MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

Wednesday 1st July 2020 via Microsoft Teams

Present:

Foundation Governors, Paul McManus (PMcM), Steve Driscoll, Stuart Lyon (SL), Paul Moriarty (PM), Kathryn Burke, Tony Bishop and Sian Lia.
LEA Governors: Julia Houlston Clark (JHC), Mary Samothrakis (MS), Shikala Mansfield (SM) and Michael Howells (MH) (Chair of Governors)
Parent Governor: Luigi DeLuca (LDeL)
Staff Governors: Helen Oyston
Headteacher: Gareth Rein
Diocese: Anne Robertson (AR)
Consortium: Kate Rowlands (KR)
Governor Services: Ruth Lock (RL)
Clerk: Catherine Chambers.

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

9.19.2 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.

9.19.3 Apologies: Lisa Patterson, Emma McCallum and Neil Hardee.

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

9.19.5 Minutes of last meeting

The minutes of the FGB meeting held on 10.6.20 were discussed. PMcM proposed that they were a true record of the meeting. This was seconded by SL and approved by all.

9.19.6 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. Head teacher - Risk assessment to be conducted regarding the house on school grounds occupied by MR.

Ongoing

c. PMcM would 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
g. Section 50 PIAP
h. Ensure Rights Respect and Equality Policy is presented in the autumn term 2020 for approval and implementation.
The Chair of Governors informed the FGB that schools are requested to prepare for this policy by September 2020 however it may be put back as the LA are rewriting the Safeguarding Policy due to COVID 19.

9.19.7 Report from Mrs Julia Houlston Clark, Chair of Curriculum Committee on the meeting held on June 17th and matters arising

JHC highlighted the following points were discussed during a constructive meeting before the WG had announced the return to school date. Safeguarding training, new blended learning/quality and PIAP recommendations. During the meeting there was specific challenge from the committee however it was acknowledged that more was required.

Two parents had requested that the school became Nut Free. The committee had discussed this at length and recommended this to the FGB. The Headteacher (HT) informed Governors that the Healthy Eating Policy was currently being updated to be presented in the Autumn Term which would make links with H&S and address this issue.

Governors questioned the guidance to adapt the Governors Link Visits/Learning Walks during COVID 19. They learnt that the Chair of Governors and Governor Services are together preparing a response to the questionnaires completed by the FGB and their own evaluation with regard to Governance. This issue will be addressed by a Governors Visit Policy that is currently being written by the Chair of Governors.

9.19.8 Report from Mr Paul McManus Chair of Resources Committee on the meeting held on June 24th 2020 and matters arising

PMcM updated the FGB on progress of the on-going H&S improvements to the car park and traffic management to be completed during the Summer Holiday.

The Site Manager's house within the school grounds was discussed at length. It was proposed and approved by the FGB that the Chair of Governors would write to the LA to instruct them to begin the process with sensitivity that the occupants relinquish the tenancy.

Governors learnt that a small group of Governors had met to discuss the 3 year strategic plan.

Following a recommendation from Neil Hardee the FGB discussed and approved that the Chair of Governors would request that the LA return the financial delegation of the budget to the school.

The FGB learnt that the school's Twitter account is currently closed. The HT proposed that with appropriate safeguarding measures put in place that the account was opened. This would enable anyone with an interest in the school to be able follow. Discussions revolved around benefits of social media and questions were asked about monitoring of the account. The FGB approved that the parents would be informed of the change and the account opened.

It was confirmed that the new website was live, Governors were invited to visit and review the site to offer feedback. LDeL was thanked for his extensive work regarding the new website.

9.19.9 Headteacher's Report

The HT agreed to send a copy of the report by email to the FGB.

Governors learnt that the pupils return to school was successful. Governors who are parents praised the extensive preparation and communication with pupils and parents prior to opening using a variety of platforms.
Questions were raised regarding whole school attendance and vulnerable children attendance.
The Chair of Governors praised and thanked on behalf of the FGB all staff for the huge amount of work and effort of the staff to complete the re-opening.

Governors were informed that the pupil reports will be sent by email this year and an example will

be shared with the FGB by email following the meeting.

Governors were updated on the continuation of the provision for Spiritual Development within the school and virtually. Highlights included daily prayer by video and weekly liturgy relating to the Sunday Gospel. A link to videos of the Gospel liturgies on YouTube will be sent.

Governors were updated on the school's blended learning, including face-to-face teaching, distance and online learning. The Consortium had shared detailed guidance and staff were currently receiving training.

The HT shared in detail a staffing proposal which had been shared previously with the Resource Committee which would contribute to the management of the projected deficit budget. It was explained that there are currently 3 classes in both Year 4 and 6 which would both be reduced to 2. This would create a saving in staffing with potentially no detriment to children's learning. Governors questioned teachers' experience, added workload also the additional pressures for the Teaching Assistants. Questions were also asked regarding specific year groups and the way classes would be split. It was noted that this proposal may need to be revised following a review in the Autumn Term. Governors requested that an evaluation loop was implemented to keep track of results.
Following a discussion the FGB agreed the proposal that 6 temporary/agency contacts, which included 1 class based, 3 maternity covers and 2 PPA teacher contracts, would cease. All 6 teachers would be invited to apply for the internal 1 class teacher vacancy and 2 PPA vacancies. Governors raised questions regarding agency finder's fees and if the appointments would be generic.

Governors learnt that there will also be a TLR vacancy within the school due to a member of staff having a promotion in another school. Details of the current SLT structure were shared and the FGB approved that this would also be an internal advert. The Senior Challenge Advisor offered to support the process. Following a discussion it was agreed that interviews would take place for all positions before the end of term either virtually via Microsoft Teams or within the school.

9.19.10 Response to Welsh Government EVR consultation from Governors

The Chair of Governors requested that Governors send individual responses to the EVR circular from Ann Robertson using advice from the CES by 28th July 2020. Ann Robertson explained the implications of the consultation to the school and staff if passed.

9.19.11 Update on Governor Training

Ruth Lock had previously shared the key themes from the self-evaluation the Governors had completed. It was confirmed that she had been working with the Chair of Governors to compile a development plan to link into the PIAP which will be completed by the next FGB meeting. The 5 key priorities were shared in detail and questions invited. It was confirmed by the Chair of Governors that Fr. Bernard Sixtus would be invited to a future meeting to explain the Governors role in a church school.

A discussion revolved around attracting professionals that are not from an educational background as Governors and the current recruitment campaign to enhance Governing Bodies. Governors offered their help to recruit in local parishes and a suggestion was made to approach The Catenians.

9.19.12 Proposed timetable of Committee and FGB meetings for academic year 2020-2021 (Can be amended in the light of proposals for return to normal School arrangements) tabled for information.

The Chair of Governors tabled an outline of Governors Meeting for 2020/21 using the current structure however it may be proposed that extra committee dates are added in the light of the

Governors Development Plan.

9.19.13 Date of Next Meeting

Following a discussion it was confirmed that the next 2 committee meetings were postponed due to the term being cut short by one week. Therefore the next meeting would be a FGB meeting on 15th July 2020 at 6pm.

9.19.14 AOB

The Chair of Governors informed the FGB that the Complaints Committee would be required to meet. It was proposed by PMcM that SL, PM and SM would be committee members and LDeL would be reserve. This was seconded by JHC and agreed by all.

Action Points.

<u>Ongoing</u>

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b. PMcM would contact Neil Hardee regarding the school's footprint and the OSC.
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