



MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 5th December 2023 at 6pm Hybrid

Present:

Foundation Governors: Paul McManus, Jo Gerrard*, Stuart Lyon, Lynne Cleary*

LA Governors: Mary Samothrakis*

Parent Governor: Luigi DeLuca

Staff Governor: Elliot Heade, Niall Hennessy

Headteacher: Gareth Rein

Deputy Head: Zina Clark

Clerk: Vicky Carey

3.23.1. Opening Prayer and Welcome led by Paul McManus

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

3.23.2. Apologies accepted and approved: Marga Munar Bauza, Julia Houlston Clark

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

3.23.4. To approve minutes of FGB meeting held on 25.09.23

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

3.23.5. Matters arising / Actions:

Ongoing

- Governors to complete declaration of business forms
Chair encouraged outstanding forms to be returned, clerk to recirculate
- Chair to recirculate the Governors code of conduct
- Governors to complete skills and evaluation forms
Chair encouraged outstanding forms to be returned, clerk to recirculate

Complete

- HT to share audit approved authority list
- Chair to circulate training opportunities.
- Teaching staff governor to liaise with staff as to possible benefits of their opportunities to meet with governors.
- Governors' Visits Policy to be reworded and approved
- Teaching staff governor to liaise with staff as to possible benefits of their opportunities to meet with governors.
Postponed until autumn term for effectiveness
- HT to seek approval of staff members to publish their names in Healthcare Needs Policy
It was decided internally that staff names were not necessary; names removed from policy

3.23.6 To approve minutes from Catholic Mission, Curriculum and Standards Committee on 03.10.23 (approved at committee meeting 28.11.23)

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

3.23.7 To approve minutes from Resources Committee on 21.11.23

The chair of resources committee gave an overview of the meeting, highlighting:

- Lack of LA contractors for lighting work. *HT added that the lighting in the main school hall. Work is due to begin in the first week of January 2024 and expected to continue for approximately 2 weeks into the school term. Staff will make adjustments to allow for the contractors.*
- School budget carry forward spend approved
- Current and future staffing situation
- School house update
- Tender process for photocopying

HT confirmed that all reports have been added to GDrive, an opportunity was given for questions.

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

3.23.8 Headteacher's Report - including Safeguarding and Health and Safety Update

HT presented a report highlighting:

- SDP - priorities derived from robust evidence based self evaluation including:
 - previous evaluation
 - link governor reports
 - minutes from GB meetings
 - pupil senedd groups
 - documents created and reviewed by 6 areas of learning
 - numerical data
- SDP - evaluated and updated on termly basis
- SDP - parental opportunity to contribute
- SDP - governor contribution with emphasis on importance of summer term link governor visit

Q. What form will parental involvement take? 2 questionnaires, a school based questionnaire asking specific questions and an Estyn questionnaire. The responses will be fed back into the SDP.

Chair updated committee on recent learnings from training including new guidance. HT to receive clarification from CSC regarding new guidance.

A discussion was had regarding increasing SDP information available to parents.

Staff governor gave their positive experience of input into SDP priorities.

Q. Is the ordering of priorities ranked in importance? No, all priorities are of a similar importance.

A discussion was had regarding governors and parental input and participation in the process including the possibility of visualisations, flow charts, indicators and examples. MER process was discussed.

Q. Can 'many, most' be quantified? HT clarified Estyn terminology - many 70, most 90.

Q. Why is wellbeing not a priority? Cross cut into several priorities, based on evidence and data including the pupil voice, it is a strength of the school making it not a priority.

A discussion regarding demographic changes and its impact on the priorities ensued.

The committee approved the current SDP with no objections.

- Attendance/NOR update including migration of pupils and its day to day impact.
- Safeguarding including staff training
- No. of disclosures and statistics on families in need
- Reduction in no. of MARFs (Multi Agency Referral Form)
- ALN register update including input from LA regarding possible reduction in numbers.
- No. of exclusions
- Grant information
- Health and safety link governor report with an opportunity for questions
- Assessments including details of two online, international assessments used at St Peter's. HT discussed positive results of how pupils achieved in comparison with national results. Maths assessment data was discussed.

- SAQ (Speed, Agility, Quickness) pupil data, a comment was made regarding the use of visuals in the data being appreciated.
- Parental engagement including parents evening, PTA Christmas fayre and the success of the Culture and Heritage evening.

Quantity of data made available to governors was discussed.

Q. Are there any factors that have contributed to the increase in attendance? HT advised the committee of the robust attendance systems and processes adopted in the school office. Administrators will ask for medical evidence when a pupil with low attendance is absent for illness.

HT thanked governors for their attendance at recent events and PTA for their efforts.

3.23.9. School Development Plan

Approved in 3.22.8

3.23.10. Governors' Visit Policy

Approved, clerk to add to website

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

One vacancy for a Foundation Governor.

Chair thanked committee members for submitting completed training certificates and will share upcoming courses when available.

Members were reminded to complete any outstanding Declaration of Business Interest and Skills Evaluation forms.

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

Positive feedback from member on year group welcome meetings held in school. HT commented how well attended the meetings were.

3.23.13. Correspondence None

3.23.14. Matters deemed to be Confidential. None

3.23.15. A.O.B.

HT performance management has taken place, a rigorous process was followed with presentation of evidence, data and information.

HT briefly discussed Diocese and protocols for maintained schools document shared by the Archdiocese for governors.

HT will share the document with members for future discussion.

Action Points

- chair to recirculate the Governors code of conduct
- clerk to recirculate declaration of business interest and skills audit to outstanding members
- Outstanding members to complete declaration of business interest and skills audit
- clerk to upload FGB minutes from 25.09.23 to website
- clerk to upload Governors' Visit Policy to website
- HT to upload Diocese and protocols for maintained schools to GDrive
- HT to receive clarification from CSC regarding new training guidance.

