ST PETER'S RC PRIMARY SCHOOL
SOUTHEY STREET, CARDIFF CF24 3SP
Telephone: 029 2049 7847
Email: stpetersprm@cardiff.gov.uk
Website: www.stpeters.wales

MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday, 7th October 2025 at 6.00pm Online

Present:
Foundation Governors: Paul McManus (Chair), Louise Bassett, Julia Houlston Clark, Emma McCallum
LA Governors: Mary Samothrakis, Sophie Hayde
Parent Governor: Marga Munar Bauza, Luigi DeLuca
Staff Governor: Robyn Mercer Davies
Headteacher:
Deputy Head:
Clerk: Vicky Carey

1.25.1. Opening Prayer and Welcome led by Paul McManus
Governors were informed that the meeting was being recorded for minute purposes only.

Chair informed the committee of the resignations of Sian Lia, Lynne Cleary, Elliot Heade and Matthew Hexter. All were thanked for their service to the GB.

Chair welcomed the new teacher governor, Robyn Mercer Davies to the committee.

1.25.2. Apologies accepted and approved: Jo Gerrard, Niall Henessey, Gareth Rein

1.25.3. Appointment of Chair and Vice Chair of Governing Body 2025-2026
Paul McManus was nominated as chair and Luigi DeLuca as vice chair with no other Governors putting themselves forward. All governors approved the re-appointments with LDL's finishing when his term of office ends.

1.25.4. Declarations of Interest
All members were invited to share any declarations of interest for the meeting, no declarations were noted.

1.25.5. Minutes of the FGB meeting held on 9th July 2025
The minutes from the previous FGM were discussed and **approved** as an accurate record.

1.25.6. Minutes of the Catholic Mission, Curriculum & Standards meeting held on 01.07.25
The minutes from the previous FGM were discussed and **approved** as an accurate record.

1.25.7. Matters arising / Actions:
Complete

- MH to complete mandatory training - Obsolete
- HT to share ESTYN thematic report with Chair when available - Complete
- Clerk to share minutes from FGB meeting held on 20th May 2025 on the school website - Complete
- HT to share HT report - Complete
- HT to share Anti Racism Action Plan - Complete
- GB input to SDP to be a standing FGB agenda item - Complete
- HT to add personalised assessment data to the meeting folder - Complete
- HT to present a Transition Plan for approval - Complete
- Chair to put an ESTYN best practice powerpoint into drive - Complete
- ALN and Children's Rights statements to be added to all policies - Complete
- Rewrite lockdown policy - HT confirmed the template had been received and it will be brought to the next meeting - Complete

Ongoing

- DHT to share data with LB for Flying Start involvement proposal
- ALN link visit required in Nursery to offer support

- HT to write to Cardiff Council regarding the increased levels the school is being asked to take in investigations prior to submitting a MARF. To request a policy to follow, also to state concerns and that the GB do not allow the school to carry out these checks. Chair to be copied into the email.
- Dedicate a meeting to ESTYN readiness early in the Autumn term
- Mathematics link meeting report to be submitted
- Annual report parent meeting - HT to propose dates for GB to agree.
- Chair to write letter of thanks to LC, SL, MH, EH
- HT to share Educational Visit policy for review

1.25.8. Register of Business Interest form
All governors were reminded to complete the declaration of business interest form and email to the clerk as soon as possible.

1.25.9. Review of Committee Structure Membership and Terms of Reference approval 2025-2026
Terms of Reference remain unchanged, all governors **approved.**
Minor amendments were made to the committee membership due to current vacancies, all governors **approved.**

1.25.10. Approval of Financial Regulations and Authority List
The Financial Regulations remain unchanged, all governors **approved.**
The Authority list remains unchanged, all governors **approved.**

1.25.11. Approval of Authority of signatures for Banking Arrangements
The Authority of signatures for banking arrangements remain unchanged, all governors **approved.**

1.25.12. Approval of Governing Body meeting dates for 2025-2026 and INSET Days 2025-2026
The proposed dates for meetings had been shared, all governors **approved.**
INSET days - 24.10.25, 01.05.26, 20.07.26 - all governors **approved.**

1.25.13. Policies to be approved at the first meeting

All policies were shared with governors prior to the meeting for review. Governors **approved** all with the exception of:
Educational Visit Policy
Behaviour in Schools Policy
These will be brought to the next FGB, or when available for approval.

	Last approved	*Published on website*	*Approved 07.10.25*
Admissions Policy (2025-26)	*Sept 2024*	✔	
Assessment Marking and Feedback Policy	*Sept 2024*	✔	✔
Attendance Policy	*Sept 2024*	✔	✔
Anti-Bullying Policy (to be replaced with RRE below)	*Sept 2024*	✔	✔
Capability Procedure for School Support Staff	*Sept 2024*	✔	✔
Capability Procedure for Teachers and Headteachers	*Sept 2024*	✔	✔
Carers Policy	*Sept 2024*	✔	✔
CCTV Policy	*Sept 2024*	✔	✔
Charging and Remissions Policy	*Sept 2024*	✔	✔

Child Protection Policy	*Sept 2024*	✔	✔
Complaints Procedure	*Sept 2024*	✔	✔
Data Protection Policy (inc. GDPR)	*Sept 2024*	✔	✔
Disclosure and Barring Service Policy	*Sept 2024*	✔	✔
Educational Visit Policy			
Exit Interview Policy and Procedure	*Sept 2024*	✔	✔
Financial Regulations 2025-2026	*Sept 2024*	✔	✔
Freedom of Information Publication Scheme	*Sept 2024*	✔	✔
Gifts, Hospitality and Bribery Policy	*Sept 2024*	✔	✔
Governors' Expenses Policy	*Sept 2024*	✔	✔
Governors' Visits Policy	*Sept 2024*	✔	✔
Health and Safety Policy	*Sept 2024*	✔	✔
Healthy Living Policy	*Sept 2024*	✔	✔
Healthcare Needs Policy	*Sept 2024*	✔	✔
Hiring and Lettings Policy	*Sept 2024*	✔	✔
Lockdown Policy and Procedures	*Sept 2024*	**NOT for Publication**	✔
Prayer and Liturgy Policy	*Oct 2024*	✔	✔
Performance Management Policy	*Sept 2024*	✔	✔
Presentation Policy	*Sept 2024*	✔	✔
Recruitment and Selection Policy	*Sept 2024*	✔	✔
School Privacy Notice	*Sept 2024*	✔	✔
School Redeployment and Redundancy Policy	*Sept 2024*	✔	✔
School Resolution Policy	*Sept 2024*	✔	✔
Staff Disciplinary Procedure	*Sept 2024*	✔	✔
Uniform Policy	*Sept 2024*	✔	✔
Whole school Pay Policy	*Sept 2024*	✔	✔
Behaviour in Schools (Rights Respect & Equality) Policy	*Not yet approved*	*TBC*	

1.25.14 Headteacher's report
The report was shared with governors prior to the meeting. Due to unforeseen circumstances, the HT was unable to present in person.

1.25.15 School Development Plan
As HT report

1.25.16 Update on Governor Vacancies / Training Programme/ Development Plan
Chair informed the committee of 3 Foundation governor vacancies and welcomed recommendations.
The training opportunities for governors were shared.
Clerk to liaise with Governor Services regarding new teacher governor appointment.

1.25.17. Publication of Governors' Report to Parents 2023-2024 & planned communication with stakeholders in 2024-2025 Parents/ Pupil Voice / Community
To be discussed at next FGB meeting

1.25.18. Agree timescale for Governors' Report to Parents 2024-2025 (Statutory duty)
To be discussed at next FGB meeting

1.25.19. Correspondence
None received

1.25.20. Matters deemed to be Confidential
None discussed

1.25.21. AOB

The committee was advised that the Pay committee had met at the end of September.

On behalf of HT, the chair gave a brief overview and feedback from a recent ESTYN interim inspection. HT will inform governors in more detail at the next FGB meeting when official feedback has been issued. Governors congratulated the staff and wish to formally congratulate them.

New Action Points

- Clerk to add approved FGB minutes to the school website.
- Clerk to add approval to policies and add to school website
- Clerk to liaise with GS to induct new teacher governor.

