MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

Wednesday 22nd January 2020

Present:

Foundation Governors, Paul McManus, Tony Bishop, Steve Driscoll, Sian Lia (arrived 5.19.5) and Stuart Lyon.
LEA Governors: Maureen Harris (Chair), Julia Houlston Clark, Mary Samothrakis and Michael Howells (MHow)
Parent Governor: Luigi DeLuca, Emma McCallum (arrived 5.19.6)
Staff Governors: Helen Oyston. Lisa Patterson
Interim Headteacher: Nicola Hammond (NH)
Archdiocese: Anne Robertson (AR)
LA: Neil Hardee (NH)
Senior Challenge Advisor: Kate Rowlands (KR)
Governor Services: Ruth Lock
Clerk: Catherine Chambers.

5.19.1 Opening Prayers led by Maureen Harris.

5.19.2 Apologies: Paul Moriarty, Shikala Mansfield, Kath Brown & Kathryn Burke

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

5.19.4 Minutes

Governors discussed and agreed that the following minutes were a true record of the following meetings:

- 5.12.19 Resource Committee Meeting
- 10.12.19 Full Governing Body Meeting
- 11.12.19 Curriculum Committee Meeting
- 16.1.20 Admissions Committee

5.19.5 Matters Arising

Sian Lia arrived.

Completed

a. Neil Hardee to contact Internal Audit for examples of TOR for private funds
b. Update of Governor Link visits added to future agendas.
c. Request for additional alter servers to be added to the newsletter
d. IT co-ordinator to be invited to the Curriculum Meeting in the Spring Term to give a presentation on Internet Safety – *sent apologies.*

Ongoing

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. Resource Committee to present all changes at the next FGB meeting including proposal of signatories and produce an update Authority List for approval
h. Headteacher and HO to look at suggested dates for Governor Link Visits and Learning Walks and circulate to discuss at the FGB meeting
i. Annual Report to Parents timescale to be decided – *SL and JHC have met, NH agreed to help with final draft.*
j. MF 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.

* Gov Protocol visits

k. Solution for Letting Policy (Resource Committee)
l. Section 50 PIAP

5.19.6 Report from Sub Committee's

Resources
PMcM informed the GB that he had recently been informed that no evidence had been supplied to support the Internal Audit Progress Report. The evidence is now being collated to be submitted as soon as a matter of urgency.

The GB learnt that PMcM and NH had arranged a meeting with Hannah Thomas (H&S) on 24.1.20 to confirm priorities. Governors requested an update on the schedule of planned building work, NH agreed to chase this and report back to the GB with an agreed start date.

The GB were informed that MR, the Site Manager had resigned with one months-notice. The Site Manager's property within the school grounds was discussed and questions were raised regarding vacation timelines, details of existing contract/conditions, safeguarding and the start date of the new Site Manager. Long term options concerning the property were discussed in detail and ideas shared which would include the new Headteacher's involvement. NH confirmed that the LA would support any decision made by the GB and that the school would pay no rent if the property was used for school use. The FGB agreed that:

- Transition period would take place with a relief caretaker employed until a permanent Site Manager is in post.
- Relief caretaker to work alongside MR to complete a handover for a couple of days.
- Advert to be confirmed and Gareth Rein (GR) (new HT) involved in the recruitment process.
- The property would not be included in the advert but intended for future school use.

Curriculum
JHC shared the productivity of the meeting and praised the staff for their presentations on ALN and RE. The GB requested that the Literacy and Numeracy Co-ordinators attend the next Curriculum Meeting on 12.2.20 for an update on progress concerning the PIAP.

Admissions
Governors were informed that the admission committee had met to consider applications for Reception September 2020. 56 applications had been received and all were accepted following the Admission Policy 2020-21. No applications were considered using the oversubscription criteria.

The committee also considered an application for Year 5 and another for Year 6. Both were accepted.

5.19.7 Headteacher's Report

PIAP
NH produced a PowerPoint Presentation and highlighted improvements made in Safeguarding and H&S.

Leadership and Communication – Governors learnt that NH had been liaising with GR. KR confirmed to aid transition GR's current school would be funded to release him for 10 days to spend in St Peter's this term. Governors discussed and confirmed that GR would be welcome to attend future all GB meetings. NH explained the roles and responsibilities of the leadership team and agreed to share staff's email addresses with the GB to arrange link visits directly with staff. NH confirmed that a Google Drive had been created for staff to improve communication.

Governance – The migration of Governors was recognised, in the last year 9 new Governors had

joined the FGB during a difficult year, this fact had aided the limited progress made. Governors were encouraged to complete link visits linked to the curriculum. NH confirmed that a plan would ensure all Governors available could visit before half term.

NH highlighted that lesson monitoring had been completed and action points agreed, also a new assessment system introduced. Current targets have been challenged and revised following pupil migration. Success Criteria Grids also introduced with positive response from staff and children.

Raise standards in ICT and Welsh - The GB learnt that limited progress had been made since the last report. Questions were raised regarding DCF and monitoring.

Improve teacher's literacy and planning – medium term planning was highlighted and explained. It was confirmed that short term planning required slight tweaking but was positive overall. The GB learnt that lesson observations had been completed with positive results with some outstanding features. Questions were raised regarding the assessment of lesson observations and learning walk dates.

The Governors thanked NH for the huge amount of work completed. KR confirmed that huge progress had been made by staff which now needed embedding in order to accelerate. It was confirmed that ESTYN would see the evidence of improvement in the children's books. Governors requested that the Welsh and ICT co-ordinator attended the next FGB meeting in March.

5.19.8 To update Governors on HR

See point 5.19.6 regarding Site Manager post.
Governors discussed the 2 permanent posts in Admin. It was decided that the new HT would be responsible for the recruitment.

5.19.9 Policies

The following policies had been shared with the FGB in advance of the meeting. Following a brief discussion both were adopted.

- Whole School Pay Policy 2019
- School Carers Policy 2019

5.19.10 Correspondence

Maureen Harris had formally resigned as Chair of Governors with this meeting being her last. The GB and LA thanked Maureen for her hard work, loyalty and fortitude during a very difficult 12 months. The GB was informed that Nick Batchelor had recommended Michael Howells ~~took~~ take on the role as Chair of Governors which was accepted both by MHow and the FGB. Governors learnt that there was a consultation process and PMcM would be Acting Chair until the process is completed.

3.19.15 AOB

There is currently a Foundation Governor vacancy. Parish links were discussed.

MHow informed the GB that the Welsh Government had released a Challenging Bullying document and requested that this was added to future agenda's.

AR brought the GB's attention to the Welsh Government's consultation regarding withdrawing the right to withdraw from PSE lessons. It was explained that a Community Involvement Committee was being set up to see how this would work with the new curriculum and more information would

be available shortly.

LDeL informed the GB that the Parents Council had met the week before. They had considered the financial requests of the Governors and had agreed to support the initiatives led by pupils and teachers. Parents will be informed of the spend in the newsletter.

Action Points

New

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. NH to chase up the schedule of planned building works with FM and report back to the FGB with an agreed start date.
d. WG Challenging Bullying document to be added to future agenda's.

Ongoing

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. Resource Committee to present all changes at the next FGB meeting including proposal of signatories and produce an update Authority List for approval
h. Headteacher and HO to look at suggested dates for Governor Link Visits and Learning Walks and circulate to discuss at the FGB meeting
i. Annual Report to Parents timescale to be decided – *agreed that SL and JHC would meet with NH for completion.*
j. MF 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. — Data Protection ? GDPR.
k. Solution for Letting Policy
l. Section 50 PIAP

M Morelli
for February
12
2020