MINUTES OF ST PETER'S RC PRIMARY SCHOOL

FULL GOVERNING BODY MEETING HELD ON

Wednesday 17th July 2019

Present:

Foundation Governors, Kath Brown, Paul McManus (Vice Chair), Sian Lia, Steve Driscoll, (Tony Bishop arrived late 6.18.6)..
LEA Governors: Both Mary Samothrakis and Michael Howells (MH) arrived late 6.18.6.
Parent Governor: Luigi DeLuca.
Staff Governors: Linda Morgan
Headteacher: Mike Flynn (MF).
Archdiocese: Anne Robertson
LA: Neil Hardee (NH)
LEA: Andy Senior (LA Senior Childcare Business Support Officer)
Consortium: Kate Rowlands (KR), Steve Rayer
Clerk: Catherine Chambers.

6.18.1 Opening Prayers led by Paul McManus.

MF informed the Governors that a past, valued member of staff had passed away as well as a parent of the school the week before.

Andy Senior was welcomed to the meeting.

6.18.2 **Apologies:** Julia Houlston Clark, Maureen Harris, Helen Oysten and Kathryn Burke

6.18.3 Business Interests

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

6.18.4 Minutes of last meeting and matters arising not already on the agenda

The minutes from the FGB on 5.6.19 were approved, the Resources Committee Meeting on 27.6.19 and the Curriculum Committee Meeting on 4.7.19 were discussed and agreed that they were a true record of the meetings.

6.18.5 Action points arising from meetings

PMcM suggested carrying forward all action points (unless urgent) to September due to the time of year of the meeting which was agreed by the GB.

6.18.6 After School Club – Andy Senior (AS)

AS explained his role within the authority and informed the GB that NH had asked him to explore options available regarding the management options of the After School Club.
He presented two options which had sent to the GB in advance, Option 1 included the GB managing the club with the help from Clybiau Plant Cymru, Option 2 was to tender for an outside provider. Governors raised questions regarding the registered body, the registered person and leasing agreements. Concerns were made with regard to the clubs fees increasing

NH summarised the options, explained finances and clear perimeters between the club and the delegated budget, he explained that profits from the club could be used as income to the budget.

MS and MH joined the meeting.

The GB discussed both options in detail and agreed to explore Option 1, advice would be taken from Clybiau Plant Cymru which would include creating a Management Committee and liability however a leasing agreement would be required until any firm decision was made. It was also agreed the NH and PMcM to put together a model for September.

Further questions were raised regarding other schools modeling Option 1, NH agreed to find examples.

AS was thanked and left the meeting

6.18.7 Report from the Resources Committee

School Budget and Resources
PMcM reminded the Governors that within the approved budget £10k was agreed to be submitted as income from the School Fund and Friends accounts. MF informed the Governors that both accounts had healthy balances however as the exact balances were not brought to the meeting as requested the Governors were unable to proceed with decision making and agreed to delay until September.

Audit
The GB were informed in in-depth detail actions regarding the audit, it was agreed the actions were encouraging and PMcM agreed to circulate the report,

6.18.8 Report from Curriculum Committee

PIAP Update
MF informed the GB that only Recommendation 3 – Improve governors' ability to evaluate the school's work accurately and hold leaders to account and Recommendation 7 To raise standards of pupils' ICT had not made significant progress, however Recommendation 7 currently was nearing amber.

6.18.9 Draft Link Governors – Summer term visits

A discussion took place regarding Governor Link Visits to the school. Governors raised concerns regarding the decision to link Governors visits with specific recommendations of the PIAP however the Senior Challenge Advisor insisted that while the school remained in Special Measures this advice was followed. The GB were encouraged to commence visits of this nature in September. Following a discussion it was agreed that St Peter's GB would request to link with Whitchurch Primary GB, MF would supply the GB with staff names and their roles within the school.

LDeL updated the GB on his recent visit to the school and shared his report.

Concerns were raised regarding the GB vacancies. Following a detailed discussion AR and NH agreed to meet to discuss with a view of filling the 3 Foundation vacancies and the 1 LA vacancy by September. It was agreed that a Parent and Staff Governor election would take place in September.

Action Points
Dates of Governors visits be finalised.
MF to supply GB with staff names and roles.

6.18.10 Impact Progress Report

The Governors were informed that the reports were available.

6.18.11 Policy Update and Approval

The following policies were discussed, agreed and adopted by the GB

- Combined Marking and Assessment Policy
- Monitoring and Evaluation Policy

6.18.12 Communication with Parents – update from L DeLuca

LDeL referred to the recent Parent Survey and raised questions regarding who created the survey and suggested improvements that had been recommended by parents which were accepted by the Headteacher.

Governors learnt that the Parent Council process was now on the website and how it would be linked to the PIAP. It was agreed that LDeL meets with the new Parent Governor, when elected in September.

6.18.13 Admissions Update: Admission Arrangements for 2020/21

It was brought to the Governors attention that a new formal admissions policy was required as the statutory process is currently not followed. MHow agreed to write the 20/21 policy on behalf of the GB for consultation. Parish boundary maps would be included.

It was confirmed that the current admission number is 60. The Nursery is 40.

Action Point
MF to inform the LA of admission numbers.

6.18.14 Election of Parent and Non-Teaching Governors

See point 6.18.9

6.18.15 Review Governor Training

Governors raised questions with the LA regarding which training to prioritise? NH agreed explore this and advise in September.

It was confirmed that a trained Governor was required for Performance Management. It was discussed and agreed that Sian Lia would join this committee with Paul McManus as reserve.

CC agreed to share training records with the GB.

6.18.16 Update of Health and Safety from Cardiff Council

MG read aloud a H&S update email recently received from Hannah Thomas who visits the school fortnightly.

Questions were raised regarding the action points on the H&S report received in March which still had not been shared. MF agreed to revisit the report as there was punctuation errors that need correcting before distribution.

Concerns were raised by Governors regarding the timescale of the planned works in the car park as it still had not been confirmed it this would progress during the holidays. NH agreed to look into this and send an update to MF for clarity.

6.18.17 Calendar of Meetings for 2019/20

A meeting schedule for the next academic year had been shared by the Chair. Governors agreed

that the first meeting of the year would take place on 5th September 2019 @ 6pm, at this meeting the calendar would be re-visited.

It was also agreed that the outstanding action points would be addressed at this meeting.

6.18.18 AOB

See confidential matters

Action Points

Completed

- MF to implement a plan of dates for Performance Management for all staff linked to the SIP
- MF to supply broad curriculum plan for the next 3 years which would provide information for both the Resources and the Curriculum Committees
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- Admissions Committee to meet urgently regarding applications
- Safeguarding Report - MH, SD and MF to meet with Nikki Loukisas and Lynda Gallagher- all actions completed
- KBr to share Corpus link visit form
- JC to retract names from the PAIP with the view of LDeL uploading the revised document onto the website for the parents by 14.6.19
- Invite Clare Rodderick to next Curriculum Committee Meeting
- Job descriptions now been received to be looked at by committee

Ongoing

a. MHow to request a Service Level Agreement from the Archdiocese (Governors learnt that a cluster of schools had met in Corpus with the result of the Archdiocese providing an SLA. NH informed the GB that legal advice was being sought regarding this matter as still unclear)
b. MH to chase C Jones regarding Land Registry – *waiting for response.*
c. MF to supply the GB with a timetable/year planner outlining staff, the schedule of dates to include identification of staff who will manage the PM
d. 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
e. All governors to make an appointment to visit the school – learning walk with a view of visiting once per year in the future
f. Election and appointment of parent governor and non-teaching governor to be held – ongoing
g. MHow agreed to write the Admissions 20/21 policy on behalf of the GB for consultation. Parish boundary maps would be included.

Resources

h. Audit certificates required for all unofficial funds – *Ongoing, all documentation now with audit.*
i. Solution for Letting Policy - *ongoing*
j. SD to contact Phil Andrew re: Lockdown Policy – *ongoing*
k. Attendance and Wellbeing Policy – *MHow and MF to highlight and suggest changes to the FGB by 12.7.19. CC to send to GB in advance of the meeting - ongoing*

Curriculum

l. Section 50 PIAP – *ongoing*
m. Invite TAs to a committee meeting in the autumn term with a view of a presentation – *ongoing*

New Action Points

n. NH and PMcM to put together a model for September.
o. MF to bring the balances of the Unofficial School Fund and Governors Accounts to the Full

GB.

p. PMcM to circulate the Audit Report.
q. MF to supply the GB with staff names and their roles within the school to aid contact and visits.
r. Dates of Governor visits to be finalised
s. MF to inform the LA of admission numbers
t. CC to share governor training records with the GB.MF to revisit the H&S report to correct punctuation errors.
u. Revisit the meeting schedule for GB for the next academic year