

MINUTES OF ST PETER'S RC PRIMARY SCHOOL
FULL GOVERNING BODY MEETING HELD ON
Tuesday 11th May 2021 via Microsoft Teams

Present:

Foundation Governors, Paul McManus (PMcM), Stuart Lyon (SLy), Sian Lia,

Julia Houlston Clark (JHC), Paul Moriarty

LEA Governors: Sophie Hayde, Mary Samothrakis

LEA Governor Appointments: Michael Howells (Chair of Governors), Shikala Mansfield

Parent Governor: Luigi DeLuca (LDeL)

Staff Governors: Helen Oyston, Lisa Patterson

Headteacher: Gareth Rein

Deputy Headteacher: Zina Clark (ZC)

Archdiocese: Consortium: Kate Rowlands (KR)

Governor Services: Ruth Lock (RL)

Clerk: Catherine Chambers.

6.20.1 Opening Prayer and Welcome.

The opening prayer was led by Michael Howells. All were welcomed to the meeting and informed that the meeting was being recorded for minute purposes.

6.20.2 Apologies Accepted and Approved: Anne Robertson, Kathryn Burke, Emma McCallum & Tony Bishop

6.20.3 Declaration of Business Interests in term of the agenda – Sian Lia's daughter is a teacher in the school.

6.20.4 Minutes of FGB last meeting on 17.03.21

The minutes of the FGB meeting held on 17.03.21 were discussed. PMcM proposed that they were a true record of the meeting. This was seconded by JHC and approved by all.

6.20.5 Matters Arising/Action Points:

Completed

- a. AR to circulate the recording of the Archdiocese Admissions Training to the GB.
- b. MS, as the Local Councillor to enquire who is responsible for the boundary wall, the LA or the school – an email received from the LA confirming that they would fund a replacement of the party/boundary wall however it could take up to 6 months to be replaced.
- c. Pictures of school improvements to be shared with the GB and wider community.
- d. 2019/20 Governor's Report to Parents

Ongoing

- e. SLy instructed to contact Neil Hardee regarding the school's footprint and the caretakers house to report back to FGB – Contact has been made with Donna Jones, Head of Estates who is looking into the request.
- f. RL to explore that in line with the Social Economic Duty and education opportunities if grants/additional support was available.
- g. Impact of Governor training required for evidence for Estyn.
- h. Section 50 PIAP – KB offered help.
- i. 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 was due to be sent for consultation.

6.20.6 Verbal Report from the Chair of the Resources Committee meeting held on 11th May 2021

A Resource Committee meeting had been held earlier in the evening. PM highlighted that there were no safeguarding issues reported. SLy had visited the school as H&S Governor and a comprehensive report was shared which highlighted areas of the PIAP action plan. The report had been discussed at length and confirmed that it would be loaded onto the shared drive for information. SLy will continue to visit termly regarding H&S.

PM reported that the proposed budget for 2021/22 was presented and is currently in a healthy position. Areas of planned spend were shared in detail which lead to a proposed carry forward of £53k however a deficit of £20k for the next financial year was expected. Governors questioned the strategy to prioritise new furniture over the refurbishment of the toilets. The HT explained that the LA had agreed to fund the Y5/6 boys' refurbishment and may possibly fund more. The HT further explained that the school budget is used for improvements for teaching and learning however this would be revisited if funding is not agreed by LA.

PMcM proposed that the budget was ratified which was seconded by LDeL and agreed by all.

PMcM also proposed that the adapted Pay Policy was adopted which had been previously shared with a summary of changes. This was seconded by MH and agreed by all.

Updates were shared regarding the website.

6.20.7 Curriculum Committee held on May 4th 2021 (Postponed)

The FGB were informed that the Parent Council had met on 20.04.21, a PTA was formed. The minutes were shared which confirmed that a constitution had been adopted and a Chair, Secretary and Treasurer had been agreed. The PTA is currently in the process of applying to register as a charity and opening a bank account. LDeL added that the PTA were grateful to have two members of staff present. The HT thanked LDeL for the hard work involved in creating the PTA and his excellent organisation. Positive feedback from the Parent Council of meetings with the HT were shared. It was agreed that both the Parent Council and PTA would continue.

The Chair confirmed that all children had had access to the curriculum during Covid. Teacher Assessment outcomes for FP and levels for KS2 in 2021 will not be reported due to Covid.

6.20.8 Standards Committee to be formed:

Standards Committee Meeting on June 22nd 2021 6pm

Governors learnt that a long and healthy meeting between JHC and the HT had taken place with detailed data, needs analysis around variants and trends were shared with

proof of the ability to track individuals in English and Maths. It was evident that school knows the pupils, tracking pupils and providing remedial interventions.

Questions had been asked regarding how causality and progress was being evidenced with regard to Teach Like a Champion and other new interventions. The HT shared with the FGB that all new initiatives had a positive impact on progress and examples were shared. The HT confirmed that progress is significant despite the children being out of school due to lockdown. However progress has been accelerated for some pupils due to them being far behind the expected levels and this will, therefore, level out. KR stated that the data was pleasing along with the evidence of progress. The improved learning environment was helping and confirmed that evidence had been produced.

MH proposed that the establishment of Standards Committee and TOR were approved which was seconded by JHC and approved by all.

Following a discussion it was agreed that the membership of the committee would be Luigi DeLuca, Emma McCallum, Sophie Hayde, Julia Houlston Clark (Chair), Mary Samothrakakis, Michael Howells and the HT.

6.20.9 Review of Mission Statement, Logo and Curriculum

The HT shared that the mission statement was being revisited and stakeholders had been invited to share their views and ideas. Governors were informed that a link a Google Form would be shared following the FGB meeting to completed before 28.5.21. It is also available via a link in the recent school newsletters. The form includes questions about what stakeholders think should be included in our new curriculum. A Curriculum Development Group will analyse the results of the questionnaires once they have been completed by pupils, staff members, parents and carers, governors, and members of the parish and wider school community.

The logo is also being refreshed to make it relevant to the current children. Limited negative feedback had been noted on a parish Facebook page. Pupils, parents and carers, and other stakeholders were invited to contribute their thoughts. A discussion revolved around the impact of change. Questions were raised regarding how a professional graphic designer would be accessed. Governors suggested that students from the university or the Council could be involved to support the pupils with branding, history and design pro bono which was welcomed.

Following further questioning it was confirmed that the new logo would also be added to future uniform orders. Families would be invited to buy new however would be welcome to continue to wear existing during a year's transition.

6.20.10 Headteacher's Report (Verbal)

Covid

The HT reported that no positive cases of Covid had been reported since the children returned to school in March. Nearly all staff were completing twice weekly Covid flow tests. All visitors were required to produce a negative Covid test including council staff before entering the school and the enhanced cleaning regime remains in place.

Numbers on Roll

The NOR was shared. Whole school attendance is currently around 95% every week since return. Persistent poor attenders have been identified and were being chased up. 48 Reception places had been confirmed for September 2021, 55 places had been estimated however this number will be off-set as children have joined other year groups so there will be little impact on the budget presently.

Estyn

The school had been informed that an Estyn visit is expected in June/July with 10 days-notice. The HT informed the GB that evidence will prove that progress has been made in all areas and the school has the capacity to improve in the future. Positive

progress data for maths, reading and spelling would be shared. CSC meetings are planned to take place this week and next week. The HT requested that Governor Links are formed to meet with curriculum leaders and urged Governors to volunteer. The Senior Challenge Advisor brought the Governor attention to Governor Links with the School Improvement Plan and questioned plans for succession including transition. Also highlighted was Governor's attendance including the three Foundation Governor vacancies.

Questions revolved around the likelihood of coming out of Special Measures as this was Estyn's first visit since the start of Covid. Also if the original inspectors would return or would it be a new team? A detailed discussion followed.

6.20.11 Update on Health and Safety: Verbal Report from Governor Visit

A detailed report had been shared and explained previously to the Resource Committee. SL outlined the report briefly alluding to long term issues to be addressed in the future which included boundary walls, windows, guttering and damp. Governors were invited to read the full report on the shared drive.

Positives were celebrated which included items completed related to the PIAP and classroom refurbishment, new ceilings, furniture all creating an enhanced working environment.

6.20.12. Update on Policies: Freedom of Information; Data Protection; General Data Protection Regulations; Gifts and Hospitality; Governors' Allowances Rights Respect and Equality Policy (Welsh Government Statutory Guidance)

The Chair confirmed that all the policies listed had been passed by the FGB with the exception of Governor Allowances and Rights Respect and Equality Policy.

6.20.13 Update on Governor Vacancies / Training Programme/ Development Plan.

The Chair encouraged all Governors to attend online training relevant to their roles and committees, it was confirmed that additional ALN training is now available.

RL informed the Governors that there are currently 3 Foundation Governor vacancies, a meeting was arranged with Anne Robertson from the Archdiocese with the hope of encouraging students and university staff to generate Governors. RL stressed the importance of attending available training using Teams and listed additional wider training available.

6.20.14 Governor's Report to Parents 2019-20 for approval

The HT shared his screen to present the completed report which was explained in detail. The GB was informed that it would be available in shared folder until half term and then be shared with the parents. A discussion took place and Governors requested that the planned toilet refurbishment be included which was agreed. Following a brief discussion the report was approved by the FGB.

6.20.15 School Prospectus: 2021-2022 Update

The HT informed the Governors that InDesign software from Adobe is now being used for the school newsletter with positive results and feedback and is also being used to design the new prospectus. VC from admin was thanked for using her own time to study and implement this programme. The LA was also thanked for funding an Apple Mac computer which will now be used to aid the design of the Prospectus to be completed in time for the new Reception intake.

6.20.16 Erasmus/Turing Programme

The Erasmus Programme has ended, but has been replaced by the Turing Programme. The prospect of using this scheme for international school links was explained in detail. One of St Peter's areas for improvement is writing and the school would like to visit schools in New York where the The Writing Revolution programme is well established. The HT asked for the FGB approval to submit an application for 10 pupils and 3 staff members to go to New York in the next academic year. The deadline was the Thursday before so the application had been made with verbal approval from a few Governors but FGB approval was requested before going ahead. Further detail was shared which included a 5 night stay in New York, visiting a school in Queens for 3 days, online liaison would take place in advance. The criteria of how children were chosen included a % of FSM and ALN. Governors agreed that the project was very ambitious and was approved by all.

Governors requested that CAFOD would be considered for future projects.

6.20.17 Confidential Matters

Staff governors were asked to leave the meeting and a confidential proposed personnel matter was shared and approved by the FGB.

6.20.18 Correspondence

Two complaints had been received from parents, one has been resolved and the other remains on going.

6.20.20 Date of next meeting

Next FGB meeting will be held on 7th July 2021

<u>Committee Meetings</u>	Personnel 15.6.21
	Standards 22.6.21
	Resources 29.6.21

Action Points

New

- a. Recent personnel changes to be updated on the website.

Ongoing

- b. 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. To date a structural surveyor had not attended. MS will continue to chase.
- c. SLy instructed 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.
- d. RL to explore that in line with the Social Economic Duty and education opportunities if grants/additional support was available.
- e. Impact of Governor training required for evidence for Estyn.
- f. 2019/20 Governor's Report to Parents – this will be looked at by the Chair and HT and brought to the next FGB meeting

- g. Section 50 PIAP. – KB offered the RE Co-Ordinator help.
- h. 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 the HTs and CofG for consultation.

Michael Havelk