MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

Wednesday 20th November 2019

Present:

Foundation Governors, Kath Brown, Sian Lia, Kathryn Burke and Stuart Lyon
LEA Governors: Maureen Harris (Chair), Mary Samothrakis, Michael Howells, Julia Houlston Clark, Shikala Mansfield (SM)
Parent Governor: Luigi DeLuca, Emma McCallum (EMcC) (arrived point 3.19.6)
Staff Governors: Helen Oysten
Headteacher: Mike Flynn (MF).
Archdiocese: Anne Robertson
LA: Neil Hardee (NH)
Consortium: Kate Rowlands
Governor Services: Ruth Lock
Clerk: Catherine Chambers.

3.19.1 Opening Prayers led by Maureen Harris

Shikala Mansfield was introduced and welcomed as the new LEA Governor.

3.19.2 **Apologies:** Tony Bishop, Paul McManus (Vice Chair), Steve Driscoll, Lisa Patterson, Paul Moriety

3.19.3 Business Interests

Sian Lia declared that her daughter was a teacher at the school.

3.19.4 Minutes

The minutes from the FGB on 9.10.19 were approved, the Resources and Personnel Committee Meetings on 7.11.19 and the Curriculum Committee Meeting on 14.11.19 were discussed, agreed and seconded that they were a true record of the meetings.

3.19.5 Matters Arising

Completed Action Points

- CC to apply for Land Registry – *done and distributed however the boarders in the car park area remain unclear. MF updated GB and explained clarity is being sought. NH agree to follow up with Estates Dept. in County to compare the two*
- Lee Mullane to be invited to the next Curriculum meeting on 4.12.19.
- Admission Policy 2021 to be sent for consultation.
- Internal audit to complete annual audit for School Fund.
- MHow to request a Service Level Agreement from the Archdiocese – *AR confirmed that St Peter's RC School had not been requested to contribute.*
- PMcM to circulate the Audit Report.
- Attendance and Wellbeing Policy – *discussed and agreed that the LA policy would be adopted.*

Ongoing Action Points

- Annual Report to Parents timescale to be decided – *agreed that SL and JHC would meet to discuss and use available template to complete.*
- 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.

- 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.*

Resources & Curriculum

- Solution for Letting Policy
- Section 50 PIAP

3.19.6 Report from Resources and Curriculum Committees
3.19.7 Finance

Curriculum
Governors were informed that Zina Clark, ALENCo/DH and Lee Mullane (RE Lead) had been invited to the next committee meeting.

Resources
The Resource Committee recommended that the FGB limit the spend from the Governors Bank Account as advised by Internal Audit. Governors raised questions regarding guidance and if this was a statutory requirement. MF explained the historical spend within the account and following a discussion the FGB agreed to continue to treat this account as public funds and the spend limited to buildings and IT.

In advance of this meeting the FGB were informed by the Resource Committee that the school currently held multiple bank accounts and the balances were shared. Following advice from the LA to reduce the number of accounts a detailed discussion took place. Governors asked questions relating to TORs, the purpose of accounts, signatories and how the balances had accrued. The FGB agreed the following:

- **Main Budget Account** to remain open.
- **School Fund No1 Account** to remain open.
- **St Peter's OSC Business Account** to remain open.
- **St Peter's Governors Account** to remain open.
- **School Fund Reward Accounts** x 2 closed and both balances transferred to the budget.
- **St Peter's OSC Bond Holding Account** and **St Peter's OSC Treasury Accounts** closed and both balances transferred to St Peter's OSC Business Account.
- **Friends of St Peter's Account** closed, balance to be transferred to Governors Account and parents informed what the money is to be used for.
- **Friends of St Peter's 200 Club Account** closed, balance to be transferred to Governors Account however monies earmarked for spend on pupils and resources.

Discussion continued, the GB approved that 2 Governors would be the signatories on the Governors Account and the Resource Committee were to present all changes at the next FGB meeting including proposal of signatories and produce an update Authority List for approval. (KBr agreed to be a signatory on behalf of the GB if required)

Emma McCallum joined the meeting and was congratulated and welcomed as the new Parent Governor.

The Committee also shared 3 documents with the FGB regarding the audit progress and action plan. The LA advised that the update document was shared with Sue Powell from Audit as an update of progress to date.

The FGB accepted the 2018/19 Private School Fund Audit certificate from Internal Audit.

In regard to the audit of the unofficial funds new governors raised concerns with being linked to the previous financial management within certain accounts and requested that they weren't linked in any way to the audit findings.

3.19.7 Headteacher's Report

The Headteacher outlined the report, highlighted class structure, reduced staffing and staffing changes due to maternity covers.

Governors raised questions in relation to the end of KS2 data within the report and the patterns across indicators. MF explained that the data was factual, results had dipped in the past however the school was moving forward ensuring the pattern would not be repeated. The Governors questioned the strategies put in place to address this isue and challenged this point in relation to demographics being consistent.

Governors decided to revisit the report at the next meeting. All agreed that an additional FGB meeting would be held on 10th December 2019 at 6pm.

3.19.8 To update Governors on HR

Governors learnt that closing date for the new Headteacher had passed, shortlisting was taking place on 22.11.19, interviews being held on 9th and 10th December 2019.

Governors were informed that Lee Mullane had been successful in the post of a TLR for RE Lead and Helen Oysten was successful in a temporary TLR post for Science, Heath and Well Being. Jane Cobb and Claire Rodderick would remain in post until Aug 2020.

The GB discussed the two permanent positions in the office and agreed that both positions would be advertised after Christmas.

3.19.9 Policies

Governors discussed and approved:

- School Privacy Notice October 2019
- Attendance and Wellbeing Policy – see point 3.19.5 *discussed and agreed that the LA policy would be adopted.*

Governors questioned if the Sex and Relationship Policy had been submitted which was confirmed by MF however no response had been received from Fr. Bernard as yet.

3.19.10 Admissions Policy/Letting Policy

Governors were informed that the amended Admission Policy 2021-22 was out for consultation with responses requested by 13.01.20.

The Lettings Policy is ongoing as new measurements from the LA were expected, this is being dealt with by the Out of School Committee. The GB agreed that the OSC Committee Members would be LDeL (Chair), PMcM SL and MHow and LDeL agreed to arrange a meeting.

3.19.11 Safeguarding, including review of Safeguarding Action Plan

Governors were informed that the Safeguarding Action Plan is ready to be signed off. AR agreed to remind the GB when the new Welsh Government Document expected was released.

3.19.12 Revisit Committee Memberships

Following a discussion SM agreed to join the Resources and Performance Management Appeal Committee. EMcC agreed to join the Curriculum and be a reserve on the Resolution Committee See point 3.19.10 for OSC Committee.

MH

3.19.13 Governor Development

The Chair requested that the new Governors stay behind after the meeting for an induction.

Governors had previously received the training dates from Governor Services by email and were encouraged to attend appropriate training needed for committee membership.

It was highlighted that Governance remained in the Red of the PIAP which was unacceptable. ESTYN would revisit in the Spring and significant improvement is required. Governors were encouraged to arrange to visit the school also join learning walks. MF and HO agreed to look at dates for Governors to visit and confirm on 10th December 2019.

3.19.14 Correspondence - None

3.19.15 AOB

LDeL informed the GB that the first Parent Council meeting had taken place the week before with a positive outcome, a second meeting had been arranged for January 2020. HO requested that the School Council meet with the Parent Council.

Governors discussed a proposed statement for a child, see confidential matters

New Action Points

a. NH to follow up the Land Registry with Estates Dept to clarify boundaries.
b. Resource Committee to present all changes at the next FGB meeting including proposal of signatories and produce an update Authority List for approval.
c. LDeL to send the Audit Progress to Date report to Sue Powell in audit Sue.Powell@cardiff.gov.uk
d. LDeL to organise OSC Committee to meet regarding future plans.
e. MF and HO to look at suggested dates for Governor Link Visits and Learning Walks and circulate to discuss at the FGB meeting on 10.12.19.
f. CC to send Link Visit Forms to school office to aid GB in future visits.

Ongoing Action Points

g. Annual Report to Parents timescale to be decided – *agreed that SL and JHC would meet to discuss and use available template to complete.*
h. 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.
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.

Resources

j. Solution for Letting Policy - ongoing

Curriculum

k. Section 50 PIAP – ongoing

Minutes
10/12/19