

MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON

12th July 2022 at 5pm Hybrid

Present:

Foundation Governors: Paul McManus (Chair), Lynne Cleary*, Sian Lia, Julia Houlston Clark*, Louise Bassett

LA Governors Sophie Hayde*, Mary Samothrakis*

LA Governor Appointments: Michael Howells*

Parent Governor:, Luigi DeLuca

Staff Governor: Elliot Heade, Emma McCallum

Headteacher: Gareth Rein

Deputy Head: Zina Clark

Consortium: Kate Rowlands

Clerk: Catherine Chambers

* Online

8.1.21. Opening Prayer and Welcome led by Paul McManus

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

8.2.21. Apologies accepted and approved: Shikala Mansfield (LA Governor), Stuart Lyon (Foundation Governor), Kathryn Burke (Foundation Governor), Ruth Lock (LA observer / adviser), Anne Robertson (Archdiocese observer / adviser).

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

8.4.21 Election of Vice Chair

Luigi DeLuca was elected Vice Chair unopposed. He was thanked and congratulated on his appointment.

8.4.21 Appoint a new Chair for the Resources Committee

Following a discussion it was decided that due to the Resource Meeting being postponed the election would be postponed to the next FGB meeting. Governors were encouraged to consider the role and approach the Chair with any questions.

8.5.21 Approval of Minutes of the FGB meeting held on 17th May 2022

The minutes from the FGB 17.5.22 were discussed, PMcM proposed that they were approved which was seconded by MS and ratified by all.

8.6.21 Actions and Matters arising from FGB meeting

Completed

- Appoint new Vice Chair of the FGB
- KR to escalate the urgent state of repair of the building with MG and RP.
- MS to contact the council regarding the lack of action regarding the building repairs by the LA.
Both KR and MS were thanked for their input.
- Uniform and Appearance Policy to be presented to parents for consultation.
The Chair informed the FGB that 30 responses from parents had been received to date. Governors questioned if parents were aware that they have a right to a parent petition and parental rights. A discussion followed which included shared information, the rights of the parents, resolved conflicts following parental voice and mutual expectations. The conversation then revolved around future planning, next steps and welcomed feedback. The school sought advice from the council's legal department, but SH was asked if she

could check the statutory guidance from the WG to reassure parents that correct processes have been followed. Conversation then revolved around the RSE right to withdraw being taken away in September.

- Include RVE and RSE Curriculum to the next FGB agenda.
- Chair of the PTA invited to a future meeting for an update to Governors.
- Governor links dates with email addresses of teachers. Governors were urged to contact the school link to arrange meetings.
- Safeguarding and H&S policy be updated to include the new physical punishment regulation.
- Safeguarding Training to be delivered during this academic year.

Ongoing

- Appoint a new Resource Committee Chair
- GR to create a poll to check Governors availability to meet regarding the Mission Statement
- CC to share Q3 of the CSC Self Evaluation Tool for Governance. IT help requested.
- Ensure Rights Respect and Equality Policy is presented for approval and implementation. The LA has recommended one and needs to be looked at by SMT to present to FGB. Fr Bernard has reminded the HT of considerations of a Catholic School.

8.7.21 Chair of Curriculum/Standards Committee report on unconfirmed minutes meeting on 5th July 2022.

JHC informed the FGB that the meeting was positive. It was highlighted that although many Governors were Level 3 training in their individual jobs this was not recognised by Governor Services as it was not school specific. PMcM was the new Safeguarding Link Governor and had completed the Level 3 training.

The committee were reassured that the wellbeing of staff was being addressed by supportive systems in place both in house and within the cluster.

Governor Links were discussed and the committee were reminded of the need to review the Wellbeing Policy with reference to new whole school approach guidance from the WG for FGB to review in September.

The FGB were informed that there was new mandatory duties and statutory guidance from CSC regarding the new Curriculum for Wales. The RSE mandatory curriculum would run alongside. The HT was positive regarding St Peter's summary which had been shared on the Governor's drive for scrutiny by the FGB. Feedback of the summary was requested by the HT, the changes of the wording of Children's Rights and UNRC were agreed and the whole summary discussed. JHC proposed that the summary was approved which was seconded by EH and ratified by all. It was agreed that the summary would be published to the website.

This year the national tests have been completed; however, there was an issue with poor attendance so the testing period had lasted longer than anticipated.

8.9.21 Headteacher's Report including progress towards the implementation of the Curriculum for Wales in September 2022 and RVE and RSE Curriculum Update

The HT shared his screen to present the HT's report and highlighted the following in detail:

- There had been 3 temporary exclusions since the last meeting. It was confirmed that processes had been followed and details were shared.
- There are currently 395 children Rec - Y6 on roll plus 73 nursery children on roll.
- Attendance details. It was confirmed that Covid absences and unapproved holidays were an issue.
- Curriculum for Wales, it was confirmed that the school is compliant in the 4 steps.
- Performance Management would be completed in Autumn Term.
- School Development Plan – attention was brought to the 3 year plan, we are coming to the end of the 2nd year. The 7 areas of priorities were shared in the Governors Drive and the HT encouraged the FGB to revisit.
- Premises/Safeguarding -
 - ❖ A commitment has been made by the contractor Grahame to ensure the Elm Street wall would be completed by September with the addition of the repair of 5 walls around the site. Governors questioned if the plan was ambitious and if there was a back up plan. The HT shared the backup plan which was welcomed.
 - ❖ Major roof leak. KR and MS were thanked for contacting the Council regarding the repair. Scaffolding was erected to start the works with a commitment however problems were shared regarding nesting seagulls and stolen lead which caused delays. The Council have now committed to refurbishment of the classrooms when the gulls leave during the summer holiday. Governors questioned if there was a timescale and again for a plan B. Details of further additional smaller leaks were shared, quotes had been received however a verbal commitment from Richard Portus has been received for a new roof but this has not been confirmed in writing from Emma Francis. A meeting has been requested with DSU
 - ❖ The toilet refurbishment work will start this July. Four sets of toilets have been renewed out of eight to date.
 - ❖ The FP groundwork is due to start at the end of July taking 3 weeks to complete.. The caretaker has agreed to work during the summer holiday. Wellbeing concerns were raised regarding HT and DHT attending during the holidays to oversee the works which led to a discussion regarding contractor penalties and delegation. Future leave was discussed during term time.
 - ❖ PMcM shared a Governors briefing and SOP team figures of the major priority jobs within Cardiff completed during the current academic year.
- The Year 6 production of the Lion King details were celebrated.. Two performances for parents were planned, one in the afternoon and another in the evening.
- MH brought the FGBs attention to statutory transition plans subject to 2006 regulations, details were shared. It acknowledged great pressure on high schools as the changes were to be implemented by September 2022. The HT shared the cluster draft plans which should be agreed by the end of term.

8.10 21 (i) Safeguarding and Child Protection/Wellbeing plus Prevent

PMcM shared an after meeting report following a recent safeguarding link meeting with ZC as well as a comprehensive briefing plan in response to the questions of the governor monitoring. Questions had been asked regarding how the school monitors safeguarding and what feedback is given to governors. Also how do the governors know that the safeguarding policies and procedures are effective and how do the governors know the priorities of the HT and the DHT. Governors were encouraged to read over ZCs response during the holiday.

<p>The HT confirmed that the safeguarding policy has been updated with PMcM's name as link governor and the change in law regarding the end of physical punishment.</p> <p>Governors were informed since the change of law ending physical punishment 5 safeguarding disclosures had been made and escalated by the school. Details were shared which led to a discussion.</p> <p>PMcM proposed the adoption of the policy which was seconded by EMcC and ratified by all. This will be added to the school website</p>
<p>8.11.21 (i) Safeguarding and Child Protection/Wellbeing plus Prevent</p> <p>(ii) Health and Safety</p> <p>Covered in HT's report</p>
<p>8.12.21 Adoption of Policies</p> <ul style="list-style-type: none"> • <u>HR DBS Policy.</u> Governors discussed the policy. The Chair highlighted that it was agreed at previous meetings that all governors would be DBS checked. It was agreed that governors would liaise with the school office regarding this matter. PMcM proposed that the HR policy was adopted which was seconded by LDeL and ratified by all. • <u>Safeguarding and Child Protection</u> - adopted see point 8.10.21.
<p>8.13.21 Mission Statement (next steps)</p> <p>The HT informed the GB that 5 logos that had been presented previously have been updated. All images are being presented to parents for consultation. This item will be revisited in the Autumn Term in the view of the new logo being used in September 2023 on the uniform.</p>
<p>8.14.21 Communication with stakeholders in 2021-2022</p> <p>LDeL informed the GB that future Cardiff Governors university network resources are available to explore.</p>
<p>8.15.21 Update on Governor Vacancies / Training Programme/ Development Plan.</p> <p>The Chair confirmed that the intervention of 2 Local Authority governors supporting the GB will now cease and St Peter's would return to a Governing Body of 16.</p> <ul style="list-style-type: none"> • 9 Foundation Governors (2 vacancies) • 2 LA Governors • 2 Parent Governors • 1 Teaching Governor • 1 Non-Teaching Governors (vacancy) • Headteacher <p>A discussion revolved around the vacancies, skill sets required, contacting the Archdiocese, advertising in the parish newsletter and the importance of ethnic minorities being represented. Questions revolved around the Parent Governor election process.</p> <p>Following a discussion it was agreed that the Chair would arrange bespoke Level 2 training for the GB.</p>
<p>8.17.21 Correspondence - None</p>

8.18.21 Matters deemed to be Confidential - None
<p>8.19.21 AOB</p> <p>The Chair informed the GB that the interim Performance Management for the Headteacher had been completed by Gareth Dacey (Challenge Advisor) MH and PMcM.</p> <p>The Chair and HT thanked MH for his support and guidance during his time as Chair of Governors over the last three years and presented him with a restaurant voucher from his fellow governors which was gratefully accepted..</p>
Date of next meeting: 27th September 2022 at 6pm.
<p><u>Action Points</u></p> <p><u>New</u></p> <ul style="list-style-type: none"> • Appoint a new Chair for the Resource Committee. • SH to check to WG statutory guidance for the Uniform Policy. • Upload new updated Safeguarding Policy to the website. • The New Curriculum summary to be uploaded to the website. • Governors to liaise with the school office regarding DBS checks. <p><u>Ongoing</u></p> <ul style="list-style-type: none"> • Appoint a new Resource Committee Chair. • GR to create a poll to check Governors availability to meet regarding the Mission Statement. • CC to share Q3 of the CSC Self Evaluation Tool for Governance. IT help requested. • Ensure Rights Respect and Equality Policy is presented for approval and implementation. The LA has recommended one and needs to be looked at by SMT to present to FGB. Fr Bernard has reminded the HT of considerations of a Catholic School.

Approved at 27.09.22 Governing Body Meeting:



Chair of Governors