MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

Wednesday 12th February 2020

Present:

Foundation Governors, Kath Brown, Steve Driscoll, Paul Moriarty, Sian Lia (arrived 5.19.5) and Stuart Lyon.
LEA Governors: Julia Houlston Clark, Mary Samothrakis, Shikala Mansfield and Michael Howells (MH) (Chair)
Parent Governor: Luigi DeLuca, Emma McCallum (arrived 5.19.6)
Staff Governors: Helen Oyston, Lisa Patterson
Interim Headteacher: Nicola Hammond (NHam)
Future Headteaher: Gareth Rein
Governor Services: Ruth Lock
Staff: Zina Clark (ALN/DH), Daniel Fitzgerald (Literacy), Sarah-Marie Cullen (Numeracy), Chris Wilde (ICT), Ceri Lia (Welsh) & Jane Cobb
Clerk: Catherine Chambers.

6.19.1 Opening Prayers, Welcome and Goodbye

The opening prayer was led by Michael Howells. Gareth Rein and staff were welcomed and thanked for their attendance.

The GB were informed that sadly Jane Cobb's last day at the school was Friday 14th February 2020. Jane was thanked for her exemplary work, her professionalism and demeanor.

6.19.2 Apologies: Paul McManus, Kathryn Burke, Tony Bishop, Anne Robertson, Neil Hardee & Kate Rowlands

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

6.19.4 & 6.19.5
Acting Head teacher's Report - Update on progress in response to PIAP
Staff - Presentations in respect of Teaching and Learning

Nicola Hammond gave a Power Point presentation of a PIAP update to the GB and informed them that there had been limited changes since last reporting due to the short timescale.

Chis Wilde (CW) was introduced as the ICT lead, he informed the GB of progress on Recommendation 6B. Successes, concerns and future plans were shared. Governors raised questions regarding parental communication, speed of resources, quality of hardware, children's improved understanding of ICT and future plans.
CW brought the GB's attention to the 3 year leasing agreement of additional chrome books and i-pads and highlighted that strategic purchasing was required going forward.

Ceri Lia (CL) the Welsh lead updated the GB on Recommendation 6A. CL highlighted the improvement of incidental Welsh throughout the school. Specialist teachers had modelled Welsh lessons and other strategies had been implemented with positive results. Governors questioned children's language patterns, staff's fluency and if incidental Welsh is used by kitchen staff.

Dan Fitzgerald (KS2 lead) and Sarah Marie Cullen (Foundation lead) updated the Governors of progress of Recommendation 7 – Literacy, Numeracy and Communication. Challenges and strengths were explained. Governors challenged how the children were assessed and questioned the baseline used. Questions were also raised regarding monitoring and preparation for the new curriculum.

Zina Clarke (ALENCo/DH) presented a Professional Learning Update which evidenced that the school was moving forward under new leadership.

Governors thanked all staff for their instructional and informative presentations Staff were also thanked for the hard work and progress made and the staff giving the presentation left the meeting.

6.19.6 Minutes of last meeting

The minutes of the FGB meeting held on 22.1.20 were discussed. MA proposed that they were a true record of the meeting which was seconded by JHC and approved by all.

Although the Resources minutes from 6.2.20 were noted it was agreed that going forward sub –committee minutes could not be approved until the committee met again to discuss any discrepancies only then can become a public document.

6.19.7 Statutory Policies for approval

The following policies were tabled, NH explained that no changes had been made to the policies and the FGB approved the continuation of all.

- Safeguarding and Child Protection
- Administration of medicine
- Health and Safety
- Teaching and Learning
- Environmental
- Learning Environment
- Assessment, Marking and Feedback
- Behaviour
- Admissions
- Behaviour
- Charging and Remissions
- Carers
- Complaints
- Lockdown
- Whole School Pay Policy
- Performance Management
- Privacy

6.19.8 Financial Regulations for approval

It was noted that the financial control of the school remains with the Local Authority therefore the LA Financial Regulations are in place and adopted. However these will be amended when the school regains the financial control.
It was confirmed that all Terms of References remain unchanged.

6.19.9 Role of Governors: Chair

Michael Howells highlighted that there had been 13 changes to the Governing Body since 2017, 7 in the last year which has affected continuity and effectiveness. The Instrument of Governance was explained and the need to fulfil the mission statement of the school which would include all stakeholders. MH also explained the role of the governors in detail which included the need to set strategic targets, future expectations ensuring education and teaching of the highest level

including RE, statutory financial duties, safeguarding, performance management and monitoring of appraisals. Further detail of the accountability aspect of the role and examples were given. Good practise of future meetings were shared.

MH brought the FGBs attention to the Rights Respect and Equality Document issued by the Welsh Government and the importance of having this policy in place. Delegated committees are to be formed to ensure Rights Respect and Equality Policy is presented in autumn term 2020 for approval and implementation.

Governors were encouraged to attend Learning Walks and to attend to Conference on 16th March from 6-8pm regarding the New Curriculum for Wales.

MH stressed the importance of self-evaluation for Governors which would include a skills audit and evaluation.

6.19.10 AOB - None

Action Points

Completed

a. Invite IT and Welsh co-ordinators to the next FGB meeting on 5.3.20 for an update on the progress concerning the PIAP.
b. Invite the Literacy and Numeracy Co-ordinators to the next Curriculum Meeting on 12.2.20 for an update on progress concerning the PIAP.
c. WG Challenging Bullying document to be added to future agendas
d. Headteacher and HO to look at suggested dates for Governor Link Visits and Learning Walks and circulate to discuss at the FGB meeting
e. All children's IT passwords are bespoke by end of January 2020
f. Neil Hardee to follow up the Land Registry with Estates Dept to clarify boundaries
g. Headteacher to supply the GB with staff names and their roles within the school to aid contact and visits – suggested taking a photo of the staff board to circulate.
h. NHar to chase up the schedule of planned building works with FM and report back to the FGB with an agreed start date.

Ongoing

i. Resource Committee to present all changes at the next FGB meeting including proposal of signatories and produce an update Authority List for approval
j. Annual Report to Parents timescale to be decided – *In Progess*
k. Solution for Letting Policy
l. Section 50 PIAP

New

m. Delegated committees are to be formed to ensure Rights Respect and Equality Policy is presented in the autumn term 2020 for approval and implementation.

Mr M Powell Chair
March 5th 2020