ST PETER'S RC PRIMARY SCHOOL
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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*
LA Governors: Mary Samothrakis
Parent Governor: Marga Munar Bauza*, Luigi DeLuca*
Staff Governor: Robyn Mercer Davies*, Niall Henessey
Headteacher: Gareth Rein
Observer/Deputy Head: Zina Clark
Clerk: Vicky Carey

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

2.25.2. Apologies accepted and approved: Jo Gerrard, Emma McCallum, Sophie Hayde

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

2.25.4. Minutes of the FGB meeting held on 7th Oct 2025
The minutes from the previous FGM were discussed and **approved** as an accurate record.

2.25.5. Matters arising / Actions:
Will be brought FGB meeting 02.12.25

2.25.6. Policies to be approved
The Educational Visit Policy had been previously shared for review with minor updates highlighted following appointment and training for ECV coordinators, **approved** by all. Discussion regarding planning timescales to be adhered to. (Q)
(Q) Do you see any practical way in which changes need to be made when organising residential trips? *HT confirmed the school must be more stringent when following dictated timescales.*

2.25.7. Headteacher's Report - including Safeguarding and Health and Safety Update

HT shared the report highlighting:

- NOR and high pupil migration, which is having an impact on the whole school
- Attendance report noting St Peter's attendance percentage is higher than the County and National average
- Safeguarding, CLA ,MARFs, Section 47, Children in Need Register, Care and Support Plans update
- RE collective worship update including staff professional learning - 2 INSET days with a focus on RE and Collective Worship, Prayer and Liturgy toolkit training for HT & DHT, Reception welcome Mass and an invitation to governors for Family Mass 23.11.25
- Health & Safety/Premises update - Lots of work completed during the Summer holidays including a new roof on the Junior building and new flooring, glazing and ceiling in the Foundation hall. Other work included a wifi and CCTV upgrade (Q) and air conditioning improvements. HT passed on teachers and pupils' gratitude to governors for approving the work noting the vast improvement in the learning environment. Also, staff toilets have received a hygiene and compliance upgrade and the 3 yearly Fire Risk Assessment was completed with no recommendations, congratulations were shared with the premises team including Cardiff Council's Health and Safety offer GL
- 1 stage B complaint received which following investigation was unsubstantiated
- No exclusions during the period up to the HT report being completed, 2 temporary exclusions reported since due to violence against staff.
- Visits and visitors update including:

- TDaPE conference held at school with attendees travelling from Belgium
- the Secret Garden project involving Councillor De'Ath
- Involvement in PHD projects
- Reading project visitors and further requests for more, the school is receiving funding for formal projects
- EVC training

- ESTYN visit update - the official letter had been shared with governors, HT shared positive comments received during the inspection including commending pupils, staff, the condition of the building, pupil's progress and the welcoming feel throughout the school. (Q) Congratulations were shared.

(Q) Has CCTV been installed in the meeting room? *HT confirmed that two cameras have been installed which are recording constantly. The audio aspect is manually operated on demand, occupants are informed if the audio will be recorded. HT noted that only one meeting resulted in a request for the transcript which was onerous.*
(Q) Will the school be publicising the successful interim inspection? *HT confirmed options are being looked into. HT apologised to governors for the error in communication to them prior to the inspection.*
(Q) ESTYN - How can we celebrate the progress that has been made and the distance travelled to where the school is now? *HT confirmed that the progress is very important and agreed it should be looked into.*

2.25.8. Safeguarding Training
All members present received Level 2 Safeguarding Training

2.25.9. Matters deemed to be Confidential
None discussed

2.25.10. AOB
- Governing Body meeting with parents discussed and agreed for 08.12.25 @ 3.40 pm
- Archbishop visit - Chair shared the ESTYN report with many school stakeholders and received responses from the Archdiocese, Archbishop, Father Bernard and Paul White, Director of Schools for the Archdiocese, they all responded congratulating the school. Chair will share the email responses with governors. Following this, The Most Reverend Archbishop Mark O'Toole has requested to visit the school on Friday, 23rd January 2026. Governors were invited to attend
- The school has received a request for a visit from the CEO and 3 members of the Core Knowledge team from Virginia, USA. Staff are looking forward to their visit in the Spring
- HT informed the committee that a resignation has been received from a part time teacher. The committee accepted the resignation and wished the staff member well in their future
- A request was shared from the school PTA for a Santa at the fayre on Saturday, 29th December
- Self evaluation of last year's SDP has been shared in the folder

New Action Points
- Clerk to approve minutes from 07.10.25 and publish on school website
- Clerk to make minor adjustments to Educational Visit Policy and publish on school website
- Publicising the success of the ESTYN visit
- School to advertise GB meeting with parents on 08.12.25 @ 3.40 pm
- Chair to share email responses following ESTYN visit with governors
- Chair to write to staff to congratulate them on the successful ESTYN visit

