MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

Thursday 5th March 2020

Present:

Foundation Governors, Paul McManus (PMcM), Steve Driscoll, Stuart Lyon and Tony Bishop (arrived point 7.19.9)
LEA Governors: Julia Houlston Clark, Mary Samothrakis, and Michael Howells (MH) (Chair)
Parent Governor: Luigi DeLuca (LDeL), Emma McCallum
Staff Governors:, Lisa Patterson
Interim Headteacher: Nicola Hammond (NHam)
Diocese: Anne Robertson (AR)
Consortium: Kate Rowlands (KR)
Future Headteacher: Gareth Rein
Governor Services: Ruth Lock (RL)
Clerk: Catherine Chambers.

7.19.1 Opening Prayers The opening prayer was led by Michael Howells and visitors were welcomed.

7.19.2 Apologies: Sian Lia, Paul Moriarty, Kath Brown, Kathryn Burke, Helen Oyston, Shikala Mansfield and Neil Hardee

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

7.19.4 Minutes of last meeting

The minutes of the FGB meeting held on 12.2.20 were discussed. JHC proposed that they were a true record of the meeting which was seconded by MS and approved by all.

7.19.6 Matters Arising/Action Points:

The matters arising were discussed and all remain ongoing.

7.19.7 Headteacher's Report including Estyn Visit (24th-26th February 2020)

NHam tabled a report from ESTYN following the recent follow up visit on 24th-26th February 2020. The report was positive, however the school remains in Special Measures. Included were comments on improvement of environment, staff confidence, peer progress, relationship between pupils and staff as well as clear visible improvements. NHam highlighted Claire Roderick's positive impact on Teaching & Learning. Safeguarding had improved in all areas however sustainability needed to be proved. Governors questioned the continuity of inspectors.

The progress of Governance was discussed in detail. Questions were raised regarding which Governors met with ESTYN and how they were selected. Following the explanation the GB agreed that the Chair of the Curriculum Committee would be present in the revisit in the Summer Term. It was confirmed that ESTYN would return every term until the school was out of Special Measures to monitor progress. KR highlighted that core Governors non-attendance at meetings was a concern which needed to be addressed going forward.

NHam stressed that the improvements were a team effort. Governors asked for their thanks and congratulations to be passed onto all staff.

It was explained that the ESTYN report was not a public document therefore could not be shared

however parents had been notified by letter of ESTYNs findings, informing them of progress.

7.19.8 Governors' Report to Parents

The report was complete with the exception of budget information which had been requested from Neil Hardee. Also the terms of office of the GB and the date of the next parent election was needed. RL agreed to collate the information required and liaise with LDeL. JHC, SLyon, LDeL and NHam were thanked for their input.

7.19.9 Report/ Update / Next Steps from Resources Committee Chair

PMcM updated the GB regarding H&S plans. NHam also gave an update regarding traffic management.

PMcM informed the GB had not been provided with an up to date Cost Centre Report as requested however Neil Hardee had given a verbal update. The GB also learnt that the projected budget or the outturn had not been received or shared to date. NHam confirmed that she was meeting with GR on 20th March regarding the budget.

The GB were informed that all audit items remained outstanding due to no evidence being submitted, however it was confirmed that audit had planned to revisit to check progress. KT agreed to find out and confirm the date audit would return. It was confirmed that PMcM would share the audit report with GR.

The GB learnt that 8 applications had been received for the Out of School Club, the committee would meet next week to consider all.
Tony Bishop arrived.

It was confirmed that PMcM would contact Neil Hardee regarding the schools footprint and the OSC.

7.19.10 Report/ Update/ Next Steps / Curriculum Committee Chair.

MH highlighted that GBs were looking at how they were preparing for the new curriculum and recommended that a meeting was scheduled in the Summer Term to address this in addition to the PIAP. MH urged the GB to attend the training session being held in County Hall on 16th March 2020 from 6-8pm and to book their place in advance.

7.19.11 Update on Budget for 2020-2021 – not received to date, requested from Neil Hardee.

7.19.12 Governance: Skills Audit: Evaluation: Next Steps: Focus on development.

MH thanked the GB for their swift reaction to both the skills audit and self-evaluation. He confirmed that he would liaise with RL to create a plan using both to identify strengths and training needs. An action plan would be produced before the next full GB meeting. This would also aid future recruitment. AR highlighted that the CES evaluation also has a useful section for Catholic Schools and the CES has a training module of how to be a governor in a Catholic School.

7.19.13 Revisit Committees

It was agreed that Shikala Mansfield would move to Resources Committee from Curriculum.

See point 7.19.12 regarding skills also MH would meet with GR to assess needs for the next academic year.

7.19.14 Safeguarding

ESTYN had reported that Safeguarding had improved in all areas however sustainability needed to be proved.
All governors had completed L2 safeguarding training in September 2019.

7.19.15 Correspondence – none

7.19.16 AOB

It was confirmed that Mike Randall (MR) was still residing at the Site Manager house on school grounds, the LA were liaising with MR concerning this matter. Governors raised a question regarding conducting a risk assessment which had not yet been completed.

MHow informed the GB that Nicola Hammond would conclude her post as Interim Headteacher at Easter. He thanked for her response to the ESTYN recommendation to take St Peter's forward, also for her professionalism and demeanour. Gareth Rain would commence his post as Headteacher at the start of the Summer Term.

Action Points.

<u>New</u>

a. PMcM to share the audit report with GR.
b. KR to find out and share date of audit revisit.
c. PMcM would contact Neil Hardee regarding the schools footprint and the OSC.
d. Headteacher - Risk assessment to be conducted regarding the house on school grounds occupied by MR.

<u>Ongoing</u>

e. Resource Committee to present all changes at the next FGB meeting including proposal of signatories and produce an update Authority List for approval
f. Annual Report to Parents timescale to be decided – *In Progess*
g. Solution for Letting Policy
h. Section 50 PIAP
i. Ensure Rights Respect and Equality Policy is presented in the autumn term 2020 for approval and implementation.