ST PETER'S RC PRIMARY SCHOOL

MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 14th May 2024 at 6.00pm Hybrid

Present:
Foundation Governors: Paul McManus(Chair), Julia Houlston-Clark*
LA Governors: Mary Samothrakis, Sophie Hayde*, Louise Bassett
Parent Governor: Luigi DeLuca, Marga Munar Bauza*
Staff Governor: Elliot Heade*, Niall Hennessy
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Vicky Carey

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

6.23.2. Apologies accepted and approved: Emma McCallum, Sian Lia, Jo Gerrard

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

6.23.4. To approve minutes of FGB meeting held on 19.03.24
The minutes from the previous FGM were discussed and **approved** as an accurate record.

6.23.5. Matters arising / Actions:

Ongoing

- SL & GR to arrange a link governors' visit.
- Clerk to chase outstanding governors self assessment forms Skills audit complete, 2 to be completed
- Chair to share Terms of Reference for Governors' bank account.

Complete

- Clerk to post FGB minutes from 06.02.24
- Clerk to chase feedback on Diocesan protocols
- Governors to write a letter and MS to speak to the council to express the need for leak work completion. *MS spoke to cabinet member but was reminded of a Cardiff wide issue. HT advised of finance that can be claimed from the Welsh government, assistance has been arranged.*
- Clerk to separate Governors' Code of Conduct from existing policy and share on school website.
- Governors' access to 'The Key' to be granted
- Clerk to add Easter Mass times in the newsletter
- Clerk to update church website links.
- Governors to read Diocesan protocols for maintained school and feedback at the next meeting. Governors to feedback to clerk.
- HT to provide quotes and examples of outdoor classrooms discussed.
- PMcM to provide Safeguarding report and share example of pupil incident form.
- HT to confirm if nursery admission dates can be changed internally, FGB to approve proposed change.
- HT to further investigate ownership of areas of the school site.
- Approve outdoor classroom spend.

6.23.6 Minutes from Catholic Mission, Curriculum and Standards Committee on 05.03.24

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

- Wellbeing policy
- Prayer and Liturgy Directory update with an emphasis on reading scripture
- Current evidence of good knowledge
- Catholic Social Teaching
- Link governor visits

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

6.23.7. Minutes from Resources meeting on 19.03.24

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

6.23.8. Headteacher's Presentation

HT presented a report highlighting:

- NOR update, highest in 3 years
- Reception 24 update with birth rate discussion
- Attendance update
- Discussion regarding FSM and UPFSM. Credit was given to school administrator for attendance procedures which have been shared through the cluster by SAO
- Reminder of DSP/DDSP/Safeguarding governor details
- Safeguarding update
- Health & Safety/ Premises update including work on doors in hall and the erection of walls in Y2 classroom in response to the needs of pupils
- Signage to be installed
- Invacuation procedures with drill planned in connection with visit from H&S officer for immediate feedback. New guidance being published by Welsh Government. SL credited the school for the messages to parents in advance of drills. Discussion regarding advice for staff
- No of complaints including a discussion regarding stages
- No of exclusions and brief descriptions
- Visitors - St David's College for TLAC best practice and support. School are supporting Cardiff High with the teaching of reading, especially ALN. Bangor University running a case study on behaviour. Two education experts are due to visit to have a look at what we are doing.
- Catholic Life and Mission - RED close to being fully implemented. LGBT Inclusion training reported as interesting and positive. Pupil Mass in church with a report of a parishioner crediting pupils behaviour
- May procession to which parents have been invited, invitation for governors
- 8th June First Holy Communion invitation for governors

Q. Do statistics show that the birth rate is continuing to decline? HT responded and a discussion ensued regarding placements.
Q. Do you prefer pupil Mass in church or school? HT discussed the benefits of both.
Q. Practically, how difficult is it to take all pupils to church Mass? HT advised the buddy system to walk to church and credited the pupils.

6.23.9. Draft Budget 2024/2025

During their meeting, the resources committee were presented a draft budget. The slightly higher than anticipated surplus was noted that is still within allowed scope.
Chair suggested adopting the proposed budget, all were in favour, the 2024/2025 budget was **approved.**

6.23.10. Safeguarding and Health and Safety

Recent link governor meeting details to be circulated by PMcM.

6.23.11. School Development Plan **#SDP5**

HT shared information from Catholic Mission, Curriculum and Standards Committee meeting highlighting:

- Targets and progress made
- Invitation for governors to discuss SDP with subject leads during link visits

Q. Is this process a self assessment? HT advised that it is with input from GB and improvement partner.
Q. Priority 5 - why only logged as adequate? HT noted that the school's expressive arts programme is static due to its own success. HT expressed a want to expand the programme and take it forward. The Archdiocese choral director is working with the school with a current focus on leavers Mass hymns.
Q. Is there training for staff in digital expressive arts? HT advised of 3 staff who recently attended digital training across the curriculum but not specifically expressive art. HT advised of current creativity project in Y6 with the Arts Council which has been very successful.

6.23.12. Nursery Admissions

The current admission system was discussed and the proposed adjustments presented.
HT advised that this was discussed with LA and Governor Services and agreed that due to a fault in the current policy by not mentioning nursery admissions, the policy changes can be made to rectify this error.
An amended admissions policy to include nursery admissions will be presented at the next FGB for approval.

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

The committee was informed that there is one Foundation Governor vacancy.
A reminder was given to all governors to return outstanding self assessment forms.

6.23.14. Communication with stakeholders in 2023-2024 Parents/ Pupil Voice / Community

Chair confirmed the annual report is in process.
Senedd First and Deputy Ministers to be invited to attend the next meeting to provide an update on their work.

6.23.15. Correspondence

No correspondence to report.

6.23.16. Matters deemed to be Confidential

6.23.17. AOB

School house - LB to investigate use for 0-3 years
HT reported that the school took part in a recent news article for school meals. HT to share iplayer link.

Action Points

- SL & GR to arrange a link governors' visit.
- Clerk to chase outstanding governors self assessment forms 2 to be completed
- Chair to share Terms of Reference for Governors' bank account.
- Share link to BBC news item for school meals LINK
- Present amended nursery admission policy for approval
- Senedd First and Deputy Minister to attend next meeting
- LB to investigate school house use for 0-3 years

Next FGB Meeting Tuesday 2nd July 2024