ST PETER'S RC PRIMARY SCHOOL

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MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday, 27th January at 6.00pm Online

Present:
Foundation Governors: Paul McManus (Chair), Louise Bassett*, Emma McCallum*, Stuart Lyon*
LA Governors: Mary Samothrakis
Parent Governor: Luigi DeLuca*, Marga Munar Bauza*
Staff Governor: Robyn Mercer Davies, Niall Henessey
Headteacher: Gareth Rein
Observer/Deputy Head: Zina Clark
Clerk: Vicky Carey

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

4.25.2. Apologies accepted and approved: Julia Houlston Clark, Jo Gerrard, Sophie Hayde,,

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

4.25.4. Minutes of the FGB meeting held on 2nd December 2025
The minutes from the previous FGM were discussed and **approved** as an accurate record.

4.25.5. Matters arising / Actions:

Completed

- Clerk to make minor adjustments to Educational Visit Policy and publish on school website
- Publicise the success of the Estyn visit
- School to advertise GB meeting with parents on 08.12.25 @ 3.40 pm
- DHT to share data with LB for Flying Start involvement proposal
- 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. HT to follow up telephone communication with email and copy in the chair.
- Dedicate a meeting to Estyn readiness early in the Autumn term - Standing item on agenda
- Clerk to add approval to minutes from 18.11.25 and publish on website
- HT to share the date of the Spring PL session for link governors - *arranged for 11.03.26*

Ongoing

- Chair to share email responses following Estyn visit with governors
- Chair to write to staff to congratulate them on the successful Estyn visit
- ALN link visit required in Nursery to offer support - *arranged for 13.02.26*
- Mathematics link meeting report to be submitted
- Chair to write letter of thanks to LC, SL, MH, EH
- Clerk to liaise with GS to induct new teacher governor

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

HT shared report highlighting:

- NOR noting PLASC day (20.01 26) pupil numbers which are submitted to Cardiff Council which dictate the school's budget. A reported reduction in pupils from last year which presents many implications to the school including the budget. Data was presented showing reasons for leaving of which, most were due to migration and housing within and outside of Cardiff. Housing and Immigration policy discussed noting the impact on St Peter's and other local schools. LB confirmed the Cardiff Council housing process and noted the impact on the school.

- Attendance is currently 95.3% which is an increase from 92.8% at the same time last year.
- Safeguarding rolls reminder - DSP (ZC), DDSP (GR), Safeguarding governor (LB)
- Numbers of children on the Child Protection register, Children In Need, pupils with a Care & Support plan and referrals for Section 47 were presented.
- **Buildings**
    - HT has undertaken Health & Safety refresher training
    - teaching assistants have completed either 1 or 3 day first aid training
    - 96% compliance on RAMIS
    - staff fire safety, manual handling and ladder safety training is due, and arranged for all staff
    - caretaker house remains empty which poses a risk
    - regular fly tipping in school grounds - HT confirmed that the police and council have been informed
    - informed of a change of Health & Safety officer, thanks were offered to Guy Littlemore for his support
    - quote received for promotion sign on school boundary
    - an incident that occurred in the playground with parents was discussed. Following an alleged pupil incident, 5 adults presented at school drop off to confront other parents. The situation became verbally abusive with a high risk of physical abuse. The police were called who reviewed CCTV on site. One family has now withdrawn their complaint so no police action will be taken. HT & DHT met with the family later on the same day, 2 family members have been banned from the site for 6 months and 1 parent received a final written warning. The school has received an SAR request regarding documentation relating to their child, the Information Governance team at Cardiff Council has been informed. A complaint has been made which will be dealt with in accordance with procedures. A MARF has been submitted by the school under the category of emotional harm.
- A protest took place on Newport Rd involving multiple cars sounding their horns, waving flags and shouting. What is presumed to be fireworks were let off which caused fear for staff and pupils who undertook lockdown procedures. The Cardiff Council Silver officer was contacted and the school was informed that it was a celebration, not a protest. This was incorrect information and the HT has written to the Local Authority to request clearer information of possible threats, this letter will be shared with governors. (Q)
- **Premises**
    - new stage lighting has been installed and has received a great response
    - 2 advisory notices received following fire risk assessment - both have now been addressed
    - leaks in Foundation areas from skylights - the roof repair has been rated by the Council as red (high), this is due for replacement but will not be imminent. The school is investigating alternative funding options
    - car park lighting - quotes have been received
    - St Peter's Secret Garden project - Councillor De'ath is looking to develop this space as a community garden which the school will have use of during the week. The school has been assured that residents will not require access to the garden via the school grounds
    - new flooring is required in Nursery and Reception classrooms to bring them up to the standard of other Foundation classrooms. 1 quote has been received for 21k, further quotes have been requested. Funding for this work was discussed with **approval** from all governors for the spend. Following a suggestion from 1 committee member, the school will investigate alternative, sustainable flooring options.
- No. of reports of bullying, complaints and concerns presented. A discussion was had regarding pupil's use of mobile phones. HT has written to parents regarding the dangers of mobile phones.
- **Catholic Life & Mission**
    - Advent service in St Peter's Church and Christmas concerts at school
    - Jubilee Mass celebrating the Jubilee Year
    - Chaplaincy Group's work, currently collaborating with St Illtyd's and SVP on an overseas shoebox appeal.
    - the Sacramental programme has begun with 19 pupils. Catechists were thanked for their work.
    - Archbishop Mark's visit - time was spent in all classrooms observing RE lessons. The Chaplaincy Senedd group led Collective Worship and His Grace met with staff.
- **School Development Plan**
    - the school is in its final 2 terms of the 3 year plan
    - P1 - Welsh and French, embedding and sustaining the achieved work. A refresher PL session will be held to ensure standards
    - P2 - Maths - new curriculum will be embedded in Foundation Learning - Story of Maths

- P3 - Foundation Learning - extending and enhancing procedures due to the success of achieving the success criteria, ESTYN agreed on the success
- P4 - Religious Education Directory - embedded, will sustain standards. Prayer & Liturgy Directory - new prayer toolkit rollout involves training for staff on new expectations
- P5 - Increased MER capacity for curriculum area leaders. Staff training on how to review areas undertaken and time released for staff to undertake reviews
- P6 - Professional Learning - revisiting and refreshing what has been introduced

- **Budget**
  - carry forward discussed taking into account IT savings and using the energy savings
  - 2026/2027 considerations include:
  - a fall in pupil numbers and applications
  - a reduction in ALN funding - a discussion ensued regarding this funding, HT has given feedback
  - the number of pupils with an IDP in St Peter's
  - the reduction of PDG funding due to number of pupils claiming Free School Meals entitlement
  - a reduction in staff to counteract the financial deficit
  - marketing plan - a new plan has been written with a focus on an increased social media presence
- Reception 2026 Coordinated admissions update
- New MIS system update - SIMS discontinued, Arbor has been in use since January 2026. The Arbor Parent Portal has been rolled out to families with increased accessibility in the future
- **Communication, website & social media**
  - change of website required, due to current provider takeover
  - parental questionnaire undertaken regarding their chosen use of social media with a school instagram and facebook account recommended. (Q)
  - external marketing agencies consulted, options and costs discussed
  - X account is no longer in use due to safeguarding concerns
  - new photographic parental permissions will be sought
  - HT will share the marketing plan with governors (Q)

(Q) Were parents informed of the protest situation on Newport Rd? *HT confirmed that a message was sent to parents to explain what had happened.*
(Q) Will the school have a method of photo/video communication that remains private to parents? *HT confirmed that many conversations have been had regarding the ethics of the use of different channels for communication. Seesaw is a closed community that is used to share photographs etc. in the Foundation Phase. The use of X had already moved away from recording daily life at school and trips.*
(Q) How can governors help with promotion of the school? *HT requested that members promote the school externally and continue to support the school with financial decisions.*

4.25.7. Matters deemed to be Confidential
Two confidential matters were discussed.

4.25.8. AOB

New Action Points
- Estyn readiness to be added as standing item on FGB agenda
- Staff members to undertake ladder and manual handling training
- HT to share letter sent to LA requesting clearer information regarding possible threats in light of the protest on Newport Rd
- HT to share marketing plan with governors

