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

15th February 2022 at 6pm via Teams

Present:

Foundation Governors: Paul McManus (PMcM), Julia Houlston Clark (JHC), Stuart Lyon (SLy), Lynne Cleary (LC).
LA Governors Mary Samothrakis (MS), Sophie Hayde
LA Governor Appointments: Michael Howells (Chair),
Parent Governor: Luigi DeLuca
Staff Governor: Elliot Heade
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Archdiocese: Consortium: Kate Rowlands (KR)
Governor Services: Ruth Lock (RL)
Clerk: Catherine Chambers

5.1.21. Opening Prayer and Welcome led by Michael Howells, Lisa Pattison

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

5.2.21. Apologies accepted and approved: Lisa Patterson, Kathryn Burke, Sian Lia, Emma McCallum, Louise Bassett, Anne Robertson, Shikala Mansfield

5.3.21 Declarations of Interest on the agenda - None received.

5.4.21 Approval of Minutes of the FGB meeting held on December 7th 2021

The minutes from the FGB 07.12.21 were discussed, PMcM proposed that they were approved which was seconded by LC and ratified by all.

5.5.21 Approval of Minutes of the FGB meeting January 11th 2022

The minutes from the FGB 11.01.22 were discussed, PMcM proposed that they were approved which was seconded by JHC and ratified by all.

The Chair informed the FGB that Corpus Christi RC High School has rejected proposals for altering their proposed Admissions policy for 2023-2024.

5.6.21 Actions and Matters arising from FGB meetings December 7th 2021/ January 11th 2022

Completed

- Chair to respond in writing to the letter regarding parking.
- Parking working party to be created.
- Confirmation of training undertaken by members of the FGB be noted.
- Governors to send individual responses regarding the draft Corpus Christi Admissions Policy
- Clerk to circulate the St. Peter's Draft Admissions Policy 2023-24 for consultation. *The FGB was informed that no objections or comments were received during the time of consultation. MH proposed that the Admissions Policy was approved which was seconded by PMcM and agreed by all.*

Ongoing

- HT to plan a Governors' Visits diary for January 2022.
- Governors to review the Governors' Report to Parents and send comments to the Headteacher before the next FGB meeting.
- Safeguarding Training to be delivered during this academic year
- Ensure Rights Respect and Equality Policy is presented for approval and implementation – LA sent out a document for consultation.
- Continue to hold a dialogue with Local Authority in respect of Boundary Wall, Caretaker's House and footprint of St Peter's site

5.7.21 Unconfirmed minutes of the Curriculum/Standards Committee meeting February 1st 2022

JHC reported that the recent Curriculum/Standards meeting was data rich, schemes and assessments were discussed and cross referencing was evidenced. Data was scrutinised and Governors challenged if the results from the Autumn Term were as expected. The results highlighted that there was a need for interventions in reading and mathematics for some pupils. Interventions were discussed which were appropriate for the needs of each child. The FGB was invited to examine the data in the shared drive.

The FGB were informed of successful applications for collaborations and partnerships focussing on curriculum design and teaching and learning; details were shared. In addition many other schools were visiting the school to observe good practice in the areas. Further discussion revolved around transition to high school.

Safeguarding and trends were discussed which included staff wellbeing and links to Operation Compass. A discussion followed regarding My Concern and questions were raised regarding the HT's uneasiness of using certain vocabulary suggested within the 'My Concern' system This has been raised at the HT Steering Group and the LA. Further questions revolved around how My Concern works and the exchange of information between schools and the LA.

5.8 21 Unconfirmed minutes of the Personnel and Pay Committee meeting February 8th 2022

The purpose of the meeting was to establish the personnel numbers and respective salary groups and contracts. This included other aspects and value for the correct payment for correct jobs.

Both the teacher and TA structure was shared and explained. Internal applications for temporary TLR appointments had been received and considered by JHC and the HT. The FGB was informed that three of the interviews had been postponed until further notice.

Governors raised questions regarding the teachers recent salary rise, the HT confirmed that the LA would fund the rise partially.

Governors were informed that interviews had been conducted for the Permanent Site Manager post, Niall Hennessy had been successful. The committee confirmed that the two temporary Administration posts would be revisited in the next academic year.

5.9.21 Head teacher's Report

The HT had previously shared the report on shared drive and shared his screen to present the report. Highlights included:

1. Attendance concerns. Persistent absentees and details of strategies were explained for improvement. Questions were raised regarding Covid absence for children and parents and Governors challenged the authorised and un-authorised absences. This led to a discussion regarding a positive attendance campaign in multiple languages.
2. NOR
3. Reception Applications. 48 applications received to date, The Admissions Committee have a meeting arranged for 17.03.22.
4. Covid 19 Update including international trip with the Turing Project. Questions were raised regarding new guidance regarding face masks.
5. Professional learning provision is linked to the School Development Plan.
6. Premises and H&S update which included
    - New outdoor provision. Questions were raised regarding if the canopies were being used which was confirmed and led to further explanation of future outdoor provision plans which included costs of new flooring and fencing.
    - New furniture and learning resources
    - Boundary walls and lack of progress
    - Roof leaks
    - H&S update which included one reported accident.
    - CCTV faults will be brought to the Resources Committee. Questions were asked regarding the age of the system.
7. One racist incident was reported and policy was followed. No new reports of bullying or exclusions.
8. Governor Links. The HT presented listed areas and areas not covered. Questions were asked regarding experience which led to a discussion. It was agreed that Governors would express their interest via email. LC agreed to be a Link Governor for Health and Wellbeing, SH agreed to Teaching and Learning and Diversity LDeL for Science and Technology and SLyon for Humanities.

5.10.21 Safeguarding and Health and Safety

It was confirmed that the Link H&S Governor had visited the school the previous day; all other items had been covered within the HT report.

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

Reminder of Governor Training Programme (if available) for rest of this term
It would be helpful if governors could inform the Clerk of any training session they have signed up to attend or attended last term.

RL updated the FGB that there are still 2 Foundation Governor vacancies, plans to fill the positions were shared.

Governors were encouraged to attend the online training available. Additional relevant training opportunities were also shared.

5 12.21 Approval of Policies

- **School uniform and appearance: policy** guidance for governing bodies.
  The HT explained that the policy had been relaxed during Covid as advised. The FGB was informed that re-implementing the policy had met with resistance from a small number of parents. The HT and Chair shared advice received from the Legal Department reading this matter. A very detailed discussion revolved around footwear, approach to communication, high expectations, social media, uniform stockists and wider issues. Governors challenged possible legal action and consultation following recent guidance,
  It was decided that this point would be visited after the half term break and the Governors to scrutinise the guidance.

- **C.C.T.V. Polic**y
  The HT introduced the draft policy and explained that this was an LA policy. SL proposed that it was adopted which was seconded by LC and approved by all

- **Admissions Policy 2023/24** Approved see point 5.6.21.

5.13.21 Governors' Report to Parents 2020-21 for approval

The Governors Report to Parents for 2020-21 had previously been discussed and was approved by all.

5.14.21 Mission Statement (next steps)

The HT stated how helpful the previous FGB was in regard to the Mission Statement and suggested that a retreat half day/day was explored to discuss further.

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

Governors requested that the FGB approved minutes are added to the website.

Governors were informed that due to other commitments the current Chair and Secretary of the Parent Council had stood down therefore these important roles needed to be filled along with a separate PTA committee.

5.16.21 Correspondence - none

The Chiar recommended to the FGB that they read the WG reform on the school year and respond.

In addition, the Catholic Education Service are currently going through consultation on the Prayer and Legislation Framework. The content was explained briefly and examples shared. Following a discussion the HT agreed to forward the documents to the Clerk to share with the FGB.

5.17 .21 Matters deemed to be Confidential - None

Date of next FGB meeting ***29th March 2022 6.00 p.m.***

<u>Action Points</u>

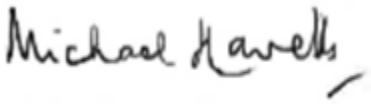
<u>Ongoing</u>

- HT to plan a Governor's Visits diary for January 2022.

- Governors to review the Governors' Report to Parents and send comments to the Headteacher before the next FGB meeting.
- Safeguarding Training to be delivered during this academic year
- Ensure Rights Respect and Equality Policy is presented for approval and implementation – LA sent out a document for consultation.

<u>New</u>

- Chair to contact the LA regarding the lack of progress regarding the repair of the boundary wall
- FGB approved minutes to be added to the school website.
- HT to send the consultation document on the Prayer and Legislation Framework to the Clerk to share



Approved 29.3.22