MINUTES OF ST PETER'S RC PRIMARY SCHOOL
GOVERNING BODY MEETING HELD ON

Wednesday 16th September 2020 via Teams

Present:

Foundation Governors Paul McManus, Stuart Lyon (SL), Paul Moriarty
LA Governors: Julia Houlston Clark JHC), Mary Samothrakis (MS)
LA Governor Appointments: Michael Howells (Chair), Shikala Mansfield (SM)
Parent Governor: Luigi DeLuca, Emma McCallum (EMcC)
Teacher Governor: Helen Oyston
Headteacher: Gareth Rein
Consortium: Kate Rowlands (KR)
Archdiocese: Anne Robertson (AR)
Governor Services: Ruth Lock (RL)
Clerk: Catherine Chambers.

1.20.1 Opening Prayers led by Michael Howells

1.20.2 **Apologies:** Kathryn Burke, Lisa Pattison, Sian Lia and Tony Bishop.

1.20.3 Declaration of Business Interests on the agenda

None received.

1.20.4 Election of Vice Chair

Governors had voted prior to the meeting electronically, Governors were informed that Mr Paul McManus was nominated as Vice Chair which he accepted.

1.20.5 Election of committees: Resources, Personnel, Curriculum

The Chair of Governors had previously shared a committee membership. Governors discussed and decided the Resource and Curriculum committees would continue to function as last year. Names had been added to other statutory committees with slight changes which the Chair explained. Governors were invited to check the committee structure and bring any changes queries to the next meeting.

The Chair invited Governors to put themselves forward for a Personnel Committee, 6 or 7 governors would be required. SM agreed to join along with MH, PMcM, JHC to look at the present staffing structure to present to FGB for information and matching to curriculum for Addressing PIAP recommendations.

Following a discussion Stuart Lyon agreed to be the nominated H&S Governor, Emma McCallum the named ALN Governor. Michael Howells would be the named Safeguarding Governor.

1.20.6 Minutes of last meeting and matters arising not already on the agenda

The minutes from the FGB 1.7.20 and 15.7.20 were discussed, SL proposed that they were approved which was seconded by MS and agreed by all.

1.20.7 Matters Arising

Completed
a. HT to contact ESTYN regarding the possible appointment of an NQT.

b. KR to contact Mandy Eason (Consortium) on the HT's behalf for advice regarding the above appointment.
c. KR to contact Ruth Best (Consortium) to meet with the HT regarding the curriculum. – a meeting has been arranged with the Chair, HT, KR and Steve Rayer from the Consortium and a report will be brought to the next FGB meeting.
d. HT to check if the first two days of term were INSET or closure days.
e. HT to obtain further quotes for the selected furniture.
f. Annual Report to Parents timescale to be decided in the autumn term.

Ongoing
g. PMcM would contact Neil Hardee regarding the school's footprint and the OSC.
h. KR to find out and share date of audit revisit - *RL agreed to contact Sue Powell from audit for an update.*
i. Solution for Letting Policy – linked to OSC.
j. Section 50 PIAP.
k. Ensure Rights Respect and Equality Policy is presented in the autumn term 2020 for approval and implementation.

The Chair informed the GB that we still have not received a letter from Neil Hardee regarding the LA relinquishing financial delegation back to the school.

1.20.8 Review Governing Body and Terms of Office

It was confirmed that some Foundation Governors' Terms of Office are due to end on 31.8.21. A discussion concerning the implication of this took place

1.20.9 Complete Register of Business Interests Forms

The Clerk confirmed that audit had agreed to accept Business Interest Forms this year with an electronic signature sent from Governors personal email accounts. Many Governors had already returned the forms and the Governors that had not were encouraged to do so.

1.20.10 Agree School Financial Regulations (LA) and Authority List

The LA Financial Regulations remain unchanged from last year and so were approved.

The Head teacher informed governors of the signatories of all bank accounts in the school. It was confirmed that the bank had been informed of 2 staff leavers who were included on the list. The HT is still to be added.

1.20.11 Governor Visits Policy Implementation

The Chair informed the FGB that the WG had advised that due to Covid-19 that no Governors were to visit the school to undertake "Learning Walks" The Chair therefore suggested that staff members would be invited to committee meetings to share information with Governors during the interim period. Governors approved the strategy

1.20.12 Policies approved and reviewed

Governors raised questions regarding the H&S Policy. Concerns were shared regarding bespoke information which is still to be included. In addition to details on First Aid and named personnel, training dates needed checking.
Questions were also raised in relation to WG Covid-19 guidance being added to the H&S Policy. The HT confirmed that a detailed risk assessment regarding this had been completed and agreed that this would be referenced in the H&S policy. It was agreed that the Head teacher would include the detail and the updated H&S policy be adopted at the next FGB meeting.

The Vice Chair recommended that the Resources Committee ensure that the outstanding responsibilities to be fulfilled within the H&S Policy be completed. Members approved.

The Welsh Government's Guidance Circular on Complaints has a model Complaints Policy that was recommended for adoption.
In relation to complaints questions were raised on how and what was recorded by a governing body in the course of an academic year. The role of Estyn in questioning the GB on how this was managed was tabled, The Chair indicated that this was an administrative record and did not refer to the detail of any complaint. it was determined that the policy be tabled for approval at the next FGB meeting with the appropriate appendices added
AR suggested that this was referenced in a Record of Governance document.
Action: H&S and Complaints policies to be approved at next FGB meeting

Following further discussion the following *school* policies were approved:
Uniform
Presentation
Governors' Collective Responsibility via Governors' Visits Policy

The following current Local Authority policies have been agreed with the unions and governors agreed to adopt them for the current academic year 2020-2021
Charging and Remissions
Pay Policy
Admissions Policy
Discipline and Grievance (Restorative)
Capability
Recruitment and Selection
Health & Wellbeing

The following policy has been the subject of updating for HT's use in CPD and annual INSET training
Safeguarding including Child Protection. Governors agreed to its adoption.
The following Welsh Government statutory guidance "Challenging Bullying"
"Rights Respect and Equality" requires schools to bring their anti bullying policy up to date.
The head teacher is in process of re writing staff handbook and looking at relevant policies in this context

1.20.13 Head teacher's Update

The HT updated the Governors regarding comprehensive Covid-19 risk assessments. A visit from the LA H&S department had been requested by the school but has not yet taken place. Additions include staff wearing masks in public areas and the procedures for exit and entry using the new Newport Road gate. Positive feedback had been received from parents regarding the Autumn return to school. Additional sinks for hand washing could be explored following parental feedback. Governors challenged why the visit from the H&S department had not taken place and asked if masks had been supplied by the LA. The masks have been received.

The Chair proposed that, in the light of understandable changing Welsh Government and Local Authority guidance in respect of Covid -19, and its impact on current policies, the FGB indicate its confidence in the leadership to make adjustments for the safety of the pupils without the need to review policies. Senior school leaders are in the best position to make decisions following national and local guidance.

SL proposed that a further clause be added that indicated governors were informed of any implications.

MS proposed the following substantive resolution be accepted. JHC seconded the proposal.

"St Peters Governing Body recommend that, in the light of Welsh Government and Local

Authority advice in respect of the current Covid-19 pandemic, the Head teacher and Senior team may need to change procedures and practices within the school in light of COVID-19 developments and in light of changing guidance. These changes may have an impact on how policies are followed and the Governing Body considers that senior team are in the best position to make decisions about these should circumstances change. The Governing Body recommend a short "Covid-19 Addendum policy be prepared for the next GB meeting fulfilling its recommendation. A report be made to the next FGB meeting"

Governors approved the resolution.

The HT informed the GB that the majority of the planned building works was complete with the addition of many classrooms being decorated. The works were described in detail. The Facilities Management (FM) team will return in October to finish any work outstanding. The HT praised FM and the contractors on the extensive works completed in limited time.
The HT also praised and thanked the supply caretaker who had worked for 5 weeks without a day off which had enabled the work to take place. The Governors thanked the HT for the extensive work he had completed which included giving up much of his summer holiday to be present on site.

The Vice Chair who had recently visited the school praised the extensive changes and improvements. The classroom changes were highlighted and the positive impact they would have on teaching and learning including the well-being of the children. Governors requested that pictures were shared with the GB and wider community. Governors also suggested that the children make videos to share their opinion of the improvements.

The new Newport Road gate was discussed. The HT informed the GB that parents only were using this as barriers on Newport Road would be required to ensure the children's safety. MS as a local Councilor agreed to contact the Highways Department on the schools behalf regarding this H&S improvement.

The HT highlighted the staff's professional learning undertaken at the start of the term. The staggered start for the children enabled staff availability for training. Staff were praised for the adoption of Teach Like a Champion and their enthusiasm which has impacted on the children.
KR requested that this impact is captured and evidenced for ESTYN.

Governors were updated regarding the new furniture's advantages. Governors learnt that additional resources were required which was being addressed. The HT reported that Neil Hardee had agreed that the LA will fund new interactive screens for classrooms where required. In addition, 90 Chrome books have been received to match every Chrome book issued to children during lockdown. Every teacher has also been provided with a laptop. The HT thanked the LA for their support. Governors welcomed this action to relieve the evident digital poverty experienced in some families.
KR praised the HT and school's response to the lockdown stating St Peter's was 'ahead of the game'. The HT was invited to the CSC Education Development Board to share how the lockdown had been managed regarding the blended learning approach with pedagogy which was well received.

The HT shared that as a whole school community he would wish to explore renewing the school logo and the school mission statement, discussing the matter with all stakeholders. Pupils could be invited to design the logo in a competition.
It was agreed that this would be an agenda item at the next FGB meeting.

Governors questioned the extent of the engagement of children and parents during the lockdown The Head teacher explained what had occurred and the positive reaction and informed members of future plans.

Governors questioned the current arrangements of the OSC and learnt that the current providers had been requested to continue until the process of finding a permanent provider could continue.

1.20.15 Governors' Report to Parents Schedule (to include Governors' response to Estyn PIAP)

Following a discussion, JHC agreed to forward last year's report to the Chair. Governors offered their support in completing last academic year's report. It was agreed the Chair and HT would work together on the report and report back to the FGB.

1.20.16 Governor training & development including compliance with mandatory training - Safeguarding

RL confirmed that many Governors had started/completed online Hwb training. Governors were encouraged to complete the Challenge and Support and New Curriculum training by the end of September. Mandatory training for some Governors remained outstanding. RL confirmed that Governors would be signposted to appropriate training for new roles appointed. Courses would be offered via Microsoft Teams

Following a discussion it was agreed that Zina Clark would be invited to the next FGB meeting to jointly facilitate with the HT a 20 minute high level overview regarding the Safeguarding Policy and provide the information for governors that staff had heard during their Inset session.

1.20.18 Correspondence

None

1.20.19 AOB

Questions were raised about the current 2 Foundation Governor vacancies and 1 LA Governor vacancy.
The Chair informed members that one term of office ended on 31/08/22020 and AR informed members that she and PMcM had met to consider a strategy to find and appoint new governors via links with the parish and possibly through the Catenian Association
RL also confirmed that the Local Authority is currently running a recruitment campaign on the Cardiff Council website and hopefully both approaches would bring solutions

1.20.20 Date of next FGB meeting – 14th October 2020 6pm.

(Curriculum Committee – 23.9.20. Resources Committee - 7.10.20)

Action Points

New

a. Health and Safety and Complaints Policies to be represented at the next FGB meeting.
b. MS to contact the Highways Department on the schools behalf regarding barrier on the Newport Road gate.
c. JHC to forward the last Governor's Report to Parents to the Chair.
d. Pictures of school improvements to be shared with the GB and wider community.

Ongoing

e. PMcM would contact Neil Hardee regarding the school's footprint and the OSC.
f. KR to find out and share date of audit revisit - *RL agreed to contact Sue Powell from audit for an update.*
g. Solution for Letting Policy – linked to OSC.
h. Section 50 PIAP.
i. Ensure Rights Respect and Equality Policy is presented in the autumn term 2020 for approval and implementation.