MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

10th February 2021 via Microsoft Teams

Present:

Foundation Governors, Paul McManus (PMcM), Stuart Lyon (SL), Sian Lia, Kathryn Burke, Julia Houlston Clark (JHC) and Paul Moriarty
LEA Governors: Mary Samothrakis (MS)
LEA Governor Appointments: Michael Howells (Chair of Governors)
Parent Governor: Luigi DeLuca (LDeL)
Staff Governors: Helen Oyston and Lisa Patterson
Headteacher: Gareth Rein
Deputy Headteacher: Zina Clark (ZC)
Archdiocese: Anne Robertson
Consortium: Kate Rowlands (KR)
Governor Services: Ruth Lock (RL)
Clerk: Catherine Chambers.

4.20.1 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.

4.20.2 Apologies Accepted and Approved: Emma McCallum, Sophie Hayde, Shikala Mansfield & Tony Bishop

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

4.20.4 Minutes of FGB last meeting on 09.12.20

The minutes of the FGB meeting held on 09.12.20 were discussed. PMcM proposed that they were a true record of the meeting. This was seconded by JHC and approved by all.

4.20.5 Matters Arising/Action Points:

Completed

a. ZC to be invited to attend the next FGB meeting with an updated and condensed presentation on Well-being.
b. AR to send register of attendees to RL for the Archdiocese Admissions Training.
c. The Freedom of Information, Data Protection and the GDPR Policies needed to be updated and will be presented at the next FGB.
d. Personnel Committee to be called after half term - Been arranged for 3.3.21.
e. HT to add an appendix to the Healthy Living Policy regarding Covid.

.

On-going

f. Impact of Governor training required for evidence for Estyn.
g. AR to circulate the recording of the Archdiocese Admissions Training to the GB
h. MS, as the Local Councillor to enquire who is responsible for the boundary wall, the LA or the school.
i. 2019/20 Governor's Report to Parents – this will be looked at by the Chair and HT and brought to the next FGB meeting.
j. Pictures of school improvements to be shared with the GB and wider community - to be shared at the forthcoming Parents Meeting
k. SL instructed to contact Neil Hardee regarding the school's footprint to report back to FGB – SL has written but with no response, will now write to County Estates to chase.
l. Section 50 PIAP.
m. 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

4.20.6 Draft Minutes/ Report from Chair of Resources Committee on meeting held on 27.01.2021 Resolution re Budget expenditure

The minutes of the meeting had previously been shared for information to the FGB.

PM highlighted the following points:

- Audit ongoing – 10 recommendations have been adequately actioned, 10 require full implementation. 5 additional recommendations now required. The HT explained processes and informed the FGB that the school has moved from Stage 4 to Stage 2.
- Cost Centre Report had been shared with update of expected out turn – the carry forward currently is expected to be £30k-40k, the HT explained the reasons to the FGB.
- Stakeholder Communications – there has been an improvement on engagement with parents and the progression of the Parent Group to PTA was shared.

4.20.7 Draft minutes/ Report from Chair of Curriculum Committee held on 02.02.2021

The minutes of the meeting had been shared in advance for information.

JHC brought the FGB attention to the scrutiny of Recommendation 5 & 7 of the PIAP. The following areas were highlighted:

- Dan Fitzgerald presented to the committee the new Maths Curriculum detailing standards, progress, mastering the subject and threshold, training, competency and transition.
- Learning outcomes during Covid and how this was captured.
- Digital learning which included pupil engagement, the HT clarified that 80% of children were engaging in KS2 and 60% in Foundation Phase. Balancing online learning along with the impact on home lives.
- Distribution of devices and availability.
- Spiritual development (Section 50) is being presented at the next committee meeting.
- Exemplarily practice of online learning has been recognised by the Consortium leading to Senior Leaders training other schools.
- Wellbeing of staff as well as children.
- Governor link visits to the school either personally or online were encouraged.

The committee requested that the FGB send a thank you card to all staff from Governors for their continued hard work which was approved.

4.20.8 Report from the Admissions Committee

It was confirmed that fewer applications had been received for Reception 2021 than places available. Therefore, the Admissions Committee agreed that all applicants were to be offered a place for September.

An appeal had been received for a Year 4 child who had been refused a place previously due to oversubscription which was upheld by the Archdioceses' Appeal Committee.

4.20.9 Headteacher's Report

The Headteacher shared his report in advance of the meeting and shared his screen to present the report

- The current NOR was explained. The HT informed the FGB that the pupil numbers had decreased within the last 2 years which impacted on the budget creating a clawback of £65k accumulatively over two years. Reasons were explained in detail. Questions were raised regarding projected pupil numbers and future impact.
- Personnel – the FGB was informed that a teacher had started maternity leave, information regarding the new teacher covering her position was shared. Governors were informed of the current situation of staff sickness in detail.

- The school's Blended Learning provision was explained which included the Distance Learning Plan and the timetable of synchronous learning for Y1-Y6. The engagement figures for remote learning were shared and the HT expressed concern with the Y1 live lesson attendance and general engagement. The Deputy Head contacts families of pupils throughout the school who are not engaging. An in-depth Blending Learning Review has been completed by the parents for their views.
- Governors were informed that the EF5 document from the Consortium was available in the shared Governors drive for information.
- Childcare Hub – The hub is currently open for key workers and vulnerable children, the average attendance is 18 per day.
- Enrichment – On Friday 5th February, the school held a Dydd Ysgwyd Eich Ysbryd (Shake Your Spirit Day) which included a bespoke Remote Mission with the Sion Catholic Community for Evangelism and an Urdd Welsh Language Music Disco. In additional details were shared of a whole-school project week with the theme of animals which was currently taking place. The aim is to stimulate pupils' interest in their learning and prevent a drop in energy and engagement and to provide opportunities for pupils to use literacy, numeracy and ICT knowledge and skills that had been developed throughout the half-term. Governors welcomed this initiative and the hard work of staff was praised.
- Premises – The Year 2 furniture purchase had completed the developments in Year 1 and Year 2 and plans to refurbish Reception later in the year are being made. The Year 1 and Year 2 toilet refurbishment is taking place and this is being funded by Cardiff Council. This is the first of the planned toilet refurbishments across the school. The HT expressed his gratitude to the LA for continued support with on-going school improvement projects.

Governors questioned how individual progress was monitored. KR, Senior Challenge Advisor praised the school on joint monitoring activities to scrutinise the planning, quality of live lessons and feedback which helped toward next steps and individual pupil needs.

Zina Clark shared her screen and presented a Safeguarding Briefing Note. The following areas of the report were highlighted, explained and evidenced in detail:

- Safeguarding Training / Professional Learning
- Care Plans, Positive Handling Plans and Healthcare Risk Assessments
- DSP and DDSP Safeguarding Meetings which included an Anonymised Safeguarding Profile for January, 2021
- Safeguarding and Child Protection Meetings
- Engagement Tracker
- Archbishop's Food Voucher Scheme
- Hub Provision
- Links with External Agencies.

Questions were asked about trends and the impact Covid has had on Safeguarding. Also, how many EAL, ALN and FSM children we have on roll. Governors challenged why children who were not engaging with digital learning were not offered a place in the Hub and the HT responded.

4.20.10 Policies: Freedom of Information; Data Protection; Privacy Notice; Gifts and Hospitality and Bribery.

All the above policies had been shared in advance. A discussion took place regarding these policies. Questions were raised regarding the Freedom of Information Policy and how parents would make a FOI request. RL agreed to check with Governor Services and advise the HT.

All were approved by the FGB.

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

RL updated the FGB on the Governor Development Plan with an overview of progress.

- A small number of Governors have completed training in Challenge and Support.

- The FGB were now asking relevant questions about the school's work in both committee and FGB meetings. However, further training is required.
- All Governors have completed mandatory training, a record has been maintained which will now need to be linked to committee membership and key roles and responsibilities.
- Regular updates are received regarding the school's work on digital learning and the provision offered along with the school's progress towards the new curriculum.
- All safeguarding actions are complete in the development plan and all Governors have received safeguarding training.
- Training for Governors in a faith school remains outstanding. Anne Robertson invited all Governors to attend a training session on 23.2.21 at 7pm with a focus of spirituality and ethos. Details of how to book on the course were shared.
- AR also confirmed that HO, SLia, JHC and MH had recently attended admission training.
- It was agreed that the current committee structure was effective.
- It was confirmed that Governors attendance had improved significantly.
- There are currently 3 Foundation Governor vacancies which are impacting and hindering the work of the GB.

4.20.12 Mission Statement – it was agreed that this would be discussed at the Curriculum Committee before the FGB.

4.20.13 Correspondence - None

4.20.14 Matters deemed to be Confidential – None

4.20.15 Date of next meeting

Next FGB meeting will be held on Wednesday 17th March 2021 @ 6pm via Microsoft Teams

Action Points

<u>New</u>

a. RL to check how parents can make a FOI request and advise the HT.
b. Numbers on roll of EAL, ALN and FSM children to be shared with the FGB.
c. ZC to supply EAL analysis.

<u>On-going</u>

d. Impact of Governor training required for evidence for Estyn.
e. AR to circulate the recording of the Archdiocese Admissions Training to the GB
f. MS, as the Local Councillor to enquire who is responsible for the boundary wall, the LA or the school.
g. 2019/20 Governor's Report to Parents – this will be looked at by the Chair and HT and brought to the next FGB meeting.
h. Pictures of school improvements to be shared with the GB and wider community - to be shared at the forthcoming Parents Meeting
i. SL instructed to contact Neil Hardee regarding the school's footprint to report back to FGB – SL has written but with no response, will now write to County Estates to chase.
j. Section 50 PIAP.
k. 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 Harvey

17.3.21