

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

17th May 2022 at 6pm via Teams

Present:

Foundation Governors: Paul McManus (Chair), Stuart Lyon,

LA Governors Sophie Hayde, Mary Samothrakis,

LA Governor Appointments: Michael Howells

Parent Governor:, Luigi DeLuca

Staff Governor: Elliot Heade

Headteacher: Gareth Rein

Deputy Head: Zina Clark

Consortium: Kate Rowlands

Clerk: Catherine Chambers

7.1.21. Opening Prayer and Welcome led by Michael Howells

Governors were informed that the meeting was being recorded for minute purposes only. Lisa Pattison was especially remembered in the prayers. RIP.

7.2.21. Apologies accepted and approved: Lynne Cleary, Shikala Mansfield, Emma McCallum, Sian Lia, Julia Houlston Clark, Louise Bassett, Kathryn Burke, Anne Robertson, Ruth Lock.

7.3.21 Election of Chair

The Local Authority appointed a Chair of Governors in 2019 when St Peter's was placed in special measures. Maureen Harries was first appointed until 2020 when Michael Howells agreed to take the role. The school has now been withdrawn from special measures with no monitoring and the Local Authority have recognised that Governance has made significant improvement. Therefore, the LA agreed that Michael Howells would step down as CofG.

Paul McManus had expressed an interest in taking on the role of Chair of Governors, there were no objections and the FGB approved the appointment with gratitude. The HT informed the FGB that MH would remain on the GB until the end of the academic year as an appointed LA Governor.

KR thanked PMcM on behalf of the LA, Governors, staff and parents for taking on the role of CofG. MH was also thanked for sharing his experience, wisdom and support during his time as Chair by both KR and PMcM. It was agreed that a new Vice Chair for the FGB and a new Resource Committee Chair would be elected at the next FGB meeting.

Following a discussion the FGB agreed to meet in person for the last meeting of the academic year with an added suggestion of hybrid.

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

7.5.21 Approval of Minutes of the FGB meeting held on 29th March 2022

The minutes from the FGB 29.3.22 were discussed, MH proposed that they were approved which was seconded by SH and ratified by all.

7.6.21 Actions and Matters arising from FGB meeting

Completed

- Response to Chair's letter re Boundary Wall Caretaker's house and Site map **
- Election for a new CofG to be held at the next FGB meeting.
- LDeL to improve the design of the Governor's Report to Parents.
- Uniform and Appearance Policy to be amended with legislation and presented to parents for consultation ++

Ongoing

- Governor links dates with email addresses of teachers.
- Safeguarding and H&S policy be updated to include the new slapping regulation.
- Safeguarding Training to be delivered during this academic year. ***
- 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.

** The HT confirmed that a letter had been sent to Melanie Godfey and Richard Portus to express serious concerns regarding outstanding building issues and reported that:

- There is no progress in relation to the wall. Several visits from engineers had taken place. A meeting was planned for 7.6.22 however no timescales were confirmed.
- The leaks reported to the LA 13 months ago have not been addressed. Details were shared of several areas of the school which included initial repairs funded by the LA which did not repair the leaks in entirety and have worsened over time. A video of the extent of the damage was shared highlighting the urgency of the issue. Electrics being affected by the water damage was highlighted as a danger. The HT confirmed that he had requested an urgent plan of action from the LA.

KR reported that she was attending a meeting with MG and RP and these issues would be escalated as a matter of urgency. She agreed to include that the LA agreed to fund the repairs 18 months ago. In addition to request an urgent meeting with the HT, Governors and Archdiocese regarding process of when all repairs would be completed Governors raised grave concerns regarding safeguarding related to these issues and questioned whose responsibility ultimately are the repairs which led to a discussion regarding liability.

MS as a Counsellor agreed to contact the Council to draw attention to the lack of action from the LA and the treacherousness of the situation.

The HT confirmed that a quote had been received earlier in the day of £13k to make safe the building which he had accepted however funding would be applied for to cover the cost.

- The HT confirmed that no progress or decisions had been made regarding the caretakers house.

++ The HT confirmed that no amendments were intended to the approved policy however it had not been shared with parents for consultation. Governors questioned what feedback was expected from parents and how the policy compared to other Catholic schools in the area. Further questioning included if there were any conscientious issues surrounding the policy. Governors suggested FAQs for parents would be beneficial.

*** MH informed Governors that an additional Governor would need to be trained to L3 Safeguarding in his absence. Following advice from Governor Services it was recommended that all Governors attend the safeguarding training supplied by the service which is related to schools. The Clerk reported that Governor Services had advised that no other safeguarding training is recognised due to their training being specific to schools. The Chair encouraged all Governors to complete the Level 2 training provided by Governor Services.

7.7.21 Chair of Curriculum/Standards Committee/ report on unconfirmed minutes meeting 3.5.22

The Chair reported that the minutes were available with no contentious issues.

The HT reported that the actions in response to the Deputy Head/ALNCo's workload including safeguarding officer/ ALNCo/ classroom teaching commitment have been taken.

7.8.21 Chair of the Resources Committee reports verbally on the meeting immediately held before FGB May 17th 2022 meeting at 5pm;

The meeting was held prior to this FGB meeting. PMcM reported that the HT had outlined the out-turn from 2021/22 which included a carryforward of £312,384k which was larger than expected. This was due to underspends from covid and unexpected LEA income.

The Resources Committee recommended that the 2022/23 budget was adopted by the FGB. The Chair explained that most grant allocations had been received and more accurate pupil figures taken into account. There was a £180k unallocated amount (9.4%), the reasons included plans for outdoor learning provision and a healthy amount was required to carry forward as deficit budgets were anticipated in future years. It was noted that difficult, but positive financial decisions had been made in the past by the GB which had contributed to the stable financial position of the school. The budget was proposed by PMcM and seconded by LDeL and accepted by all. It was agreed that the budget was to be shared in the drive.

The Chair explained that the committee had scrutinised 3 quotes for the Foundation Phase outdoor provision. Plans and details were shared including full groundworks and the FGB were invited to examine the quotes in the shared drive. The Chair proposed that the quote for approximately £60k was accepted, £48k would be paid from the Parents Fund and the remaining amount will be paid from the school budget. The proposal was seconded by LDeL and accepted by all. Governors requested that the next FGB on site the environment could be viewed.

7.9.21 Update / Report of the Admissions Committee decisions

MH reported that 2 Admission Committee meetings had taken place since the last FGB meeting. Details were shared and noted that the minutes had been uploaded to the Governors shared drive for information in advance of the meeting for scrutiny.

7.10 21 Head teacher's Report including progress towards the implementation of the National Curriculum in September 2022

The HT shared his screen to present the Headteacher's Report and highlighted that:

- Attendance had increased to 92%.
Poor attenders have been challenged with letters and phone calls. A new attendance officer at Corpus Christ had been appointed for support to all feeder primaries.
- NOR currently 464.
- CfW Mandatory Guide was shared and explained. The document explained the HT and GB responsibilities which the HT explained in full. The FGB was assured that all changes over the last 18 months comply with the new CfW.
The Catholic School Curriculum runs parallel to the RVE and RSE. This would be added to the agenda for the next meeting to ensure its compliance. The HT confirmed that regular updates are being received from the Archdiocese.
The HT informed the GB that the school was requested to upload a summary of the CfW on the website for parents information

7.11.21 (i) Safeguarding and Child Protection/Wellbeing plus Prevent

(ii) Health and Safety

No further updates.

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

- Anti Bullying (there are four training sessions for governors post June 4th and end of academic year)
- The Central South Consortia Self Evaluation ToolKit for Governance was shared in advance of the meeting. MH reported that he had attended CSC training which was very complex. He recommended that CC take out Q3 and share with governors without complexity to keep it evolving.

7.13.21 Update on Policies - None

7.14.21 Mission Statement (next steps)

The HT informed the GB that a parents meeting was held last Thursday with only 1 attendee. A Microsoft Form was sent to all parents for suggestions toward the Mission Statement.

Following a discussion it was agreed that Governors would meet with parents in person to discuss the Mission Statement and any arising issues. A poll would be shared to check Governors availability.

The HT shared 5 different proposed combinations of the school logo from Colorfoto. Concepts suggested by the children were shared and explained. This led to a detailed discussion which included avoiding certain symbols, colours, the four elements and pupil voice. It was agreed that all stakeholders would be involved in the final decision.

The HT confirmed that the logo on the uniform would not change until 2023 and there would be a transition period for families. Letter headers etc. would be changed in the autumn term.

Governors requested that the website would be refreshed when the new logo was added.

7.15.21 Communication with stakeholders in 2021-2022

Parents/ Pupil Voice / Community including update from Chair of the PTA.

ZC confirmed that the PTA AGM was held on 8.4.22 with approximately 20 attendees. During the meeting 2 additional committee members were elected therefore there are now 12 members.

Past events included a sponsored bounce with a profit of £2361.03 was raised.

Future events planned are:

- 27.5.22 @ 2pm Queen's Platinum Jubilee Party, parents and governors invited for refreshments
- 17.6.22 Summer fete and BBQ, governors invited.
- Y6 leaving do.

<p>LDeL requested that the Chair of PTA would be invited to a future meeting for an update.. Governors congratulated the PTA on the progress made within the last year.</p>
<p>7.16..21 Correspondence - None</p>
<p>7.17.21 Matters deemed to be Confidential - None</p>
<p>7.18.21 AOB</p> <p>The HT reminded the FGB that the school was taking 10 pupils to New York City on an educational visit. 20 children and 8 adults are included in the party. The trip included:</p> <ul style="list-style-type: none"> • 3 days in a school in Queens learning about the Writing Revolution. • 1 day in the Writing Revolution Offices to work with the staff • 2 days for tourism <p>Risk assessments have been completed and approved however all attendees need a negative Covid test to travel.</p> <p>Governor questioned if the conditions and criteria of the grant requested had been met which was confirmed. These included a high proportion of FSM children and gender split.</p> <p>Governors thanked the HT and staff for meeting the tight time frame for the project giving the children this fantastic opportunity.</p> <p>Michael Howells was thanked again for his contribution to the Governors and was presented with a signed, framed Glamorgan Cricket shirt.</p>
<p>Date of next meeting: July 12th 2022 at 6pm.</p>
<p><u>Action Points</u></p> <p><u>New</u></p> <ul style="list-style-type: none"> • Appoint new Vice Chair of the FGB • Appoint new Resource Committee Chair. • 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. • Uniform and Appearance Policy to be presented to parents for consultation. • Include RVE and RSE Curriculum to next FGB agenda. • CC to share Q3 of the CSC Self Evaluation Tool for Governance. • GR to create poll to check Governors availability to meet with parents regarding the Mission Statement. • Chair of the PTA invited to a future meeting for update to Governors. <p><u>Ongoing</u></p> <ul style="list-style-type: none"> • Governor links dates with email addresses of teachers. • Safeguarding and H&S policy be updated to include the new slappling regulation. • Safeguarding Training to be delivered during this academic year. *** • 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.

Prattmann

Approved 12.7.22