MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

Wednesday 15th July 2020 via Microsoft Teams

Present:

Foundation Governors, Stuart Lyon (SL), Paul Moriarty, Kathryn Burke, Tony Bishop and Sian Lia.
LEA Governors: Michael Howells (Chair of Governors), Julia Houlston Clark (JHC) and Mary Samothrakis (MS)
Parent Governor: Luigi DeLuca (LDeL)
Staff Governors: Helen Oyston
Headteacher: Gareth Rein
Consortium: Kate Rowlands (KR)
Governor Services: Ruth Lock (joined late point 10.19.7)
Clerk: Catherine Chambers.

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

10.19.2 Welcome.

All were welcomed and the Teams protocol explained. Governors were informed that the meeting was being recorded for minute purposes only and when complete will be immediately deleted.

10.19.3 Apologies: Lisa Patterson, Paul McManus, Steve Driscoll, Shikala Mansfield, Anne Robertson and Neil Hardee.

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

10.19.5 Minutes of last meeting

The minutes of the FGB meeting held on 1.7.20 were discussed. JHC proposed that they were a true record of the meeting. This was seconded by SL and approved by all.

10.19.6 Matters Arising/Action Points:

Completed

a. Chair of Governors to speak to Neil Hardee and send a formal letter to the Council to obtain a clear position of the car park works completion.
b. Chair of Governors to write to the LA to instruct them to begin the process to relinquish the tenancy of the site manager's house.

Ongoing

c. PMcM to contact Neil Hardee regarding the school's footprint and the OSC.
d. KR to find out and share date of audit revisit.
e. Annual Report to Parents timescale to be decided in the autumn term.
f. Solution for Letting Policy – linked to OSC.
g. Section 50 PIAP.
h. Ensure Rights Respect and Equality Policy is presented in the autumn term 2020 for approval and implementation.

10.19.7 Headteacher Update

Staffing

Governors learnt that 6 internal candidates for 5 temporary teacher positions (3 full time class

teachers and 2 x part time PPA teachers) had taken place the previous day. The Headteacher (HT) praised the quality of the candidates and thanked the panel for their attendance. Kelly Prentice, Elliot Heade and Hannah Hill were offered the positions of class teacher. Joanna Mesoud and Tim McMann were offered the PPA positions. Feedback was offered to the unsuccessful candidate.

The HT informed the FGB that prior to interviews advice had been sought from ESTYN with regard of employing a Newly Qualified Teacher (NQT) while the school was in special measures. A discussion revolved around the possible approval of a particular appointment from ESTYN under an exceptions rule. It was agreed that the HT would contact ESTYN again regarding this appointment for further advice and KR agreed to contact Mandy Eason (Consortium) on the HT's behalf. Governors challenged why this matter had not been raised previously.

3 interviews had also taken place for the vacancy of a TLR position of Lead Practitioner in the Foundation Phase and for Teaching and Learning. Again the HT stressed how high the quality had been of the candidates and great strengths were displayed, Helen Oyston was successful. It was agreed that all candidates were outstanding, therefore the other candidates would be offered leadership responsibilities and training.

The HT informed the FGB that 2 agency Teaching Assistants would not be returning in the Autumn Term which would help toward the future deficit budget. All foundation classes would have a teaching assistant with 2 in the nursery. Every KS2 year group would have an allocated Teaching Assistant and an Emotional Literacy Support Assistant (ELSA) would also be available to support children throughout the school and would also work with Year 6. Information of staffing for next year had been shared with parents.

Buildings

The FGB were informed that all building repairs throughout the school had been approved by the Local Authority (LA) to be completed during the summer holiday and autumn term. This included roof repairs, replacement of internal ceilings and floors in identified classrooms, new tarmac, security doors, additional fob access and the refurbishment of all KS2 toilets and some of the toilets in the Foundation Phase. Perspex is also being fitted to the KS2 balcony as a safeguarding and H&S measure. The cost is possibly in excess of £200k which will be fully funded by the LA. Questions were asked the proportion of legacy or new works?

Curriculum

Governors learnt that the curriculum development/improvements were currently being built upon. The HT described in detail how this was being implemented which included professional learning sessions, staff training and programme works. The PIAP milestones were being recorded which would meet ESTYNs recommendations to show progress. Governors praised the scrutinisation of the PIAP however expressed concern for staff's wellbeing with the huge amount of change and requested that this would be supported and monitored. KR offered to contact Ruth Best from the Consortium to meet with the HT which was welcomed.

The Chair of Governors added that following a review meeting between himself, the HT, KR and the Challenge Advisor an audit trail line would be created that marries to the PIAP as evidence for ESTYN.

Restart/Continuity

The HT informed the FGB in detail how the children would return in September explaining that it was planned that all children would be full time by 14th September. Until all were present staff's time would be used for Professional Learning to include blended learning. Following a discussion it was agreed to check with the LA if the first two days of term would be INSET days or closure days.

10.19.8 Response to Welsh Government RVE consultation from Governors

Following a brief discussion Governors confirmed that individual responses had been completed and submitted.

10.19.9 Update on Governor Training & Development Plan

RL from Governor Services drew the FGBs attention to a number of online training modules for completion by all Governors. It was agreed that RL would share the link with the Clerk to distribute and all were encouraged to complete.

It was agreed that the Chair of Governors, the HT. RL and the Clerk would meet early in the Autumn Term regarding the scrutiny of the skills audit to look at committee structure, succession planning and attendance records. Governors were also encouraged to attend learning walks in the Autumn Term.

10.19.10 Governor Visits Policy 2020

The policy had been shared via email prior to the meeting to the FFGB. The Chair of Governors was thanked and complimented on the content of the above policy by the FGB. Following a discussion the policy was formally approved by all.

10.19.11 Safeguarding

The FGB learnt that LA are currently working a model Safeguarding Policy for release in September.

The HT highlighted that the new Perspex on the junior balcony would improve not only health and safety but staffing as children are currently being escorted across.

New gates and railings are being installed over the Summer holiday, with a delayed start date of either the 3rd or 10th August 2020.

The HT informed the FGB that he had met with the Safeguarding Governor, Steve Driscoll who had visited the school to discuss the safeguarding measures implemented in terms of COVID 19 as well as other items. Sian Lia, Foundation Governor had visited the same day and expressed how impressed she was with the measures.

10.19.11 Date of Next Meeting

It was confirmed that the next meeting will be held on 16th September 2020 at 6pm.

10.19.12 AOB

The HT requested the FGBs approval to purchase furniture to enhance learning and well-being in 3 year groups. The HT described the selected furniture in detail which included high quality and a 10 year guarantee. A quote received to the value of £35k in total was shared. The HT suggested that £20k from the Governors Fund would be used with the remaining £15k from the unallocated part of the delegated budget. The Chair of Governors reminded the HT that the LA currently had control of the budget therefore the FGB could only approve the purchase in principle.

A discussion revolved around how the money in the Governors Fund was originally raised. Questions were raised regarding the balance of the Governors Fund and the unallocated monies within the budget. The supplier name was requested and the website shared for the FGB to view the product and a discussion followed. Governors further questioned if individual tables were more effective for learning than group tables and requested that further quotes were obtained.

The Parent Governor, LDeL reminded the FGB that parents have requested that money raised would be used to enhance outside areas.

The Chair of Governors thanked the HT for his leadership and the initiatives implemented to take the school forward. The FGB were also thanked for their contribution over the last term.

Action Points

New Action Points

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.
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.

Ongoing

f. PMcM would contact Neil Hardee regarding the school's footprint and the OSC.
g. KR to find out and share date of audit revisit.
h. Annual Report to Parents timescale to be decided in the autumn term.
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.