S+S
23.1.20

MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

Tuesday 10th December 2019

Present:

Foundation Governors, Kath Brown, Paul Moriety and Tony Bishop (arrived 4.19.6)
LEA Governors: Maureen Harris (Chair), Mary Samothrakis, Michael Howells, Shikala Mansfield (SM)
Parent Governor: Luigi DeLuca, Emma McCallum (EMcC)
Staff Governors: Helen Oysten. Lisa Patterson
Headteacher: Mike Flynn (MF) joined meeting at point 4.19.4
Governor Services: Ruth Lock
Clerk: Catherine Chambers.

4.19.1 Opening Prayers led by Maureen Harris

Paul Moriety was introduced and welcomed as the new Foundation Governor.

4.19.2 **Apologies:**, Paul McManus (Vice Chair), Steve Driscoll, Sian Lia, Kathryn Burke, Stuart Lyon, Julia Houlston Clark

4.19.3 Business Interests - None

4.19.4 Ratification of the New Headteacher Appointment

Interviews had been conducted over the last 2 days with two candidates. The FGB were informed that the candidates were graded on written, teaching & learning and data tasks followed by a seen presentation on the first day. On the second day an unseen presentation on the PIAP and a formal interview. Both candidates were praised and the process was explained in detail. The panel had been well advised with representation from the Archdiocese and two Challenge Advisors present. The FGB were informed that Gareth Rein was the successful candidate and reasons given.

The GB raised questions concerning strengths and weaknesses, working with the PIAP, working with schools in Special Measures, future planning, vision and start dates.

Following a detailed discussion the FGB thanked the panel and agreed to ratify the decision to offer Gareth Rein the position of Headteacher to start at the start of the Summer Term 2019.

4.19.3 Minutes &
4.19.4 Report from Resources Committee

The FGB minutes from 20.11.19 were discussed and agreed that they were a true record of the meeting.

Resources
Following a discussion the GB decided to postpone the approval of the Resources Meeting held on 5.12.19 until the next FGB meeting. However following a discussion regarding the OSC the FGB did approve the advert for third party provider (and open to the team providing the current service) and the draft Service Level Agreement and the proposed timescales of:
10 December – FGB approve advert and SLA (as already prepared by the working group and subject to final suggested changes)
5pm 20 January – deadline for expressions of interest / requests for full details / draft SLA
5pm 3 February – deadline for submissions
End February – Interviews with shortlisted applicants

22.1.20

20 April – First day of term after Easter – chosen provider to be in place and operational

The FGB were informed that MF would need to remain as the Registered Person until April 2020 and the current provider would continue until the final decision of provider was confirmed.

Governors discussed the Friends of St Peter's account which had been closed and monies transferred the Governors Account. It was agreed that the money from the Friends Account would be earmarked as monies raised. Parents in partnership with the HT and GB would agree the spend. This would be communicated to parents by letter in January 2020.

Governors again highlighted the importance for a TOR for all private accounts and were informed that Financial Regulations were present for School Fund account and Neil Hardee had agreed to contact Internal Audit for example an TOR for others.

4.19.5 Matters Arising

Competed

a. LDeL to organise OSC Committee to meet regarding future plans
b. CC to send Link Visit Forms to school office to aid GB in future visits.
c. The draft framework for year planner tabled by M Harris would be discussed and finalised at committee level with the view of being brought back to the FGB for approval.

Ongoing

d. NH to follow up the Land Registry with Estates Dept. to clarify boundaries
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. LDeL to send the Audit Progress to Date report to Sue Powell in audit Sue.Powell@cardiff.gov.uk –
g. Headteacher and HO to look at suggested dates for Governor Link Visits and Learning Walks and circulate to discuss at the FGB meeting
h. Annual Report to Parents timescale to be decided – *agreed that SL and JHC would meet to discuss and use available template to complete.*
i. 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.
j. Solution for Letting Policy
k. Section 50 PIAP

4.19.6 Headteachers Report (received in the meeting on 20.11.19)

MF outlined the main points of the report. Governors agreed that the report was clear and informative and had no further questions following the previous meeting.

MF tabled the current Cost Centre Report. He explained that we were currently 75% though the financial year and highlighted the saving within staffing.

TB joined the meeting.

MF explained that due to the challenging budget, expenditure had been limited however there was a healthy balance to date which could release monies for emergency building work if required. The GB were informed that agency staff were currently covering 1:1 positions until funding was confirmed by the LA regarding statemented children. The GB learnt that a clawback would be expected due to the reduction of NOR.

Governors raised questions regarding projected balance, underspend on staff development, additional income excluding grants, ICT spend and unplanned emergency building work in the next 3 months

HO gave her apologies and left the meeting.

27.1.20

MF informed the GB that additional monies from the LA for staff development had been allocated due to the school being in Special Measures however the flow of these additional funds would be reduced in the future. The GB questioned how the new skills were being shared with other staff. Planned focus visits and training sessions were explained. It was confirmed that the process was refined and monitored by the Challenge Advisor.

The Chair highlighted that the next visit from ESTYN will look at Governance and stressed the importance of Governor Link Visits which need improvement. It was discussed and agreed that a programme of future visit dates would be agreed.
A detailed discussion took place and thoughts shared regarding past Link Visits and findings which had yet to be addressed regarding IT passwords. A discussion took place and the GB requested that all passwords were bespoke by the end of January 2020. It was decided that an update of Governor Link visits would be added to future agendas to ensure findings were shared and addressed. Governors also requested that the IT co-ordinator would be invited to the Curriculum Meeting in the Spring Term to give a presentation on Internet Safety within Recommendation 6 of the PIAP.

4.19.7 Update Governors on HR

Governors who had arrived late at the meeting were informed that the FGB had ratified the decision to offer Gareth Rein the post of Headteacher starting in Summer Term 2020.

4.19.8 **Policies** - None to approve

4.19.9 Correspondence

The Chair informed the GB that a complaint had been received which has been referred to HR and the LA. Nick Batchelor had also written to the CofG confirming Shikala Mansfield appointment as LA Governor.

3.19.15 AOB

Maureen Harris, Chair of Governors announced that following her year as agreed with the LA she would resign her post, her last meeting would be in January 2020. The Governors thanked MH for her hard work and raised concerns and questions regarding a replacement, continuity and if the LA would impose the appointment of a new CofG. The process was explained and a detailed discussion took place which included indicators, needs and duties of the GB. Concerns were also raised regarding both a new HT and CofG, the GB were assured that support would be provided from the LA and Consortium.

The GB asked if a response from the LA had been received regarding correspondence agreed at the last meeting concerning a proposed statement. However no response had been received to date.

It was agreed the Admissions Committee would meet on 16.1.20 with a proposed start time of 4.30pm.

It was agreed that in the future all Governors would be informed of Challenge Advisor Meetings in advance to enable them to attend if possible. MH confirmed that she was usually present.

A request was made by the CofG for a parking fine to be paid from the Governors account occurred whilst attending school business which was agreed.

A request for additional alter servers was requested to be added to the school newsletter.

The FGB thanked Mike Flynn for his 34 years of service to St Peter's RC Primary School on behalf the children and the parents. There is a Mass on 20.12.19 at St Peter's RC Church

M Harris 22.1.20

S

followed by a buffet at the school and all were invited.

Action Points

New

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. IT co-ordinator to be invited to the Curriculum Meeting in the Spring Term to give a presentation on Internet Safety.
d. Request for additional alter servers to be added to the newsletter.
e. All children's IT passwords are bespoke by end of January 2020.

Ongoing

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. LDeL to send the Audit Progress to Date report to Sue Powell in audit Sue.Powell@cardiff.gov.uk –
i. Headteacher and HO to look at suggested dates for Governor Link Visits and Learning Walks and circulate to discuss at the FGB meeting
j. Annual Report to Parents timescale to be decided – *agreed that SL and JHC would meet to discuss and use available template to complete.*
k. 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.
l. Solution for Letting Policy
m. Section 50 PIAP

2.1.20