

MINUTES OF ST PETER'S RC PRIMARY SCHOOL
FULL GOVERNING BODY MEETING HELD ON
17th March 2021 via Microsoft Teams

<p>Present:</p> <p><u>Foundation Governors:</u> Paul McManus (PMcM), Stuart Lyon (SLy), Sian Lia, Kathryn Burke, Julia Houlston Clark (JHC) <u>LEA Governors:</u> Mary Samothrakis (MS), Sophie Hayde <u>LEA Governor Appointments:</u> Michael Howells (Chair of Governors), Shikala Mansfield <u>Parent Governor:</u> Luigi DeLuca (LDeL), Emma McCallum <u>Staff Governors:</u> Helen Oyston <u>Headteacher:</u> Gareth Rein <u>Deputy Headteacher:</u> Zina Clark (ZC) <u>Consortium:</u> Kate Rowlands (KR) <u>Governor Services:</u> Ruth Lock (RL) <u>Clerk:</u> Catherine Chambers.</p>
<p>5.20.1 Opening Prayer and Welcome.</p> <p>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.</p>
<p>5.20.2 Apologies Accepted and Approved: Lisa Patterson, Anne Robertson, Paul Moriarty & Tony Bishop</p>
<p>5.20.3 Declaration of Business Interests in term of the agenda - None</p>
<p>5.20.4 Minutes of FGB last meeting on 10.2.21</p> <p>The minutes of the FGB meeting held on 10.2.21 were discussed. PMcM proposed that they were a true record of the meeting. This was seconded by SLyon and approved by all.</p>
<p>5.20.5 Matters Arising/Action Points:</p> <p><u>Completed</u> RL how parents can make an FOI request was explained and recommended it be added to policy - RL tabled a LA model policy with this information which was explained and a discussion followed.</p> <p><u>Ongoing</u></p> <ol style="list-style-type: none"> MS, as the Local Councillor to enquire who is responsible for the boundary wall, the LA or the school - An email had been sent with no response to date, a structural surveyor had not attended. MS to chase. Impact of Governor training required for evidence for Estyn. AR to circulate the recording of the Archdiocese Admissions Training to the GB – AR assured by email that this would be completed by the end of the week. 2019/20 Governor's Report to Parents – this will be looked at by the Chair and HT and brought to the next FGB meeting – this is near completion to be brought to the next meeting. Pictures of school improvements to be shared with the GB and wider community - to be shared at the forthcoming Parents Meeting SLy instructed to contact Neil Hardee regarding the school's footprint to report back to FGB – SLy has written but with no response, will now write to County Estates to chase. Section 50 PIAP. Ensure Rights Respect and Equality Policy is presented in the Spring term 2020 for approval and implementation – waiting for LA to produce a shared document.

5.20.6 Draft minutes/ Report from Chair of Curriculum Committee: Tuesday 2nd March 2021

The minutes of the meeting had previously been shared for information to the FGB. JHC explained that a presentation from Lee Mullane of the Section 50 Report had been shared and highlighted:

- Best practices including visiting other schools
- Developing his own role as RE Co-ordinator
- Progress
- School taking responsibility of Sacramental preparation
- Cross curricular
- Phased return
- New furniture and progress of pedagogy
- Blended learning and data.
- Communication and feedback from the Archdiocese

The committee members raised many questions during the meeting which led to congratulating the school on the progress made.

The CofG brought the FGBs attention to development linked to the Curriculum and Assessment Wales Act.

5.20.7 Draft minutes of Personnel Committee meeting: Wednesday March 3rd 2021

A personnel committee meeting was held on 3.3.21 due to a member of staff retiring and another starting maternity leave.

Following the meeting a staffing restructure was proposed to the FGB by PMcM to reduce the 3 classes in both Year 4 & 6 to 2 classes. A discussion followed and the proposal was seconded by LDeL and ratified by the FGB. The HT informed the FGB that parents had questioned if this will be reviewed which was confirmed, others wished Mr Ryan well and class numbers were requested. Governors who were parents reported that a smooth transition had been made and no negative concerns had been raised.

The minutes were approved by the Committee Members.

The CofG proposed that JHC join the Personnel Committee which was agreed by FGB.

5.20.8 Resource Committee Meeting Tuesday 9th March 2021 - Postponed

A Resource Committee Meeting due to be held on 9th March 2021 was postponed due to the meeting not being quorate. The HT sent an email to the committee members with updates of the items due to be covered.

The HT explained how budgets were received in Cardiff Council. The school received a budget which was £166k deficit before amendments were made. The Senior Challenge Advisor recommended that the HT contact Neil Hardee if the deficit was a concern. The HT highlighted the reallocation of fund changes. The carry forward and unexpected WG extra grant funding had been received which would enable a balanced budget to be set to include careful planned spending with the right provision.

PMcM brought the FGBs attention to the deficit still on the horizon long term and careful spending will be required. Governors highlighted future income sources using the library and caretakers house.

The School Fund and Governor Fund had been audited and the certificates were shared and accepted by the FGB.

The indicative budget will be presented to the Resources Committee at the meeting 11th May to discuss in view of recommending approval by the FGB.

5.20.9 Headteacher's Report

<p>The HT had shared the report in advance of the meeting, he shared screen and highlighted and explained in detail</p> <ul style="list-style-type: none"> • NOR • Contextual Data <p>Questions and detailed discussion revolved around the reasons for the eFSM, EAL increases since the Estyn inspection and how many different languages were spoken. What % of pupils have all factors of EAL, FSM, ALN, how the figures compare to local schools in Cardiff. How the funding provision is being used to support these pupils and if Teach Like a Champion hinders EAL pupils. GR responded to each question. Governors highlighted the Social Economic Duty and education opportunities and questioned if grants/additional support was available. RL agreed to look into this.</p> <ul style="list-style-type: none"> • Performance Management • School Development plan and Curriculum for Wales <p>A concern was raised regarding the lack of reference post Covid to wellbeing in text, a detailed discussion followed. The HT confirmed that RE, Collective Worship and the Catholic Life of the School has a separate Development Plan.</p> <ul style="list-style-type: none"> • ALNET Act 2018 • Premises safeguarding. Governor support thanked and welcomed.
<p>5.20.10 Policies:</p> <p>No policies were tabled, it was agreed that would be taken to the next meeting.</p>
<p>5.20.11 Update on Governor Vacancies /Training Programme/ Development Plan</p> <p>RL informed the FGB that there are currently 3 foundation governor vacancies, a meeting had taken place recently with RL, KR and Anne Robertson to create an action plan to fill the vacancies. The GB had received a copy of the updated Development Plan in advance of the meeting. RL highlighted that the Consortium are sharing a number of drop in sessions for Governors for ALN, Child Poverty and the new curriculum. JHC confirmed that she had attended a recent ALN session. EMcC as ALN link governor confirmed that she is now the ALENCo in the school she works in and has been provided with extensive training which will be shared with the GB.</p>
<p>5.20.12. Governors' Report to Parents 2019-2020 - ongoing</p>
<p>5.20.13 Mission Statement Review</p> <p>This item is ongoing. The HT informed the GB that invites will be sent out over Easter to stakeholders to review school logo and Mission Statement. Discussion will continue in the Curriculum meeting.</p>
<p>5.20.14 Correspondence - None</p>
<p>5.20.15 Matters deemed to be Confidential – None</p>
<p>5.20.16 Date of next meeting</p> <p>Next FGB meeting will be held on 24th May 2021 @ 6pm via Microsoft Teams.</p> <p><u>Committee Meetings</u> Curriculum 4th May 2021 Resources 11th May 2021</p>

Action Points

New

- a. RL to explore that in line with the Social Economic Duty and education opportunities if grants/additional support was available.

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 and to date a structural surveyor had not attended so MS will chase.
- c. Impact of Governor training required for evidence for Estyn.
- d. AR to circulate the recording of the Archdiocese Admissions Training to the GB – AR assured by email that this would be completed by the end of the week
- e. 2019/20 Governor's Report to Parents – this will be looked at by the Chair and HT and brought to the next FGB meeting – is half complete to be brought to next meeting.
- f. Pictures of school improvements to be shared with the GB and wider community - to be shared at the forthcoming Parents Meeting
- g. SLy instructed to contact Neil Hardee regarding the school's footprint to report back to FGB – SLy has written but with no response, will now write to County Estates to chase.
- h. Section 50 PIAP.
- i. Ensure Rights Respect and Equality Policy is presented in the Spring term 2020 for approval and implementation – waiting for LA to produce a shared document.

Michael Hardee