MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

9th December 2020 via Microsoft Teams

Present:

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

3.20.1 Opening Prayer. The opening prayer was led by Michael Howells.

3.20.2 Welcome.

All were welcomed and the Teams protocol explained. The FGB were informed that the meeting was being recorded for minute purposes.

Sophie Hayde was introduced and welcomed as a new LEA Governor. SH informed the FGB of her background and skills. Following a brief discussion it was agreed that SH would join the Curriculum Committee.

Governors were informed that the Archdiocese confirmed JHCs appointment as a Foundation Governor moving from an LEA Governor.

3.20.3 Apologies: Paul Moriarty, Shikala Mansfield (SM) & Tony Bishop

The Chair informed the FGB that SM was currently the workforce lead for Test, Track and Protect and the Mass Vaccination Programme therefore was currently unable to attend meetings.

3.20.4 Declaration of Business Interests in term of the agenda

Sian Lia declared that her daughter was a teacher in the school.

3.20.5 Minutes of FGB last meeting on 14.10.20

The minutes of the FGB meeting held on 14.10.20 were discussed. MH proposed that they were a true record of the meeting. This was seconded by MS and approved by all.

3.20.6 Matters Arising/Action Points:

Completed

a. Health Living Policy to be presented and approved at point 3.20.13.
b. KR to find out and share date of audit revisit
c. Website to be updated with correct approved statutory policies

On-going

d. Personnel Committee to be called next term: Head teacher to coordinate.
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.
f. Pictures of school improvements to be shared with the GB and wider community - to be shared at the forthcoming Parents Meeting on 14.1.21.

g. SL instructed to contact Neil Hardee regarding the school's footprint to report back to FGB.
h. Section 50 PIAP.
i. Ensure Rights Respect and Equality Policy is presented in the Spring term 2020 for approval and implementation.

3.20.7 Draft Minutes and report from Curriculum Committee held on November 23rd 2020, including any actions in respect of response to PIAP Recommendations 5, 6 and 7

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

JHC informed the FGB that staff members Zina Clark and Frances McLister had attended the Curriculum Meeting and gave very detailed presentations on Well-being and Curriculum and Assessment. They reported how the above recommendations were currently being addressed, how the school was moving forward, the impact and how evidence was being collated. Highlights included interventions, communication, tracking progress in Lang and Literacy and next steps. Threshold evidence, parental support and digital marking/assessing.
It was highlighted that concerns had been raised by the committee regarding the increase of safeguarding reports, the impact of Covid and standards which are representative of Wales. Data and results had been requested to be brought to future meetings.

It had been agreed that ZC and FMcL would be invited to attend the next FGB meeting with updated and condensed presentations on Well Being and Curriculum and Assessment.

JHC shared that the school had received a pastoral call from Estyn. Progress had been shared and the conversation was positive.

JHC encouraged Governors to arrange Link Visits to the school either in person or remotely.

3.20.8 Draft minutes and report from Resources Committee held on December 2nd 2020, including response to PIAP recommendations 1. 2, 3 and 4

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

PMcM highlighted that huge progress had been made in Recommendation 1, Health & Safety. Updates were shared regarding the Elm St. wall. MS was requested as the Local Councillor to enquire who is responsible for the boundary wall, the LA or the school?

The FGB was informed that the SLA is now in place for the Out of School Club.

Stakeholder Communications - The Parent Council will fundraise to improve the school's outdoor provision. The Parent Council is also in the process of translating to a full PTA. It was confirmed that a presentation to parents had been arranged for 14th January 2021 where progress will be shared regarding PIAP recommendations.

The Authority List was presented and approved by the FGB.

PMcM brought the FGBs attention to the expenditure agreed at the last FGB and the carry forward. An update was shared in detail regarding unpaid allocated monies and the furniture in Year 2. Following a detailed discussion PMcM proposed on behalf of the Resource Committee to spend the £20k on furniture for a continued and enhanced provision in Year 2 to address the PIAP. In addition, to recommend to Rob Green from the LA the reduced carry forward of £30k and to ask for him to approve the £20k spend. This was seconded by JHC and agreed by all

The FGB were informed that the school is currently participating in a remote financial audit. It is believed that the 20 previous recommendations had been addressed and evidence is being provided.

3.20.9 Headteacher's Report

The HT shared his screen to present the Headteacher's Report.

- The current NOR was explained which included legacy year group numbers.
- Positive attendance figures were shared.
- Performance Management processes were explained and the Chair clarified details of process and outcomes. The FGB were informed that the Performance Management committee met in November for the setting of the HT Perf. Man.
- Parents Evening phone calls have been completed with positive feedback from parents. Questions were asked regarding a written record of the conversation.
- Comparative Judgement for writing for Year 3 & 5 evidence was shared and explained. Governors questioned if this process was carried out throughout the school or limited.
- Current applications for Reception 2021 were highlighted.
- Governors were updated regarding the recent positive Estyn remote meeting which included presentations made by SMT. A visit from Estyn was expected in the Spring Term with a focus on R4,5,6 & 7.

A discussion revolved around Covid and expected pupil attendance during the last week of term, LA guidance and online teaching. Questions were raised regarding mixing bubbles, continued safety, staff and pupil well-being The HT requested approval for a letter to be sent to parents questioning their intentions regarding the matter of attendance which was agreed.

3.20.10 Update on Governor Vacancies/ Training/Evaluation: Appointment of Foundation Governors (Chair /Ruth Lock Governor Services)

RL explained that there are currently 2 Foundation Governor vacancies. All Governors have now completed mandatory training and many Governors have also attended training for Challenge, Effective and Support. RL informed the FGB of additional training available on Microsoft Teams to be expanded next term.

The current training completed by the FGB has been audited and is being used for future training needs with a development plan created in the Summer Term to cover key areas and succession planning. Impact will now need to be evidenced. Governors questioned if their occupation roles and relevant training can be used as evidence and used in their Governor profile which was confirmed.

AR confirmed that Archdiocese Admissions Training was attended by several governors recently and agreed to send the register to RL for information. Governors questioned if the session had been recorded which was confirmed and AR agreed to circulate.

Governors gave feedback on the Wizard training offered by Cardiff University.

3.20.11 Mission Statement: (*Future Strategy to be considered at future meeting*)

Governors were encouraged to share ideas for a future mission statement which will be revisited in the Spring Term.

3.20.12 Governors' Report for academic year 2019-2020 (*see above)*

The Chair confirmed that the Governors Report is currently being addressed.

3.20.13 Approval of policies

Healthy Living Policy

The policy had been previously shared with the FGB for feedback. The HT explained that the Healthy Eating Policy has now been adapted to include fitness, allergies etc. Questions were asked regarding communicating the changes and guidance to parents regarding healthy snacks. Governors requested that an appendix be added regarding Covid. Discussion revolved around previous feedback from parents regarding this policy.

FGB approved the policy subject to parent feedback and agreed that this would be implemented in full in January 2021.

Governors were invited to be linked to this area to observe during link visits.

The Chair noted that the Freedom of Information, Data Protection and the GDPR policies needed to be updated and will be presented at the next FGB.

3.20.14 Determination of matters deemed to be confidential - None

3.20.15 Correspondence - None

3.20.16 AOB - None

3.20.17 Date of next meeting

Next FGB meeting will be held on Wednesday 10th February 2021 @ 6pm.

Action Points

New

a. ZC and FMcL to be invited to attend the next FGB meeting with updated and condensed presentations on Well-being and Curriculum and Assessment.
b. MS, as the Local Councillor to enquire who is responsible for the boundary wall, the LA or the school?
c. HT to add an appendix to the Healthy Living Policy regarding Covid.
d. Impact of Governor training required for evidence for Estyn.
e. AR to send register of attendees to RL for the Archdiocese Admissions Training.
f. AR to circulate the recording of the Archdiocese Admissions Training to the GB.
g. The Freedom of Information, Data Protection and the GDPR Policies needed to be updated and will be presented at the next FGB.

On-going

h. Personnel Committee to be called after half term: Head teacher to coordinate.
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.
l. Section 50 PIAP.
m. Ensure Rights Respect and Equality Policy is presented in the Spring term 2020 for approval and implementation.

Michael Harvell