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

Wednesday 13th March 2019

Present:

Foundation Governors, Sian Lia, Steven Driscoll and Kathryn Burke.
LEA Governors: Julia Houlston-Clarke, Maureen Harris (Chair), Michael Howells and Hilary Cameron.
Staff Governors: Helen Oyston, Linda Morgan.
Parent Governor: Paul McManus (Vice Chair) and Luigi DeLuca.
Headteacher: Mike Flynn.
Acting Deputy Head: Jane Cobb (Observer)
Clerk: Catherine Chambers.

2.18.1 Opening Prayers led by Maureen Harris

2.18.2 **Apologies:** Anne O'Brien, Mary Samothrakis, John Grimes, Tony Bishop and Kath Brown which were noted.

2.18.3 Business Interests

No business interests of items on the agenda were declared

2.18.4 Minutes of the last meeting(s)

The minutes of the FGB meeting on 6.3.19 were discussed and agreed as a true record however, the following polices had been agreed and adopted by the FGB which were not minuted:

- School Exit Interview Policy and Procedure
- School Recruitment and Selection Policy and Procedure
- Whole School Capability Policy

The minutes were accepted by the FGB.

2.18.5 Matters Arising

Governors discussed fully the matters arising from the last meeting.

A discussion took place regarding the final approved version of the Annual Report to Parents had not yet been added to the website. Governors agreed that this is priority and the parents would be informed as soon as it was available.

Governors discussed the Liability Insurance cover of the school. Questions were raised regarding the separate After School Club cover and the detail of the Liability Cover of the school arranged by the Archdiocese. Governors further questioned the ownership of the footprint of the land and agreed that clarification was required from the Archdiocese.

A discussion was held regarding the ongoing safety of the carpark and associated risk assessments.

MM

It was agreed that all other action points had been completed or sent to sub-committees for further discussion.

Action: MF to email moderation timetable to governors.
MF to email copies of risk assessments to governors.
MF to send the final version of the Annual Report to Parents to the appropriate governor.
MF to inform parents as soon as the Annual Report was uploaded onto the website.
MH to write to the Archdiocese to request clarification of ownership of the land.

2.18.6 **Agree Committee Membership**

The Chair explained to the GB that legal advice had been sought and any Governor with a vested interest in the school staffing would be unable to stand on the Resource Committee.

Governors raised questions regarding committee cross over, budget and staffing. Following a discussion Mr Flynn agreed to produce a costed staffing plan to meet the curriculum needs of the school. Also bullet pointed specific job descriptions.

Following a discussion the Committee Membership and Sub-Committees were agreed by the FGB.

Action: Mr Flynn to produce a costed staffing plan to meet the curriculum needs of the school. Also bullet pointed specific job descriptions.

2.18.7 Senior Challenge Adviser: Teaching and Learning

The Chair outlined the proposal from the Senior Challenge Advisor to address recommendation 5 of the PIAP to improve teaching & learning in literacy and numeracy, also to enhance continued professional development. However, this had a cost implication to the school of £40k. The Chair had attended a meeting regarding this with Neil Hardee, Head Of Performance Resources & Services and was hopeful the proposal would be funded by the LA to move the school forward.

Governors raised concerns regarding the deficit budget and the proposal costings. Following a discussion the FGB agreed to the proposal providing the funding was successful.

2.18.8 Estyn PIAP Update – Head

Mr Flynn outlined the pressures of collating the report which was submitted to Estyn last week. All issues had been addressed which included the LA statement of action. A response from Estyn was expected later this week.

Governors raised questions regarding completed and ongoing recommendations, also feedback. Mr Flynn informed the Governors that regular progress meetings would take place with Estyn and an Impact Report would be used for feedback.

Further questions were asked concerning a PIAP Scrutiny Committee. Following a discussion it was decided that this committee would be formed following the approval of

the PIAP.

2.18.9 Future Meetings

The next FGB will be held on Monday 25th March 2019 at 6pm.

The next Resources meeting will be held on Thursday 4th April at 6pm

Following a discussion the FGB agreed that

- Redeployment and Redundancy were delegated to sub-committee level.
- The Curriculum Committee would scrutinise the PIAP and report back to the FGB with evidence therefore contributing towards the Estyn recommendation of governors having more involvement of monitoring within the school.

It was agreed that the future dates would be looked at again and distributed by email to the FGB.

Action: MF to send Evaluation for Improvement forms to the FGB.

2.18.10 AOB

Governors raised concerns regarding the Section 50 Report. Following a discussion it was clear that many Governors had not had sight of the report. It was agreed that Mr Flynn would circulate the report and it would be added to the Curriculum sub-committee agenda

The FGB agreed that the school were in a redundancy situation in light of the deficit budget. The redeployment and redundancy process will commence on 26.3.19.

Governors discussed the letter received from the Archbishop requesting a levy towards services from the Archdiocese. It was decided that this matter would be revisited.

Action: Mr Flynn to circulate the Section 50 Report to Governors.

Action Points to be Addressed

i. MF to email moderation timetable to governors.
ii. MF to email copies of risk assessments to governors.
iii. MF to produce a costed staffing plan to meet the curriculum needs of the school
iv. MF to produce bullet pointed specific job descriptions.
v. MF to send the final version of the Annual Report to Parents to the appropriate governor.
vi. MF to inform parents as soon as the Annual Report was uploaded onto the website.
vii. MH to write to the Archdiocese to request clarification of ownership of the land.
viii. MF to send Evaluation for Improvement forms to the FGB.
ix. MF to circulate Section 50 report to Governors.

MA min
25/3/19