ST PETER'S RC
PRIMARY SCHOOL

MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 2nd July 2024 at 6.00pm Hybrid

Present:
Foundation Governors: Paul McManus(Chair), Julia Houlston-Clark*, Jo Gerrard*, Stuart Lyon*
LA Governors: Mary Samothrakis,
Parent Governor:, Marga Munar Bauza*,
Staff Governor: Elliot Heade*, Niall Hennessy
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Vicky Carey

7.23.1. Opening Prayer and Welcome led by Paul McManus.
Governors were informed that the meeting was being recorded for minute purposes only.

7.23.2. Apologies accepted and approved: Emma McCallum, Sian Lia, Sophie Hayde, Louise Bassett, Luigi DeLuca

7.23.3. Declarations of Interest on the agenda - None received other than previously declared.

7.23.4. Presentation from School Senedd First and Deputy Ministers
HT welcomed the school Senedd First and Deputy Ministers to the meeting. Chair introduced everyone in the room and online, explaining their positions.
Their overview included statements such as 'the school Senedd has had a positive impact on our school' and 'aims to improve the school, develop the local community and work towards the achievements of the global goals'.
Both pupils presented to the meeting highlighting:

- The arrangement of the Senedd groups, how and when they meet and how their action plans are created and followed through.
- A description of The Cabinet who meet with HT fortnightly to review the Senedd Group action plans and progress.
- This year's achievements included the introduction of the house point system and bike and scooter shelters and their input in the design of the outdoor classroom.
- Charity work including Toilet Twinning.
- They meet with Owain Lloyd, Welsh Government's Director of Education and the Welsh Language.
- The financial element of the groups who all manage their own budgets.

The committee members were invited to ask questions.

Q. What voting system do you use? The ministers explained the majority voting process.
Q. What are you most proud of? House points, as it encourages pupils to behave and try harder.
Q. Are pupils excited about the new outdoor provisions e.g. bike shelters and outdoor classroom? Yes.
Q. Do you handover to the next Senedd? Yes, each group's action plans are passed onto the next year group.
Q. Do you think meeting with the governors would be beneficial earlier in the school year? Yes, we could present our ideas for the governors' advice.
Q. Do you think being the First and Deputy Ministers has had a benefit to you personally? Yes, I feel more confident and am proud that I put myself forward. Also, it has given me a better understanding of money and budget planning.
Q. Do you feel the pupils now have more power? Definitely, their ideas can become a reality.

Chair informed the ministers of the GB ongoing support financially and operationally. Also ensuring pupils are involved in decisions. He thanked the pupils for their impressive presentation noting their vocabulary and articulation.

7.23.5. Minutes of the FGB meeting held on 14th May 2024

The minutes from the previous FGM were discussed and **approved** as an accurate record.

7.23.6. Matters arising / Actions:

Ongoing

- Clerk to chase outstanding governors self assessment forms 1 to be completed
- LB to investigate school house use for 0-3 years

Complete

- SL & GR to arrange a link governors' visit. *Discussed in 7.23.13.*
- Chair to share Terms of Reference for Governors' bank account. *Terms have been shared with governors noting the intention for it to be used for work on the buildings or IT. HT recommended it be used for the phase 2 signage work. Intention for funds to be used and the account closed.*
- Share link to BBC news item for school meals LINK
- Senedd First and Deputy Ministers to attend the next meeting. *7.23.4.*
- Present amended nursery admission policy for approval. *Discussed in 7.23.15.*

7.23.7. Minutes from Catholic Mission, Curriculum and Standards Committee on 25.06.24

Chair of the meeting gave a brief overview of the meeting including:

- Progression of the RED Directory including HT's diocesan level work
- SDP including level and method of governor input
- Safeguarding update including more detailed and specific My Concern recording.

The minutes from the meeting were **approved** as an accurate record.

7.23.8. Minutes from Resources Committee meeting on 14.05.24

The minutes from the meeting were **approved** as an accurate record.

7.23.9. Minutes from Admissions Committee meeting on 25.06.24

Chair of the meeting gave a brief overview of the meeting including:

- NOR
- Nursery and current R-Y6 admissions
- Quantity of applicants and administration required

The minutes from the meeting were **approved** as an accurate record.

7.23.10. Link visit reports - Well-being

The report from the meeting is in the GDrive, all governors were invited to read them.

7.23.11. Headteacher's Report

HT shared a report in the GDrive highlighting:

- NOR update
- Admissions update including new starters and leavers and the impact the high volume has on the school office and in the classroom
- Attendance update, highlighting that St Peter's attendance figures are higher than the National average. A discussion regarding the low impact that pupils entitled to FSM and gender have on the school's figures ensued
- No. of MARFS submitted, Children Looked After (CLA), pupils with Care and Support plans and with ALN
- Exclusions update with no permanent exclusions
- 1 withdrawn bullying report
- Information regarding racism reports
- Grant income figures noting the EIG is now called School Standards grant
- Health & Safety/ Premises update including the erection of walls in Y2 classroom and the outdoor classroom
- Successful, funded Y6 Digital media project including a short video of the project
- Catholic Social Teaching training extended to all staff and work for pupils through CAFOD
- SDP planning overview

- Assessment data:
    - Explanation of standardised tests scores and deviations
    - Maths reasoning and procedural results including an explanation of factors that have led to increased scores since last year; quality and methods of teaching, aiding pupils to navigate the online tests. HT noted that when using the school's mastery approach, higher results are expected to be more evident in later years.
    - Reading results with significant improvements.

Q. Are admission statistics similar across the city? HT advised that due to our central location, St Peter's and other local school's admission figures are likely to be higher than some other areas of Cardiff.
Q. Can assessment statistics be published in the school prospectus? HT will seek advice as not usually recommended by Welsh Government.
Q. To what level are the pupils helped to take the test? HT clarified that pupils are only aided in how to navigate the tests, i.e., how to use the chromebook, how to scroll to the bottom of the page etc. It was also noted that St Peter's pupils generally read from physical books rather than on digital devices, previously putting them at a disadvantage for online tests.

7.23.12. Budget 2024/2025

HT highlighted the changes to the grant situation for the budget.
HT thanked members of the committee for attending the recent teacher interviews and confirmed that costs are slightly different for the newly appointed teachers.

7.23.13. Safeguarding and Health and Safety

SL gave an update on a recent link visit, he explained that the visit focused on the exterior of the school site. Nothing out of the ordinary was noted and was described as under control. He commented on the use of the RAMIS system in conjunction with Cardiff Council and credited the school and Council Health and Safety Officer for achieving 100% compliance at the time of his visit.
The cleanliness and tidiness of the exterior school site was noted, linking earlier information from the Senedd presentation regarding litter picking.
Committee members were invited to read the full report in the GDrive.

7.23.14. School Development Plan (SDP)

#SDP5

Chair explained that the school has come to the end of the first year of the SDP with input from HT, governors, staff and Senedd etc.
HT explained that the SLT is in the process of completing the evaluation of the 1 year School Improvement Plan (SIP) which feeds into the 3 year SDP. Content that priorities are still correct, evidence of impact is in place and the school is working towards bringing in anti racist Wales in the SIP as part of the SDP.
Summary of SDP to be shared with parents.
A discussion ensued following a governor reading an article on recently purchased online governors' resource regarding translating the SDP to enable pupil understanding.

7.23.15. Admissions Policy (Nursery)

Following Cardiff Council advice, due to a fault in the current policy by not mentioning nursery admissions, the policy needed to be changed and approved by governors. HT highlighted the minor changes to the 2024/2025, 2025/2026 policies.
No objections were received by governors and the amended admission policies were **approved**.
Clerk to update both policies and make the changes on the school website.

7.23.16. Update on Governor Vacancies / Training Programme/ Development Plan

The committee was informed that there is one Foundation Governor vacancy.
Chair thanked governors for attending training courses and requested all are familiar with available courses.

7.23.17. Communication with stakeholders in 2023-2024 Parents/ Pupil Voice / Community
Chair met with HT regarding the governors' annual report in which the school produces the data followed by the Chair and Vice writing and producing the report. Plans for the report will showcase achievement and give more information about the school and curriculum and vision. He confirmed that the 2022/2023 and 2023/2024 will be produced in parallel to ensure the information is current and relevant.

7.23.18. Correspondence
No correspondence to report.

7.23.19. Matters deemed to be Confidential
No confidential matters discussed.

7.23.20. AOB
HT gave a brief update on the Rights, Respect and Relationships Policy, confirming that due to recent communication received, the appropriate person in Cardiff Council has been identified and invited to a meeting.
Following email communication with all governors, HT confirmed that the school is proceeding with the 'Edible Playground' scheme. For a 10% investment by the school, the scheme will supply, install an 'Edible Playground' which will offer a lively, engaging, multi-sensory way to teach children about growing and eating healthy food.

Q. Is there an update on the garden at the back of the school? HT confirmed that the school is forbidden to use it for health and safety reasons and 3rd party agreements.

Action Points
- Clerk to chase outstanding governors self assessment forms 1 to be completed
- Clerk to publish approved FGB minutes 14.05.24 on website
- LB to investigate school house use for 0-3 years
- Breakdown of SDP to be shared with parents
- Clerk to updated policies and make changes to the website
- HT to complete data for governors' annual report