



MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 6th February 2024 at 6pm Hybrid

Present:

Foundation Governors: Stuart Lyon, Sian Lia*, Julia Houlston-Clark*, Emma McCallum*

LA Governors: Mary Samothrakis, Sophie Hayde*

Parent Governor: Luigi DeLuca (Chair), Marga Munar Bauza

Staff Governor: Elliot Heade*, Niall Hennessy

Headteacher: Gareth Rein

Deputy Head: Zina Clark

Clerk: Vicky Carey

4.23.1. Opening Prayer and Welcome led by Luigi DeLuca

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

4.23.2. Apologies accepted and approved: Paul McManus, Jo Gerrard, Louise Bassett, Lynne Cleary

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

4.23.4. To approve minutes of FGB meeting held on 05.12.23

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

4.23.5. Matters arising / Actions:

Ongoing

Complete

- Clerk to upload FGB minutes from 25.09.23 to website
- Clerk to upload Governors' Visit Policy to website
- Clerk to recirculate declaration of business interest and skills audit to outstanding members
- Chair to recirculate the Governors code of conduct. *To be reviewed in summer FGB meeting, currently sits within 'keeping school staff safe policy'*
- HT to upload Diocese and protocols for maintained schools to GDrive, *governors to read and feedback at next meeting*
- HT to receive clarification from CSC regarding new training guidance. *HT advised of recent visit and gave feedback.*

4.23.6 Minutes from Catholic Mission, Curriculum and Standards Committee on 30.01.24

Highlights of meeting included:

- Presentation of reading and spelling data
- Presentation of parental questionnaire
- Parental and governor invitation to St David's Day Mass

Discussion regarding participation in parental questionnaire with suggestions to increase participation including timings and anonymisation.

Minutes will be presented for approval at next Catholic Mission, Curriculum and Standards Committee meeting.

4.23.7 Headteacher's Presentation

HT presented a report highlighting:

- NOR update
Q. What are the incentives to have a full class of 60 pupils? HT advised of the finance implications.
- Reception September 2024 update
Q. Is information shared regarding names of pupils that have put St Peter's as first choice? HT advised this information is not available.
- Attendance update covering the period from September 2023 to date
- Lighting work in both halls are now completed
- Audio/visual update. New projector is completed, lighting and sound system work is ongoing. Donation of 10 headsets from a parent was much appreciated
- Safeguarding work that quotes have been approved for is ongoing
- Roof leaks update including pre-existing leaks and new leaks following bad weather. Governors to write a letter and MS to speak to the council to express need for completion.
- Cycle shelter/scooter racks installed
- No. of complaints received discussed. Clarification of complaint stages required in the near future
- No. of temporary exclusions discussed including number of school days lost. Administration process was clarified
Q. How do the exclusion numbers fair locally and nationally? HT advised the school's numbers are low nationally, but unaware of local figures.
Q. Is there support for an excluded pupil? HT advised there is a support system before, during and after an exclusion.
- Pastoral/behaviour update including the introduction of pastoral room to support pupils in break times. Guidance is being written for staff including pupil voice for behaviour/pastoral management. Rewards and consequence system discussed. A discussion ensued regarding the effect that covid has had on pupils and families
- Catholic Life and Mission update including a wonderful Advent Mass and Christmas concerts. PTA Christmas fayre was commended
- Prayer toolkit from the Archdiocese introduced for child led Worship and Prayer has been well received by pupils and staff. Staff have shared updates on 'X' of recent child led Worship
- Spring Family Mass
- St David's Day Mass and Holy Week assemblies
- Short presentation of data for reading and spelling, previously shared at Catholic Mission, Curriculum and Standards Committee meeting

It was confirmed that the next FGB meeting will contain a written headteacher's report.

4.23.8. Safeguarding and Health and Safety

HT reminded the committee of responsible persons for safeguarding:

- DSP - Zina Clark
- DDSP - Gareth Rein
- Safeguarding Governor - Paul McManus

GR & ZC meet weekly, ZC & PMcM meet termly.

HT reported on numbers of pupils on the child protection register, children in need and children who have a care and support plan.

Health and Safety and Premises update including improved systems and processes that have streamlined requirements. SL & GR to arrange a link governors' visit.

4.23.9. School Development Plan

Progress report in GDrive, highlighting:

- On target for all 6 priorities within 3 year plan
- Significant progress in Welsh
- Solid groundwork in foundation learning
- Planning time allocated for Religious Education Directory, HT reported RED is already making improvements within school

SDP1

SDP3

SDP4

Prayer and liturgy directory process on hold at Archdiocese request.

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

Committee was informed there is still one vacancy for a Foundation Governor.

Clerk to check if all governor self assessment forms have been returned.

4.23.11. Communication with stakeholders in 2022-23 Parents/ Pupil Voice / Community

Governors' report to parents is in process with the aim to be released in March.

4.23.12. Correspondence None

4.23.13. Matters deemed to be Confidential. None

4.23.14. A.O.B.

HT updated the committee on future projects including Forest school area and outdoor classroom. PTA support has been agreed.

A discussion was had regarding the governor's approval, all agreed in principle. HT to provide quotes and examples. Air quality discussed and methods to counteract any negativity.

Next Resource meeting timing has been extended, will start at 4.45pm and FGB meeting to start at 6.15pm.

Action Points

- Governors to read Diocese and protocols for maintained school and feedback at the next meeting
- HT to clarify complaint stages
- Governors to write a letter and MS to speak to the council to express the need for leak work completion
- SL & GR to arrange link governors' visit
- Clerk to check if all governor self assessment forms have been returned
- Governors code of conduct and staff policies to be reviewed
- HT to provide quotes and examples of outdoor classrooms
- Clerk to share approved FGB minutes from 05.12.23 on website



Next FGB Meeting Tuesday 19th March 2024