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

20th February 2019

Present:

Foundation Governors: Anne O'Brien, Sian Lia, Kath Brown, Tony Bishop (TB) and John Grimes.
LEA Governors: Julia Houlston-Clarke, Mary Samothrakis, Maureen Harris (MH), Michael Howells and Hilary Cameron.
Staff Governors: Helen Oyston.
Parent Governor: Paul McManus (PMcM)(Acting Chair) and Luigi DeLuca.
Governor Services: Ruth Lock (RL)
Challenge Advisor: Steve Rayer (SR)
Diocese: Anne Robertson (AR)
Headteacher: Mike Flynn
Observer: Jane Cobb (Acting DHT)
Clerk: Catherine Chambers

1. **Opening Prayers** led by Paul McManus

2. **Apologies:** Kathryn Burke, Linda Morgan, Steve Driscoll, Rosalind Trigg, Kate Rowland and Jackie Turner.

3. **Welcome to the New Governors**

   Maureen Harris, Michael Howells, Hilary Cameron and Luigi DeLuca were welcomed as new Governors and introductions were made

4. **Business Interests**

   No Governors declared any business interests for items on the agenda. However TB declared that he was related to a staff member later in the meeting.
   It was confirmed that all Governors had completed Business Interest Forms with one exception.

5. **Minutes of the last meeting(s)**

   The minutes of the FGB meeting on 16.1.19 and the Personnel Committee who met on 29.1.19 were discussed and agreed as a true record with no queries. Both were accepted by the FGB.

6. **Matters Arising**

   Full GB on 16.1.19
   Governors discussed fully the actions yet to be addressed which had not been completed which included the Chair writing to staff to thank them for on-going hard work and the HT writing to parents highlighting dangerous driving around the school entrance.

   A discussion took place regarding the adoption of SLAs and the adoption of Council HR Policies. Governors agreed that fresh policies were required.
   Action - HT with Policy Review Committee to take this forward.

Personnel Meeting on 29.1.19

Governors discussed fully the problems associated with budget and staffing issues. The fact that the FGB was waiting for budget information prevented the Committee from determining what was the best course of action to be taken.
The Governors needed to have an indicative budget to allow the head teacher to make recommendations to the new Personnel and Resources Committee, matching the curriculum to staffing, job descriptions, appointments, contracts and cost.
Financial Regulations need to be approved by the FGB so that the presentation from the Personnel and Resources Committee could be approved by the FGB or amended in the light of further information received.

The Governing Body approved the use of the Inset Days to meet the two Estyn recommendations in relation to ICT and Welsh.
Action: Contact LA officers for clarification on what advice is correct

7. Headteacher's Report

Mr Flynn tabled his report that was noted

Governors raised questions in relation to Data Protection, CSI information; and the statistics in the report equating to last year's Estyn Report plus the Head teacher and staff salaries and whether minutes of governing body meetings, once approved, were published on the school website. There were compliments in relation to the variety of activities available for pupils.

A discussion followed on the contents of a head teacher's report in relation to the statutory regulations and the format.

M Flynn would respond to the matters raised by governors. He informed governors that he had sent a staffing budget to the Deputy Director who has yet to reply.

8. Estyn feedback and PIAP update progress

The HT confirmed that formal feedback had now been received which had been positive. Estyn had shared suggested ways forward which were yet to be accepted by the Challenge Advisor.
Following a discussion it was agreed that when accepted they would be presented to the FGB for their approval
Action – HT to send the formal feedback to the Clerk for distribution to the Governors.

9. Committee Structures

A discussion took place regarding the structure of future committees plus statutory committees. It was agreed that a 3 week cycle would be implemented which would include 1 FGB meeting plus both curriculum and resource committee. This arrangement would stay in place for the life of the PIAP.

Governors agreed that the next Full GB meeting would be held on 6.3.19 at 6pm to approve the PIAP and approve membership of committees. Both committee meetings would be held the following week on the same evening both starting at 6pm.
It was suggested that a Doodle Poll was implemented.

A further discussion took place regarding a Governor Improvement Group being implemented and advice was taken from the Challenge Advisor.

10. **Audit Report**

The HT explained that he had recently met with Sue Powell from Audit and Elaine Ellis LFMS following the receipt of the report. The HT confirmed that all the recommendations had been accepted which would be checked by the finance committee.
Governors sought clarification as matters of cost in respect of staffing, the function and responsibility of the After School club and Governors Fund require further elucidation These were to be addressed in the Finance committee.

11. Governors' Annual Report / Communications Strategy

Governors learnt that the Annual Report to Parents was near completion. A letter from the Chair was required and the Financial Statement from Dawn Cadwallader, LFMS
Questions were raised regarding the way the report would be communicated to parents.
It was also confirmed that the completed report would be available for approval by the Full GB on 6.3.19.

12. Consideration of Election of new Chair

Mr N Batchelor, Director of Education, under his powers of intervention laid out in the School Standards and Organisation (Wales) Act 2013 has nominated Mrs Maureen Harris as Chair of Governors
MH introduced herself and highlighted her experience as both a HT, Governor and Challenge Advisor.
PMcM proposed that the Governors accept MH as Chair which was seconded by TB. This was unanimously agreed following a discussion.
Governors learnt from the Challenge Advisor that there was a consultation period until 6.3.19.
PMcM, Vice Chair was thanked for stepping in as Acting Chair at a difficult time.
PMcM informed the Governors that he had thanked Tim Calahane for his hard work as Chair of Governors personally on their behalf.

13. AOB

Ruth Lock informed Governors that training for Managing Complaints for Governors was booked to take place in the school on 27.3.19.

Governors discussed various matters concerning Governor Liability, policies and the meeting with parents being held on 21.2.19.

Action – HT to ascertain if there was Governors' insurance in place to cover the liability of the Governing Body in relation to Safeguarding. If there is no Service Level Agreement with the Local Authority in place, what insurance policy exists to cover governors' liability.

Action - SR requested that a date was set for the HT Performance Management.

14. Action Points to be Addressed

Chair to write to staff thanking them for ongoing hard work.

HT to write to parents highlighting dangerous driving around the school entrance.

HT with Policy Review Committee to take forward the adoption of fresh Council HR Policies.

Contact LA officers for clarification on what advice is correct regarding personnel matters.

HT to send the formal PIAP feedback to the Clerk for distribution to the Governors.

HT to ascertain if there was Governors' insurance in place to cover the liability of the Governing Body in relation to Safeguarding. If there is no Service Level Agreement with the Local Authority in place, what insurance policy exists to cover governors' liability.

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Meeting
6/3/19.