



MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Monday 25th September 2023 at 6pm Hybrid

Present:

Foundation Governors: Paul McManus, Louise Bassett, Emma McCallum*, Jo Gerrard*, Sian Lia, Stuart Lyon, Lynne Cleary

LA Governors: Mary Samothrakis, Sophie Hayde

Parent Governor: Luigi DeLuca, Marga Munar Bauza

Staff Governor: Elliot Heade, Niall Hennessy

Headteacher: Gareth Rein

Deputy Head: Zina Clark

Clerk: Vicky Carey*

1.23.1. Opening Prayer and Welcome led by Paul McManus

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

1.23.2. Apologies accepted and approved: Julia Houlston Clark

1.23.3. Appointment of Chair and Vice Chair of Governing Body 2023-2024

Paul McManus and Luigi DeLuca had been nominated with no other Governors putting themselves forward. All agreed that PMcM would continue in the role of CofG and LDeL as Vice. Both were thanked for their commitment.

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

1.23.5. To approve minutes of FGB meeting held on 05.07.23

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

1.23.6. Matters arising / Actions:

Ongoing

- HT to recirculate Mission Statement documents.
- Chair to meet with Fr Chris to discuss community voice and foundation governor vacancy.
- Governors to sign off SDP.
- JG to share with clerk details of autism awareness course for governors.

Complete

- HT to deliver letter of thanks to the school Senedd.
- Confirm dates of committee and FGB meetings 2023/2024.

1.23.7 Register of Business Interest form.

Chair advised the committee of statutory annual completion and encouraged members to complete and to return the form to the clerk.

1.23.8 Review of Committee Structure Membership and Terms of Reference 2023-2024

An opportunity for questions to the proposed structure was given. A request was made for 1 parent governor to move to the Catholic Mission and standards committee, LA governor offered to swap committees. Chair proposed that the structure be **approved** which was ratified by all.

1.23.9 Membership of Statutory Committees for 2023-2024

Covered in item 1.23.8.

1.23.10. Approval of Financial Regulations and Authority List

HT confirmed minor changes to the authority list, Chair proposed they are **approved** which was ratified by all. HT to share audit approved copy when received.

1.23.11. Approval of Authority of signatures for Banking Arrangements

Chair confirmed all authorised signatories which the committee **approved**.

1.23.12. Approval of Governing Body meeting dates for 2023-2024 and INSET Days 2023-2024

GB meeting dates were **approved** by the committee.

HT advised 5/6 INSET dates had been published to the committee and parents. Final INSET to be communicated once decided. **Approved**.

1.23.13. Approval of Audited Statement of School funds

Previously **approved** 30.01.23

1.23.14. Policies to be approved at the first meeting

Policies to be approved were shared prior to the meeting. All policies minus one were **approved** by the committee as a whole. Policies discussed prior to approval were as follows:

- Anti-Bullying policy previously dated July 2018, discussion regarding wording with advice sought from council. HT advised of minor changes to the equalities section and that this will be replaced in the future with the RRE Policy following a meeting with the LA. **Approved**.
- CSC Capability for Teachers and Headteachers policy which will be personalised with the school logo, HT suggests we adopt, this was **approved**.
- New version of Carers policy with no proposed changes. **Approved**.
- Healthcare needs policy, Chair advised only change was to staff names. HT advised to seek approval of staff members to publish their names. **Approved**.
- A discussion ensued about the Uniform Policy regarding clarification of 'a reasonable sized school bag'. HT confirmed reasonings and that he was open to discussion on this operational matter. **Approved**.
- Following a suggestion by the vice chair it was suggested that the current Governors visit policy would **not be approved** until reworded. Vice to support chair to reword. The governors' code of conduct was discussed as a separate issue to the policy. Chair to recirculate. The current policy remains in place.

1.23.15. Headteacher's Report - including Safeguarding and Health and Safety Update

The HT tabled a report which is in the GDrive and highlighted:

- NOR and admissions update.
- Personnel update including current vacancies and recruitment. The change in structure for pupils who require extra support with the finance and staffing issues associated being discussed.
- Collaborations & Partnerships. HT advised the committee of the school's new improvement partner and anticipates the first visit. HT advised that with the help of the school's temporary TLR who leads C&P, partnerships with other organisations have positively grown. 9 CSC collaboration projects were applied for of which the school was successful in obtaining 8. HT advised the committee of current partnerships which include: Cardiff MET, Cardiff University, Curious Brain Project with Cardiff University and Science Made Simple. Cardiff Council's 'Passport to the City' was discussed.
- Safeguarding - The committee was reminded of DSP, DDSP and safeguarding governor responsibilities. HT advised that the DSP & DDSP meet monthly and 'My Concern' is the platform used by the school to record concerns. Governor safeguarding training will be rolled out in the near future.
- Premises - HT thanked the caretaker for his efforts over the summer break. The committee was updated on recent work to the suspended ceilings and outstanding CC work required regarding leaks that will be resolved with new roofing. The lights in the main hall, new reception toilets and infant hall refurbishment were discussed. HT advised there is no update on the school house.
- Health and safety - The committee was advised of the school's Health and Safety link officer from the LA, Guy Littlemore. A link visit with the safeguarding governor has been arranged.
- SDP and CSED timetable shared and priorities explained.
- Section 50 inspection framework discussed.

<ul style="list-style-type: none"> School context document discussed.
1.23.16. Timetable and process for new School Development Plan and Catholic Self-Evaluation Document Discussed in 1.23.15.
1.23.17. Update on Governor Vacancies / Training Programme/ Development Plan 1 foundation governor vacancy, Chair asked committee for any recommendations. Chair requested that skills audit and self evaluation forms be completed promptly and returned to the clerk. Governor services to advise on available training for governors which will be circulated when available. Chair to advise on governors annual training conference.
1.23.18. Publication of Governors' Report to Parents 2022-2023 (in July 2023) & planned communication with stakeholders in 2023-2024 Parents/ Pupil Voice / Community Chair advised the previous version was published on the last day of term 2023 with a planned publication date for the 2023/2024 report before the Christmas break in 2023. A discussion was had regarding the opportunity to hold a meeting with parents and stakeholders. Questions were raised regarding the purpose and presentation of this meeting and the chair discussed the importance of direct contact and open dialogue with parents and stakeholders. This would also be an opportunity to present the SDP. The success and positive attendance to the recent welcome meetings was discussed. Following a suggestion, the teaching staff governor will liaise with staff as to possible benefits of their opportunities to meet with governors.
1.23.19. Agree timescale for Governors' Report to Parents 2023-2024 (Statutory duty) Discussed in 1.23.18.
1.23.20. Correspondence None
1.23.21. Matters deemed to be Confidential. None
1.23.22. A.O.B. Link governor minor changes were discussed and agreed. A question was raised regarding the time scale of bike shelters installation, HT advised this was scheduled during October half term. HT congratulated recently elected pupils into their roles as Senedd First Minister and Deputy First Minister, governors were thanked for their nominations. Governors were invited to the reception welcome Mass on 27.09.23 at 2.00pm in school.
Action Points <ul style="list-style-type: none"> HT to share audit approved authority list. Governors to complete declaration of business forms. HT to seek approval of staff members to publish their names in Healthcare Needs Policy Chair to recirculate the Governors code of conduct. Governors' visit policy to be reworded and approved. Governors to complete skills and evaluation forms. Chair to advise committee of annual governors annual training conference to be held on 20.11.23 Chair to circulate training opportunities. Teaching staff governor to liaise with staff as to possible benefits of their opportunities to meet with governors. 

Next FGB Meeting Tuesday 21st November 2023

