MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON

Thursday 2nd May 2019

Present:

Foundation Governors, Kath Brown. Kathryn Burke and Paul McManus (Sian Lia arrived at 4.18.6)
LEA Governors: Julia Houlston Clark, Mary Samothrakis, Maureen Harris (MH) (Chair), Michael Howells and Hilary Cameron.
Parent Governor: Luigi DeLuca.
Headteacher: Mike Flynn.
LA: Neil Hardee (NH)
Consortium: Kate Rowlands (KR)
Clerk: Catherine Chambers.

4.18.1 Opening Prayers led by Maureen Harris.

4.18.2 **Apologies:** Steven Driscoll, Tony Bishop, Helen Oyston, Linda Morgan and Anne O'Brien which were noted.

4.18.3 Business Interests

Sian Lia declared business interests of items on the agenda with regard to staffing on arrival (4.18.6).

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

The minutes from the FGB on on 25.3.19. the Resources Committee Meeting on 4.4.19 and the Curriculum Committee Meeting on 10.4.19 were discussed and agreed that they were a true record of the meetings.

4.18.5 Action points arising from meetings

FGB Minutes 25.3.19

i. MH to forward timetable and timescales of the process of Redeployment and Redundancy. Completed
ii. MH - Check the Land Registry website re: ownership of the footprint of the school. Met with C. Jones in Archdiocese, who had no records; he will contact the Land Registry.
iii. MF - Inform parents of the meeting regarding the PIAP on 9th April 2019 at 6pm. Completed
iv. MHow to liaise with the Clerk regarding policies. Completed.

Ongoing Action Points

i. PMcM to check risk assessments of Educational Visits.
ii. 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.
iii. MF to supply job descriptions of teachers, senior teachers and specific TLR holders with immediate effect
iv. MF to implement a plan of dates for Performance Management for all staff linked to the SIP.
v. MH to chase C Jones regarding Land Registry.

4.18.6 Report from the Resources Committee

Governors were informed that the Determining Committee were now at Stage 4 of the Redundancy process. 5 voluntary applications had been received and accepted, 5 further

members of staff had been selected on the basis of time line. The process is ongoing.

Governors raised questions regarding restructuring staff, vertical classes, streaming and classes for September to tie in to the Curriculum Policy. In additional Governors stressed the importance of support for the teachers during the Summer Term in preparation for the September changes. Cornerstones would be used as a tool to accommodate split classes. KR assured Governors that support work with senior staff members would supplied ensuring staff were well prepared.

Sian Lia joined the meeting.

NH offered a representative from the LA working alongside MF to lead the FGB meeting on 5.6.19 to explain to how the budget was compiled and explain how St Peter's had arrived at the current deficit position. This would also equip the GB to understand what resources were available to make informed decisions. This was accepted by all.

PMcM reported the progress on the unofficial funds audit certificate. Also the budget audit report which had been accepted by Sue Powell and being used as a structure for the committee to note improvements and report back to the FGB.

Governors challenged MF regarding Performance Management of all staff and learnt that the PM cycle had not been completed for 2 years. MF assured the GB that the process would begin the following week. Governors raised questions regarding targets and dates of review.

Long term sick was discussed and information requested from HR.

Action Point

- MF to supply broad curriculum plan for the next 3 years which would provide information for both the Resources and the Curriculum Committees.
- 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.
- To have sight of the 2019/20 budget.

4.18.7 Report from Curriculum Committee

JHC outlined the report. Governors raised questions regarding the Section 50 Report, the person responsible for completing the Sec 50 PIAP, the expertise of staff and the progress monitoring. MF confirmed that Fr. Bernard had confirmed submittal at a later date.

Governors suggested inviting Gareth Coombes in for a staff training day, MF suggested a continua. This would need to be approved by the LA due to the cost implication.

Action Point

- MF to contact Fr. Bernard for an exact date of the submittal of the PIAP for the Section 50 report.

4.18.8 Report from the Parents Meeting

Governors learnt that the meeting had been poorly attended by parents. However good points had been raised and the feedback from the parents following the meeting had been positive. It was confirmed that Governors will continue to meet with parents once a term.

4.18.9 Estyn PIAP Update - Head

Governors were informed that the PIAP was still to be accepted and were awaiting a response imminently from Estyn.

MF reported that the recent feedback meeting with Estyn was searching, reflecting where

appropriate. It was confirmed by KR that Recommendation 5 had a slight extension to 13.6.19 due to Claire Roddick being seconded.

4.18.9 Draft Link Governors

MHow tabled a Governor Visit form as a starting point which was handed to the Curriculum Committee to improve. Discussions took place regarding an agreed date and plan for visiting Governors.
It was discussed and agreed that the draft framework for year planner tabled by MHarris would be discussed and finalised at committee level with the view of being brought back to the FGB for approval.

Action Point

- The draft framework for year planner tabled by MHarris would be discussed and finalised at committee level with the view of being brought back to the FGB for approval.

4.18.11 Policy Update and Approval

A lengthy discussion took place regarding the policies listed on the agenda. It was decided that the Admissions Committee should meet urgently regarding the 2021/22 policy. An amendment was made to this committee, the new members would be Anne O'Brien, Hilary Cameron with Helen Oysten with Julia Houlston Clark as reserve.

Action Point
Admissions Committee to meet urgently regarding the 2021/22 Admissions Policy.

4.18.12 Communication with Parents

It was confirmed that the parent email had been set up however there were amendments with settings to be addressed.

4.18.13 Election of Parent Governor

It was discussed and confirmed that the election for the new parent governor would take place after half term.

4.18.14 Review Governor Training

Following a discussion it was decided that PMcM would be responsible for new governors induction training.

Governors were encouraged to attend the CSC Draft Curriculum for Wales 2022 training.

4.18.15 Review Clerk's Salary

The Governing Body fully appreciated the extra work placed on the Clerk to the Governing Body, thanked her for that extra commitment and approved an the immediate increase in salary

4.18.16 Future Meetings

In line with changes a discussion took place and the following amendments were made to future meetings.

Thursday 9th May 6pm – Resources
Wednesday 15th May 6pm – Curriculum
Thursday 23rd May progress 9.30am

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Wednesday 5th June 6pm – FGB
Wednesday, 12th June 6pm – Resources
Wednesday 19th June 6pm – Curriculum
Thursday, 4th July 6pm – Curriculum
Wednesday 10th July 6pm – Resources
Thursday 11th July Progress 9.30am
Wednesday 17th July 6pm – FGB to include HT report

4.18.17 AOB.

None.

Action Points to be Addressed

Ongoing Action Points

a. PMcM to check risk assessments of Educational Visits.
b. 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).*
c. MF to supply job descriptions of teachers, senior teachers and specific TLR holders with immediate effect
d. MF to implement a plan of dates for Performance Management for all staff linked to the SIP.
e. MH to chase C Jones regarding Land Registry.

New Action Points

f. MF to supply broad curriculum plan for the next 3 years which would provide information for both the Resources and the Curriculum Committees.
g. 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.
h. Governors to have sight of the 2019/20 budget.
i. MF to contact Fr. Bernard for an exact date of the submittal of the PIAP for the Section 50 report.
j. The draft framework for year planner tabled by MHarris would be discussed and finalised at committee level with the view of being brought back to the FGB for approval.
k. Admissions Committee to meet urgently regarding the 2021/22 Admissions Policy.

5/6/19