



## MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 19th March 2024 at 6.15pm Hybrid

### **Present:**

**Foundation Governors:** Paul McManus(Chair), Sian Lia, Julia Houlston-Clark\*, Emma McCallum, Jo Gerrard

**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

### **5.23.1. Opening Prayer and Welcome led by Paul McManus.**

Governors were informed that the meeting was being recorded for minute purposes only.

### **5.23.2. Apologies accepted and approved:** Lynne Cleary, Stuart Lyon

### **5.23.3. Declarations of Interest on the agenda** - None received other than previously declared.

### **5.23.4. To approve minutes of FGB meeting held on 06.02.24**

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

### **5.23.5. Matters arising / Actions:**

#### Ongoing

- Governors to read Diocesan protocols for maintained school and feedback at the next meeting. Governors to feedback to clerk.
- Governors to write a letter and MS to speak to the council to express the need for leak work completion.
- SL & GR to arrange a link governors' visit.
- Clerk to check if all governor self assessment forms have been returned.
- HT to provide quotes and examples of outdoor classrooms discussed.

#### Complete

- Clerk to share approved FGB minutes from 05.12.23 on website
- HT to clarify complaint stages, definition of complaints/concerns interpretation. HT gave explanation of processes to the committee
- Governors code of conduct and staff social media policies to be reviewed - discussed in **5.23.12**

### **5.23.6 Minutes from Catholic Mission, Curriculum and Standards Committee on 05.03.24**

Minutes will be provided for approval at the next FGB, following the committee meeting.

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

### **5.23.7. Headteacher's Report**

HT presented a report highlighting:

- NOR update, noting an increase in pupil numbers.
- Reception 2024 update.
- Attendance update including report shared by LA showing % increase in statistics.
- Safeguarding issues covered in **5.23.9**

- Grant funding including descriptions of terminology.
- Premises and Health and Safety covered in **5.23.9**
- Update on curriculum enrichment including the successful school Eisteddfod, HT thanked the PTA for their support. HT commented on the competition element and house colour aspect that was introduced.

*Q. What happens with acts of racism? The incident is logged on My Concern and pupil incident log completed. The HT then carries out an investigation, completes the necessary paperwork and feeds back to parents. This led to a brief discussion regarding the definition of hate crimes and how the school deals with incidents on a case by case basis.*

*Q. What specialist training is in place for anti racism? HT has attended multiple events and whole staff have undertaken training, to be refreshed annually. School has pledged to become a School of Sanctuary.*

#### **5.23.8. Draft Budget 2024/2025 including MSF**

Chair provided a summary including:

- Carry forward which excludes committed spends.
- HT will present the final budget to the committee following a final outturn.

#### **5.23.9. Safeguarding and Health and Safety**

During the HT report in **5.23.7**, the committee was updated on the following:

- Update on the number of MARFs (Multi Agency Referral Form) submitted, CP registered pupils, Care and Support plans, ALN register and LAC (Looked After Children) numbers.
- No. of exclusions with brief explanation of reasons and processes.
- Racism/Bullying update.
- Premises and H & S noting positive feedback on school by LA officer.

PMcM advised that he recently met with ZC as Safeguarding governor and will update governors with a full report following the meeting.

#### **5.23.10. School Development Plan**

**#SDP5**

HT gave a brief update highlighting Priority 5 - *To further develop planning, provision and assessment for knowledge, skills and experiences within the six CfW Areas and Cross-curricular skills (CCS) to support progression for all pupils.* The school is continuing to identify Areas. Advice given to link governors on pertinent information to be gained from link visit meetings. The committee were reminded that the SDP actions are updated termly and available online for governors to view.

#### **5.23.11. School Summary Report**

Presented as a follow on action from a previous curriculum meeting, the report was explained and shared in GDrive for perusal. The report Includes self evaluation and question prompts that governors can use. Questions were raised regarding the detail contained in the report, HT to feedback.

#### **5.23.12. Governors' Code of Conduct**

The Governors' Code of Conduct is currently included in the Staff Safety Policy. A discussion was had regarding separating the Code of Conduct with a recommendation from the Chair to adopt - The committee **approved** the amendment. Clerk to separate from policy and share on school website.

#### **5.23.13. 'The Key' resource**

HT reported that the school recently invested in an annual resource for governors and leadership named 'The Key'. The potential benefits were highlighted with a plan to reassess effectiveness in 1 year. Operational matters were discussed.

#### **5.23.14. School Fund and Governors' Fund Audit**

Following presentation to governors, the audits were reviewed and **approved**. A typing error was noted to be amended. A discussion was had regarding governors' fund spend, Chair to share Terms of Reference for Governors' account.

**5.23.15. Nursery Admissions**

HT proposed a change to nursery admission procedures. Current protocols admit a pupil when suitable, after the child's 3rd birthday. Due to changing pupil needs this is having an impact on current pupils and staff, with new pupils arriving sporadically. The school believes it would offer a more stable start to school for pupils to join at the start of the following term. This motion was **agreed** in principle and will be approved when HT receives confirmation of legality. Following a suggestion from a governor, the benefits of home visits prior to a pupil starting were discussed. It was agreed that the delayed start would enable this to be practical.

**5.23.16. School Site Ownership**

SLy previously shared a document regarding ownership of areas of the school site. HT to investigate further and report to the committee.

**5.23.17. 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.

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

Website links to be updated as discussed in the Resources committee meeting.  
Easter Mass times at St Peter's Church to be published in the newsletter.  
Plan to meet with parents when the Governors' Annual Report is produced.  
First and Deputy Minister of the Senedd to be invited to a summer meeting.

**5.23.19. Correspondence**

No correspondence to report.

**5.23.20. Matters deemed to be Confidential****5.23.21. AOB**

HT invited governors to the school Liturgy services.  
Vision and Mission pupil group work will restart in the summer term.

**Action Points**

- Governors to read Diocesan protocols for maintained school and feedback at the next meeting.  
Governors to feedback to clerk.
- Governors to write a letter and MS to speak to the council to express the need for leak work completion.
- SL & GR to arrange a link governors' visit.
- Clerk to post FGB minutes from 06.02.24
- HT to provide quotes and examples of outdoor classrooms discussed.
- Clerk to chase feedback on Diocesan protocols
- Clerk to chase outstanding governors self assessment forms
- Clerk to separate Governors' Code of Conduct from existing policy and share on school website.
- PMcM to provide Safeguarding report share example of pupil incident form.
- Governors' access to 'The Key' to be granted
- Chair to share Terms of Reference for Governors' bank account.
- 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.
- Clerk to add Easter Mass times in the newsletter
- Clerk to update church website links.
- Approve outdoor classroom spend.



**Next FGB Meeting Tuesday 14th May 2024**

