MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

Wednesday 10th June 2020 via Zoom

Present:

Foundation Governors, Steve Driscoll, Stuart Lyon, Paul Moriarty, Kathryn Burke and Sian Lia (arrived late point 8.19.10)
LEA Governors: Julia Houlston Clark (JHC), Mary Samothrakis (MS), Shikala Mansfield and Michael Howells (MH) (Chair of Governors)
Parent Governor: Luigi DeLuca (LDeL)
Staff Governors:, Lisa Patterson, Helen Oyston
Headteacher: Gareth Rein
Staff: Clare Roderick (left after point 8.19.6)
Diocese: Anne Robertson (AR)
Consortium: Kate Rowlands (KR)
Governor Services: Ruth Lock (RL)
Clerk: Catherine Chambers.

8.19.1 Opening Prayer. The opening prayer was led by Michael Howells. All governors and professional support staff were welcomed.

8.19.2 Apologies: Paul McManus, Kath Brown, Tony Bishop, Emma McCallum and Neil Hardee

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

8.19.4 Minutes of last meeting

The minutes of the FGB meeting held on 5.3.20 were discussed. MS proposed that they were a true record of the meeting. This was seconded by JHC and approved by all.

8.19.5 Matters Arising/Action Points:

- Audit Report – ongoing
- Footprint of site: Appointment for OSC: School House – ongoing
- Signatories for LA for approval- completed
- Letting Policy – ongoing
- PIAP – ongoing
- Rights Respect and Equality Policy (Welsh Government Statutory Guidance – Action point for Autumn Term

8.19.6 Note/approve the Chair of Governor's document "Governance Strategy to address

The Chair tabled a paper "A Governance Strategy to address PIAP during and post coronavirus lockdown as well as prepare for return to normality" It was noted that due to the change of Governors within the last year items had not been addressed as originally planned. The Chair of Governors explained that the PIAP is addressed within the new strategy to be approached by the sub-committees, therefore providing a collective responsibility and providing a PIAP audit trail. Governors were invited to add their views. All agreed to adopt the strategy suggested.
The Head teacher complimented the strategy's comprehensive detail.

8.19.7 Update Report from Clare Roderick on Teaching and Learning; (15 minutes)

The Chair of Governors welcomed and congratulated Clare Roderick (CR) on her promotion to

Deputy Headteacher in Llantrisant. CR thanked the GB and staff and stated that it was a pleasure to work at St Peter's.

CR shared an Impact Report on monitoring Teaching and Learning created before lockdown. 98% had been judged as good or above. Independent learning with the teachers showed significant improvement as well as reading following the PIAP Action Plan. All was in line with the Teaching and Learning Policy.

Governors questioned what criteria was used for judgement. Governors also inquired about what the long term plan was to be put in place to drive Teaching and Learning including the development of capacity of leaders. Governors requested that her report was forwarded to them.

The Head teacher thanked CR on behalf of the staff who had all commented that her help and emotional intelligence. CR left the meeting.

8.19.8 Headteacher's Report: Mr Gareth Rein

The Head teacher informed the Governors that clear guidance had been received from the Welsh Government regarding reopening the school on 29th June 2020. The summer term will end on 27th July 2020, a week later than planned. Health & Safety checks were to be conducted ensuring the safety of the site by the LA. However a date was yet to issued. A deep clean would be required before opening and systems checked e.g. water. The Head teacher had met with the Senior Leadership Team (SLT), teachers and the non-teaching staff. Governors were informed of the plans regarding the staggered start and finish of the school day for children to enable social distancing which may include putting an additional gate in the fence on Newport Road for access. The Head teacher added that Cardiff Council were providing extra cleaning supplies.

Governors learnt that the school would open for the children for 4 days per week with a focus on well-being. The children would attend part- time to enable social distancing. The Hub's will close and the keyworkers children would be accommodated in their own school for 5 days if required. The Head teacher explained in detail how learning would take place and ideas were shared. A questionnaire had been sent to parents the previous week to gage how many families intended to return, to date 12% had refused and 52% had confirmed their intention to return, the remaining families were unsure. Within the questionnaire responses the HT learnt that 102 were keyworkers' children. .However it remained unclear if that applied to both parents.

The Senior Challenge Advisor explained the application process for keyworkers that would remain with the Council. Governors raised concerns regarding the suspected rise of key worker provision and how the school would facilitate this. Questions were also asked if key workers children would have more teaching than non-key worker children. The HT explained that all children would have the same learning time with their teacher and explained in detail how the classes would be split. A discussion took place regarding the uncertainty of opening the "Before and After" school clubs. Governors were informed that the school would be closed on the fifth day for cleaning and for teachers to provide distance learning. Governors raised further concerns regarding H&S and cleaning. They were informed that the cleaning contractor had been asked to provide an extra midday clean. In addition training would be provided to staff regarding the use of gloves and aprons. Governors raised concerns of the children returning and the transmission of COVID 19 with the current R rate.

Further discussion revolved around transition for Year 6 children to High School. Transition arrangements for Corpus Christi were shared. In addition Governors learnt that St Illtyd's RC High School had contacted all Year 6 parents to share transition arrangements which was on their website, this included a virtual tour, uniform etc. Parents would be invited to visit to meet with SLT when the High School reopens.

8.19.9 Report from Resource Committee on meeting held on May 20th 2020 (Matters arising)

The Head teacher brought the Governors attention to the budget and the projected potential deficit of £385k in year 3 (this being year 1) which is a concern. The FGB were informed that a sub-committee would be formed within the Resources Committee to work with the Head teacher for future plans and ways forward. The Chair of Governors explained the consequence of falling pupil numbers affecting the budget. He explained that there were year groups of 70+ pupils when the admissions number should be 60 per year group and that difference had to be rectified and it would affect the balance of resources required to deliver the curriculum

Governors learnt that not all staff had been issued with contracts. This was in the process of being addressed. ESTYN have informed the governors that it is their intention to look at Job Descriptions and the fulfilment of those roles at the school. The Chair of Governors stressed the importance of the task, CES contracts would be issued which include clauses relating to safeguarding duties and Cardiff Council Policies to fulfil duties.

Governors were informed that a supply caretaker started this week. The permanent post would be advertised shortly with a September start date.

The Head teacher informed the Governors that the 20 Audit recommendation points were being addressed. Evidence was being collated and was near completion.

Governors learnt that the Out of School Club arrangements to employ an outside provider was on hold due to lockdown. Three applicants had been informed that they were shortlisted.
The Letting Policy is on-going.
Governors are liaising with the OSC regarding funds being transferred to the school that are being held.
The signatories of the bank accounts have been completed and authorised and the process on moving to BACS has started.

The Head teacher confirmed that a meeting with a small group from the Parent Council has been arranged to discuss expectations and ways forward.

Sian Lia arrived.

Governors learnt that the agreed car park safety work remained outstanding. Neil Hardee and the SOP Team had confirmed that the gate contract had been cancelled and the reason was unclear. However was now reinitiated. The Head teacher was hopeful that the work would be completed before the reopening of the school however was not guaranteed. Governors challenged why the work had not been completed and had been on-going for 18 months. Following a discussion it was agreed that the Chair of Governors would speak to Neil Hardee and send a formal letter to the Council to obtain a clear position as this remained a H&S concern for our children.
The Head teacher informed the Governors that contractors were expected to repair the roof today above the Reception classroom however they had been cancelled by the LA which was also a concern. MS offered, as a Local Member to ask a Cabinet Member for details of the delay.

8.19.10 Report from Mrs Julia Houlston Clark, Chair of Curriculum Committee on meeting held on May 21st 2020 (Matters arising)

JHC explained that the recent meeting was positive, that responses to the PIAP recommendations in respect of Teaching and Learning were being given due attention with support and challenge from the Committee. Highlighted areas included Distance Learning; concerns and solutions in respect of digital depravation for some pupils; Welsh Government changes regarding assessment and outcomes for 2020 and parental reports. Positive feedback had been received from parents regarding distance learning and the Head teacher and staff were praised for the huge amount of work completed.

Governors were informed that a new approach to delivering a Maths Curriculum had been adopted and staff were currently being trained.

The Archdiocese response for Religious Values and Ethics had been discussed and was in progress.

8.19.11 Governor Training: Update

Ruth Lock confirmed that the Governor Self Reflection Exercise was complete which had highlighted common themes. Governors had referred to progress made over the last year but had acknowledged more was required. The exercise also highlighted that development was required which included Governors increasing their knowledge of the school, to be a critical friend through support and challenge and self-evaluation. Also the need for clear succession planning was required going forward, the Governing Body needed to be at full compliment and every Governor to take an active role. Training would be offered on the new curriculum, roles and responsibilities, Safeguarding, H&S. and dealing with complaints. Actions with timelines would be produced to present at the next FGB meeting. The Chair of Governors agreed to liaise with RL.

Governors questioned if the online pilot training sessions would be broadened. RL explained that the model would continue into the Autumn Term.

8.19.12 Safeguarding

It was confirmed that Safeguarding remains a priority at St Peter's and was discussed at length in recent committee meetings. Safeguarding measures being addressed during lockdown were discussed with no concerns.

8.19.13 Revised Dates for meetings via Teams

The following dates had previously been shared. All were discussed and agreed that they would take place virtually via Microsoft Teams as recommended by the LA.

June 17th 2020 Curriculum Committee 6pm
June 24th 2020 Resources Committee 6pm
July 1st 2020 Full Governing Body 6pm
July 8th 2020 Curriculum Committee 6pm
July 15th 2020 Resources Committee 6pm
July 22nd 2020 Full Governing Body 6pm

The Chair of Governors confirmed a timetable for dates for the autumn term would be shared shortly.

8.19.14 AOB

Ann Robertson had circulated a CES document on the RVE to all Governors prior to the meeting. It was confirmed that this would be discussed at the Curriculum Committee meeting, AR agreed to attend to answer any questions. The consultation is open until 28.7.20.

The FGB agreed to sign off the agreed budget 2020/2021.

Action Points.

Completed

a. PMcM to share the audit report with GR.
b. CR Impact Report to be forwarded to Governors.
c. Resource Committee to present all changes at the next FGB meeting including proposal of

signatories.

New

d. 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.

Ongoing

e. PMcM would contact Neil Hardee regarding the schools footprint and the OSC.
f. Head teacher - Risk assessment to be conducted regarding the house on school grounds occupied by MR.
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
j. Section 50 PIAP
k. Ensure Rights Respect and Equality Policy is presented in the autumn term 2020 for approval and implementation.