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

29th March 2022 at 6pm via Teams

Present:

Foundation Governors: Paul McManus, Sian Lia, Kathryn Burke,
LA Governors Sophie Hayde
LA Governor Appointments: Michael Howells (Chair),
Parent Governor: Emma McCallum
Staff Governor: Elliot Heade
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Consortium: Kate Rowlands (KR) left after point 6.6.21
Clerk: Catherine Chambers

6.1.21. 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.

6.2.21. Apologies accepted and approved: Julia Houlston Clark, Stuart Lyon, Mary Samothrakis, Luigi DeLuca, Louise Bassett , Lynne Cleary, Shikala Mansfield, Anne Roberston,, Ruth Lock.

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

6.4.21 Approval of Minutes of the FGB meeting held on 15th February 2022

The minutes from the FGB 15.2.22 were discussed, GR proposed that they were approved which was seconded by PMcM and ratified by all.

6.5.21 Actions and Matters arising from FGB meeting

Completed

- HT to plan a Governor's Visits diary for January 2022.
- Governors to review the Governors' Report to Parents and send comments to the Head teacher by 11.01.22.
- Confirmation of training undertaken by members of the FGB to be noted.
- Clerk to circulate the St. Peter's Draft Admissions Policy 2023-24.
  A response has been received from the LA confirming that St Peter's will be included in the co ordinated admissions process in 2023/24.
- Update on safety and repair/replacement of Boundary Wall, future of Caretaker's House and footprint of St Peter's site.

Ongoing

- Safeguarding Training to be delivered during this academic year.
- Ensure Rights Respect and Equality Policy is presented for approval and implementation – waiting for LA to produce a shared document.

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

Kate Rowlands spoke on behalf of Anne Robertson (Archdiocese) and Ruth Lock (Governor Services) to inform the FGB that they had been in discussion with the LA. Succession planning for the Governing Body in terms of withdrawing the LA Governor Appointments had been discussed which would include Michael Howells the current Chair of Governors. It has been recognised by the Director of Education that LA intervention is no longer required for governance at the school. Therefore at the next FGB meeting there will be an election for a new Chair of Governors. MH will step down from the role of CofG but will remain on the GB until the end of the academic year. KR passed on her thanks to MH from herself, the LA and Archdiocese.
KR left the meeting.

6.7.21 Unconfirmed minutes of the Pay & Personnel Committee meeting held on 8th Feb 2022

The minutes had been shared in advance of the minutes. The Chair noted all issues were explained fully in the minutes and are in hand.

6.8.21 Unconfirmed minutes of the Curriculum/Standards Committee meeting March 8th 2022

The minutes were shared in advance of the meeting for information. The Chair shared highlights which included the Rights, Respecting Schools Award progress in applying for the Silver Award. Curriculum for Wales ways forward were explained and discussed which included continuing professional development and liaising with other schools, CSC and LA..

The HT confirmed that there was a strong level of challenge with many pertinent questions asked.

6.9 21 Unconfirmed minutes of the Resources Committee meeting March 22nd 2022

PMcM shared highlights which included H&S issues around the buildings and school environment; photos had been added to the shared drive for the FGB to show the recent roof damage. Frustrations were shared that no progress had been made with the compounding problems. The committee agreed to support HT to contact the LA, since the meeting the CofG has written to the Director of Education and the HT has written to parents to reassure that these elements are beyond our control and are waiting for a response from the LA.

The HT presented quotes which had already been discussed at the Resources Meeting for additional repairs which included:

- To replace and install and repair further doors in the hall, £6672.
- Windows beyond repair £880
- Swap ELSA room with staffroom £13,482.83 which included new ceilings. The HT explained that as the expenditure is over £10k three quotes are required for audit purposes. The school had tried, failed and had only managed to secure one quote.
- CCTV repairs and upgrade door access 2 x quotes received and shared. The FGB approved Sonic Alarms for £8730.

Details of all quotes were explained and shown in full. A discussion revolved around the difficulty in securing builders in the current climate and accepted that only one quote for the swap would be sufficient as the price was not excessive.. The FGB approved all the spends presented.

The HT then shared 3 x cleaning company quotes which led to a discussion regarding value and level of service. The FGB agreed to remain with the current provider with the increased costs.

PMcM reported that the committee has scrutinised the proposed budget draft 2022/23. The LFMS officer had confirmed that the budget was in a healthy position with an expected carry forward of £112k. The budget will be presented at the next meeting on 17th May due to final grant figures not yet been received.

The School Fund and Governors Fund Audit Certificate for 2020/21 were presented and accepted by the committee.

6.10.21 Report of the Admissions Committee held on March 8th 2022 including proposal from 7.12.21 meeting.

HT reported that the admissions committee had met to consider applicants. Details were shared and explained that certain year groups were full, with some over subscribed so were unable to admit all but were invited to appeal.

The Admissions Committee recommended that the committee did not need to meet to accept children if there were spaces in the year group but they would be automatically accepted which was approved by the FGB.

6.11.21 Head teacher's Report:

HT shared his screen to present his report, details and explanations were shared for:

- NOR
- Attendance
- Exclusions
- Mission Statement. Parents were invited to a 2 hour session on 12.05.22.
- Personnel updates which included successful interviews for 4 new TLR posts, NQT contracts being extended for another term fully funded by the WG and a midday supervisor vacancy.

Questions revolved around why Year 1 was oversubscribed with 61 children, exceptional circumstances were explained. Further questions were if online work was still being set for non-attenders.

A discussion revolved around the renewal of the Mission and Vision Statements and it was agreed that a Governor meeting would be arranged after the parents meeting on 12.05.22.

6.12.21 Safeguarding and Health and Safety

The CofG brought the FGBs attention to the new WG law passed with regard to the physical punishment of children and requested that the Safeguarding and H&S policy be amended and approved by FGB.

The HT informed the FGB that even though Covid laws have been relaxed the school will recommend that the parents choose not to send their children to school if they are positive with Covid.

6 13.21 Update on Policies including

<u>Model Whole School Pay Policy</u>

The Resource Committee recommended that this policy was approved which had been shared in advance of the meeting. This was proposed by PMcM and seconded by SL.

Lockdown and Evacuation Policy
The HT informed the FGB that this policy had been tightened up and amendments shared on drive. A drill would take place in Summer Term. The policy was proposed by MH and seconded by EMcC.

A brief discussion regarding the Uniform and Appearance Policy took place and agreed that this would be presented at a future meeting for scrutiny.

6.14.21 Governors' Report to Parents 2020-21 for approval (*Statutory duty*)

The proposed Report to Parents had been shared in advance. Governors questioned what period the report covers and challenged that the report included that the school was in Special Measures but did not include that the school was out. It was agreed that the report would be amended.

A discussion took place regarding the content and the design. It was agreed that the content would not be changed; however, the design would be improved by LDeL.

The report was approved by the FGB.

6.15.21 Mission Statement (next steps) - Covered in point 6.11.21.

6.16.21 Communication with stakeholders in 2021-2022
Parents/ Pupil Voice / Community

The HT confirmed that the Chair of the PTA is being approached to ask for the minutes of the PTA meetings to be added to the website.

6.17.21 Correspondence

The school had recently planned an INSET Day but the school was closed by the LA due to storm conditions. The FGB approved that the INSET day would be rearranged for 03.05.22 for a Corpus Christi cluster day to come together with partnership schools.

6.18.21 Matters deemed to be Confidential - None

6.19.21 AOB

The HT thanked MH for his guidance and knowledge over his time as CofG.

Date of next meeting: 17th May 2022 6.00pm.

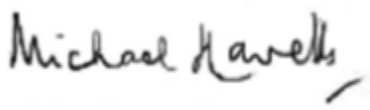
Action Points

New

- Election for a new CofG to be held at the next FGB meeting.
- Safeguarding and H&S policy be updated to include the new law for ending the physical punishment of children.
- Uniform and Appearance Policy to be presented.
- LDeL to improve the design of the Governor's Report to Parents

Ongoing

- Safeguarding Training to be delivered during this academic year.
- Ensure Rights Respect and Equality Policy is presented for approval and implementation – waiting for LA to produce a shared document.



Approved 17.5.22