as Leadership proved to be a strength.
- Performance Management, cycle in process, to be finalised in September.
- School Development Plan 2020-2023 tabled at Standard's Committee held on June 15th 2021.
- Premises. Governors were informed that roof leaks would be completed in the Summer holiday.
- Safeguarding.
- Personnel Updates.

Concerns were raised and questions asked regarding replacing two Teach Like a Champion Leaders who were successful in gaining senior leader positions in other schools. This led to a discussion regarding projected planning and training. The CofG congratulated the two members of staff who would be missed dearly and thanked them for their contribution to the school

7.20.10 Safeguarding and Health and Safety: Update

Estyn confirmed that all identified safeguarding issues had been addressed and completed.

7.20.11 Admissions 2023/2024

The FGB were informed that Council Officers, representatives of the Archdiocese of Cardiff, Diocese of Llandaff and Diocese of Monmouth had met recently to consider the expansion of coordinated admissions arrangements for primary and secondary schools in Cardiff from September 2023.

In accordance with the requirements of the School Admissions Code, proposals to introduce such arrangements would be subject to statutory consultation and determination processes at the appropriate time. The Council anticipates consulting on arrangements for the 2023/2024 school year in December 2021.

The LA and the Archdiocese are looking for a coordinated consultation to merge admissions for Sept 2022. The CofG confirmed that a discussion during the meeting was that schools will still use the admissions criteria. Concerns were raised regarding IT and EAL families using the system which included Hub support.

7.20.12 Update on Policies:

The FGB discussed and approved the following policies which had been shared prior to the meeting.

- St Peter's RC Staff Safety Policy aligned with Cardiff Keeping schools safe. A discussion revolved around staff disclosing their place of work on social media which led to the FGB fully supporting their right to do so.
- Updated Performance Policy

7.20.13 Curriculum and Assessment (Wales) Act 2021

For the Governors information the Chair shared prior to the meeting his Chair's synopsis of the Welsh Government consultation documents:

1. What Matters Code
2. Progression Code
3. Religion Values Ethics

Governors were informed that responses due by July 16th 2021.

7.20.14 Update on Governor Vacancies / Training Programme/ Development Plan. *Reports of Governor attendance at Training Programme from last meeting*

RL confirmed that most actions were completed in the Governor Development Plan. However, it was highlighted that the Governing Body still had three vacancies for Foundation Governors which is not sustainable and noted in the Estyn report. The Director of Education had met with Anne Robertson to discuss the GBs return of power but due to no progress being made to fill vacancies led to limited progress of succession planning for the CofG which is a concern. The Estyn Report comments on Governance were shared. The CofG confirmed that the return of the delegated budget is in progress.

Governors highlighted that they were willing to attend additional Governor training however there was no opportunity to do further training outside the working day and requested that training be recorded so Governors can attend remotely. RL confirmed that Governor Services is looking into this and a survey will come out in the new academic year from the Consortium. Future online training platforms are being explored.

The Senior Challenge Advisor congratulated the school and Governors on their progress that had been recognised by Estyn but stressed that succession planning, further training and transition is still required. KR confirmed that she would continue to attend GB meetings representing the LA until this transition was complete. The CofG highlighted that Governor attendance at meetings remains a concern.

Governors requested clarity of the process for succession planning which was explained in full by KR. A discussion took place regarding commitment, experience and ability and the Archdiocese's role in the process of finding a successor for the CofG.

7.20.15 School Prospectus: 2021-2022

Governors were informed that the school prospectus was completed.

7.20.16 Mission Statement:

<p>The updated mission statement is ongoing. The HT informed the GB that the uniform supplier is offering a free logo development service with a graphic designer. It is planned that the children will work with university students in the Autumn Term to create the design. This will reflect the current position of the school and when completed will be presented to the FGB for approval before being submitted to the supplier.</p>
<p>7.20.17 Correspondence</p> <p>Parents Governors reported positive feedback from parents of pupil reports sent home recently of the warmth of text and quality.</p>
<p>7.20.18 Matters deemed to be Confidential</p> <p>None</p>
<p>Next meeting 28.9.21 at 6pm</p>
<p><u>New Action Points</u></p> <ul style="list-style-type: none"> • CofG emailed the H&S executive regarding the matter to determine who is responsible and paying for the repairs of the wall. • Governors' Allowances (to be tabled in Autumn) • Rights Respect and Equality Policy (Awaiting LA to provide a draft policy in line with Welsh Government Statutory Guidance for adoption) <p><u>Ongoing</u></p> <ul style="list-style-type: none"> • SLy to contact Neil Hardee regarding the school's footprint to report back to FGB – SLy has written but with no response. Contact has been made with Ruth Jones from County Estates who is looking into the request. • RL to explore that in line with the Social Economic Duty and education opportunities if grants/additional support was available. • Ensure Rights Respect and Equality Policy is presented for approval and implementation – waiting for LA to produce a shared document. RL informed the FGB that good progress was being made and the policy was due to be sent to the HTs and CofG for consultation. - early autumn term

Michael Hawells

Approved 28.9.21