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

Monday 25th March 2019

Present:

Foundation Governors, Sian Lia, Steven Driscoll, Tony Bishop and Anne O'Brien.
LEA Governors: Julia Houlston Clark, Mary Samothrakis, Maureen Harris (MH) (Chair), Michael Howells and Hilary Cameron.
Staff Governors: Linda Morgan.
Parent Governor: Luigi DeLuca.
Headteacher: Mike Flynn.
LA: Neil Hardee (NH)
HR: Zoey Spencer-Biggs (ZSB)
Clerk: Catherine Chambers.

3.18.1 Opening Prayers led by Maureen Harris who then welcomed both visitors, Neil Hardee and Zoey Spencer-Biggs.

3.18.2 **Apologies:** Kath Brown, Kathryn Burke, Helen Oyston, Paul McManus (PMcM) which were noted.

3.18.3 Business Interests

Tony Bishop, Anne O'Brien and Linda Morgan declared business interests of items on the agenda with regard to staffing.

3.18.7 Report from Resources Committee - Redeployment/Redundancy and minutes of last meeting.

The Resource Committee brought the FGB's attention to the deficit budget and fact that it had been agreed that the school was in a position of redeployment and redundancy. Governors were informed that the Curriculum Map was in the final stages of completion.

NH explained his role within the Local Authority and clarified the context of the budget, the rise in teacher's pension contributions and reduction in pupil numbers which would have a negative impact on the school budget over the next couple of years. Governors were also informed of WA grants.

ZSB explained the process of stages of redeployment and redundancy in detail which included making savings, temporary staff, voluntary severance and redundancy entitlements. In addition the Headteacher informed the GB of the reduction required in staffing to meet the needs of the curriculum.
Questions were raised regarding vertical/horizontal classes and the impact on the curriculum. In addition questions were asked regarding continuing the employment of those meeting the requirements of the curriculum in regard to redeployment and staff gaining alternative employment.

The Chair explained the timetable and timescales of the process and agreed to forward the details to the GB. Trade Unions would be contacted with details the following day.

Following a discussion it was agreed by the FGB that the Governors standing on the

Determining Committee were Hilary Cameron, Luigi DeLuca and Julia Houlston Clark with Mary Samothrakis as reserve. On the Appeals Committee would be Michael Howells, Paul McManus and Kath Brown with Sian Lia and Anne O'Brien as reserves which were a slight amendment to the committee members previously agreed.
It was agreed that all meetings with the Determining Committee would be held between 4 and 5pm in line with guidance. However the meeting on 11.4.19 would start at 3.30pm.
NH agreed to ask Governor Services for a clerk to take minutes at the Determining and Appeal Committee meetings.
ZSB and NH both agreed to offer advice at all stages and assured Governors that the process would be well managed.
ZSB and Mary Samothrakis left the meeting.

The GB were informed that the action point regarding the audit report and HSE remain outstanding.

The Resource Committee had recommended that the FGB agreed that all private funds which included the Governors Account and the After School Club Account were audited by Cardiff Council. Questions were asked in relation to the After School Club regarding profit, leasing and if it was a registered or Limited Company. The governors agreed that Cardiff Council would be asked for an audit response for clarity which would be formally requested.
A vote was conducted and the proposal that Cardiff Council would audit all private funds was endorsed. Neil Hardy agreed that the LA would fund the audits.

The minutes of the Resource Committee Meeting on 13.3.19 were approved.

Action Points

- *MH to forward timetable and timescales of the process of Redeployment and Redundancy.*
- *Cardiff Council would be asked for an audit response for clarity which would be formally requested.*

3.18.4 Minutes of the last meeting(s)

FGB Minutes 13.3.19
The Governors were informed that moderation timetable had been finalised in readiness for the Estyn visit on 28.3.19.
The HT confirmed that LEA H&S had confirmed that the Education Risk Assessments were satisfactory. Following a discussion it was agreed that PMcM would check the risk assessments and report back to the FGB.
It was confirmed that the Governors Annual Report for Parents was on the website, parents had been informed however there had been no feedback. Following a discussion it was agreed that preparations the report for 2018-19 would start in the Summer Term.
The Chair confirmed that the Archdiocese had been emailed regarding the ownership of the land however there had been no response. It was agreed that the Land Registry website would be checked.
Concerns were raised regarding the levy requested by the Archdiocese. It was suggested that the head teachers, accompanied by Chairs of Governors seek a meeting with the diocese to discuss a possible Service Level Agreement.

Action Points

- *PMcM to check risk assessments.*
- *Check the Land Registry website re: ownership of the footprint of the school.*

It was proposed and seconded that the minutes were a true record of the meeting.

3.18.5 Senior Challenge Adviser: Teaching and Learning

Governors were informed that Claire Roddick has been seconded from Brynner Primary School to support recommendation 5 of the PIAP, teaching and learning as recommended by the Senior Challenge Advisor.

3.18.6 Report from Curriculum Committee

Following a discussion it was agreed that Jane Cobb, Acting Deputy HT would be asked to attend all future Curriculum Meetings.

Cornerstones had been purchased which had been agreed by Cardiff Council. Governors questioned why the recommendation of this was not included in the PAIP and were informed that it was not a planned action point but was requested by the teaching staff.

Governors learnt that the Excellence Curriculum Framework had been emailed to the teacher governor with the view of senior members of staff to evaluate.

A discussion took place regarding Mr Flynn supplying the job descriptions of teachers, senior teachers and specific TLR holders before the next Curriculum Meeting to aid the decisions made regarding the Curriculum Map. Governors challenged the advice received regarding the job descriptions being generic.

Action Point

- *MF to supply job descriptions of teachers, senior teachers and specific TLR holders before the Curriculum Committee Meeting on 10.4.19 at 6.30pm with the view of completing the Curriculum Plan.*

The minutes were agreed as a true record of the meeting.

3.18.8 PIAP Update - Head

Mr Flynn informed the GB that Estyn are visiting the school on 28th March for an improvement conference. A letter had been received from Estyn highlighting the order of the day and who will attend. PMcM will represent the Governors. Liz Berry, the lead inspector will lead the day. All attendees will look at the action plan and how to support the school to seek improvement. Questions were raised regarding the approval and fine tuning of the PIAP by Estyn and access of sight of the statement of action. The GB were informed that a recommendation had been received from Estyn that the PIAP would not be uploaded on any public site.

Following a discussion the GB agreed that a meeting with the parents would be held on 9th April 2019 at 6pm to provide a summary version of the PIAP via a power point

presentation. Due to the lack of response from the Annual Report no AGM is required.

Action Points

- *Inform parents of the meeting regarding the PIAP on 9th April 2019 at 6pm.*

3.18.10 Future Meetings

The Governors agreed that the meetings would be held on the following dates:

Thursday 4th April 6pm – Resources
Wednesday 10th April 6.30pm – Curriculum CSC Progress 1.30
Thursday 2nd May 6pm - FGB
Thursday 9th May 6pm – Resources
Wednesday 15th May 6pm – Curriculum
Thursday 23rd May progress 9.30am
Wednesday 5th June 6pm – FGB
Wednesday, 12th June 6pm – Resources
Wednesday 19th June 6pm – Curriculum
Thursday, 4th July 6pm – FGB
Wednesday 10th July 6pm – Resources
Thursday 11th July Progress 9.30am
Wednesday 17th July 6pm – Curriculum

3.18.11 Adoption of Policies

Following a discussion the GB adopted the following policies:

- Pay Policy
- Performance Management Policy

The Chair requested clear dates of Performance Management for all staff linking to the School Improvement Plan with a suggestion of a plan being implemented.
Questions were asked regarding the procedures of the Attendance and Well-Being policy which was adopted in January 2018.

Action Point

- *MF to implement a plan of dates for Performance Management for all staff linked to the SIP.*
- *MHow to liaise with the Clerk regarding policies.*

3.18.12 AOB

Governors raised concerns regarding the morale of staff and the Section 50 Report. It was agreed that these items would be raised at the Curriculum Committee Meeting.

Questions were raised regarding the approved minutes not being uploaded onto the website and the 200 Club.

A discussion took place regarding the PTA group and how it can be re-established.

The Safeguarding Governor informed the GB that he had recently met with Nikki Lukisas, LA Safeguarding Officer to follow up planned items. Mr Flynn confirmed that any Governor who had not completed a DBS would be escorted by a member of staff

when visiting the school

Action Points to be Addressed

i. *MH to forward timetable and timescales of the process of Redeployment and Redundancy.*
ii. *PMcM to check risk assessments of Educational Visits.*
iii. *MH - Check the Land Registry website re: ownership of the footprint of the school.*
iv. *MHow to request a Service Level Agreement from the Archdiocese.*
v. *MF to supply job descriptions of teachers, senior teachers and specific TLR holders before the Curriculum Committee Meeting on 10.4.19 at 6.30pm with the view of completing the Curriculum Plan.*
vi. *MF - Inform parents of the meeting regarding the PIAP on 9th April 2019 at 6pm.*
vii. *MF to implement a plan of dates for Performance Management for all staff linked to the SIP.*
viii. *MHow to liaise with the Clerk regarding policies.*

P M A McMann
2 May 2019