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

Wednesday 6th March 2019

Present:

Foundation Governors: Anne O'Brien, Sian Lia, Kath Brown, Tony Bishop, Steven Driscoll
LEA Governors: Julia Houlston-Clarke, Maureen Harris (Chair) and Hilary Cameron.
Staff Governors: Helen Oyston, Linda Morgan.
Parent Governor: Paul McManus (Vice Chair) and Luigi DeLuca.
Governor Services: Ruth Lock (RL)
Challenge Advisor: Steve Rayer (SR) and Kate Rowlands
Headteacher: Mike Flynn
Clerk: Catherine Chambers

1.18.1 Opening Prayers led by Maureen Harris

1.18.2 **Apologies:** Michael Howells, Kathryn Burke, Mary Samothrakis, John Grimes which were noted.

Governors were encouraged by the Chair to attend all meetings at this difficult time.

1.18.3 Business Interests

Anne O'Brien, Tony Bishop, Sian Lia, Helen Oyston, Linda Morgan and Mike Flynn declared their interest to items on the agenda regarding staffing.

1.18.4 Minutes of the last meeting(s)

The minutes of the FGB meeting on 20.2.19 were discussed and agreed as a true record with no queries. The minutes were accepted by the FGB.

1.18.5 Matters Arising

Governors discussed fully the matters arising from the last meeting. The Chair had taken advice relating writing to staff. Governors learnt that all Service Level Agreements were in place. A Governor was appointed to lead the Policy Review Committee.

The Governors discussed the content of the 2017-18 Annual Report to Parents. Improvements were agreed and suggestions were made regarding the future production of the report which were approved.
The 2017-18 Annual Report to Parents was approved by the FGB subject to amendments.

Safeguarding Training for staff was offered by Governor Services which was agreed would take place in the Summer Term.

Details of the current Liability Certificate were shared by Mr Flynn who was awaiting a response from the Archdiocese regarding next year's liability cover. A discussion followed regarding the After School Club, premises and leasing insurance, it was agreed this matter would be explored at committee level to seek legal advice initially with

findings returned to FGB.

Action: MF to email moderation timetable to governors.
MF to email copies of risk assessments to governors.
Governor Services to seek legal advice regarding After School Club, premises and leasing insurance

1.18.6 **Statutory Committees Terms of reference and membership**

The following standard Terms of Reference were adopted by the FGB: Admissions Committee, Pupil Discipline and Exclusion Committee, Complaints Committee, Curriculum & Standards, Resources, Staff Disciplinary & Dismissal Committee and Staff Disciplinary & Dismissal Committee Appeals.

Governors confirmed the use of the Financial Regulations approved by Cardiff.

It was agreed that 2 main committees would consist of Resources and Curriculum. Governors discussed and approved who would chair both committees and the membership. Both committees arranged to meet on 13.3.19 at 6pm.

1.18.7 Estyn PIAP Update – Head to present to Governors a comparative analysis of report with Estyn recommendations

Mr Flynn tabled the Post Inspection Improvement Plan (PIAP) which was noted. Governors discussed the improvements added with regard to the recommendations outlined by Estyn. Points of detail were raised and questions were asked regarding training, parental communication, accountability, teaching & learning, lesson observations and risk assessments. It was agreed that the PIAP following approval by the Challenge Advisor and Nick Batchelor would be submitted to Estyn the following day.
The senior Challenge Adviser noted the time taken to redraft PIAP did not allow for a thorough consideration by governors or LA.
Action: MF to provide governors with copies of risk assessments.

1.18.8 School Budget

Mr Flynn outlined the deficit budget which had been received the previous day. In view of this he explained to Governors that he had met with Elaine Ellis and Dawn Cadwallader (LMFS) also Kate Rowlands & Steve Rayer (Challenge Advisors), Zoey Spencer Biggs (HR) and the Chair. These meetings resulted in proposals which had reduced the deficit considerably however difficulties were again highlighted with staffing issues. Approval of this proposal is required from the LA and Governors to set the budget.

1.18.9 School Funds/Audit of accounts

Mr Flynn informed the Governors that the Audit of the School Fund was incomplete. Questions were raised in regard to the Governor's Fund, a discussion followed where it was agreed that arrangements would be made to audit this account.
Action: Governors Fund to be audited.

1.18.10 Out of Hours Club

See above 1.18.5.

1.18.11 Future Meetings

The next FGB meeting will be held on 25.3.19. However, the committee meetings of 13/03/09 will be preceded by a short full governing body meeting to consider Challenge Adviser proposals.

Governors were encouraged to complete their preferences on the date calendar circulated on the Doodle Poll by email.

Governors discussed membership of the statutory committees, names were volunteered with a view to being approved at the next FGB meeting.

1.18.12 AOB

Questions were raised regarding admission numbers, salaries and personnel issues. It was discussed and agreed these items would be addressed at committee level.

Governors questioned why the family Mass at St Peter's Church has not been continued. Mr Flynn informed the Governors that the parents and staff had both been consulted regarding this matter, as yet feedback had not been issued. It was agreed that this item would be added to a future agenda.

Governors were encouraged to complete the volunteer DBS forms.

Adoption of policies

The following polices were adopted by the FGB following a brief discussion:

- School Redeployment and Redundancy Policy and Procedure
- CSC Capability Procedure for School Support Staff
- School Staff Discipline Procedure
- School Resolution Policy 2017

Staffing

Anne O'Brien, Sian Lia, Helen Oyston, Linda Morgan, Tony Bishop and Mike Flynn left the meeting as they had declared their interest in this item.

As the meeting was no longer quorate no decisions could be made however Kate Rowlands from the Consortium brought the remaining Governors attention to recommendation 5 of the PIAP - Teaching and Learning. A suggestion was made of how improvements could be made to drive the school forward. Governors raised questions regarding budget, current TLRs, funding, support and training and contingency plans.

Governors discussed fully the problems associated with the budget, staffing and the strong possibility of redundancies. The current staffing structure was shared.

It was agreed that these issues would be brought to the FGBs attention on 13.3.19 before the committee meetings with a view for approval.

Action Points to be Addressed

i.	MF to email moderation timetable to governors.
ii.	MF to email copies of risk assessments to governors.
iii.	Governor Services to seek legal advice regarding After School Club, premises and leasing insurance
iv.	Steve Rayer to send Headteacher's protocol report to MF.
v.	School Fund Audit certificate required.
vi.	Arrangements to be made to audit the Governor's Fund.

13/3/19