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, 17th March at 6.00pm Online

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

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

**5.25.2. Apologies accepted and approved:** Jo Gerrard, Sophie Hayde, Louise Bassett, Robyn Mercer Davies, Emma McCallum

**5.25.3. Declarations of Interest**
All members were invited to share any declarations of interest for the meeting. One governor declared that her daughter is currently working on a supply basis at the school.

**5.25.4. Minutes of the FGB meeting held on 27th January 2026**
The minutes from the previous FGM were discussed and **approved** as an accurate record.

**5.25.5. Matters arising / Actions:**

Completed

- Estyn readiness to be added as standing item on FGB agenda
- HT to share marketing plan with governors
- HT to share letter sent to LA requesting clearer information regarding possible threats in light of the protest on Newport Rd
- Mathematics link meeting report to be submitted - *will be replaced with most recent link visit*
- ALN link visit required in Nursery to offer support

Ongoing

- Chair to share email responses following Estyn visit with governors
- Chair to write to staff to congratulate them on the successful Estyn visit
- Chair to write letter of thanks to LC, SL, MH, EH
- Clerk to liaise with GS to induct new teacher governor
- Staff members to undertake ladder and manual handling training

**5.25.6. Headteacher's Report - including Safeguarding and Health and Safety Update**
HT shared report highlighting:

- NOR noting slight increase since last meeting but decrease in numbers from the same time last year
- Attendance update noting an increase in attendance percentage. St Peter's is in the top 3% of Arbor schools for attendance. HT stated that holidays account for most unauthorised absences with many families returning to their home country for medical appointments
- No. of MARFs submitted, pupils on CPR and CASP, Families in Need, CLA and ALN update. Examples given of previous CASP threshold allegations of physical abuse that are now not recognised. (Q1) (Q2)
- No. of exclusions for acts of violence shared
- No reports of bullying
- Grant funding update - figures shared and explained
- **Premises**
    - Survey underway to assess the strength of the mezzanine to hold a large TV screen
    - Electrical safety work completed

- Library moved and is becoming a technology workshop
- Intervention group furniture purchased
- Quote for Reception and Nursery flooring received and approved, work to be completed during the Easter break
- Decoration in Reception classroom completed by support staff being paid on an overtime basis has made large cost savings (Q3)
- New H&S officer, thanks offered to Guy littlemore
- Health & Safety Training including ladder safety, fire safety, food hygiene, allergen awareness and manual handling has been arranged
- RAMIS compliance update
- Fly tipping from Wordsworth Court Flats - police have visited and issued an anti social behaviour order. Precautions have been put in place to safeguard pupils and staff

- **Catholic Life and Mission of the school**
  - St David's Day Mass well attended by families
  - Penitential Service
  - Chaplaincy Senedd group are very active in the school
  - ZC attended Senior Leadership retreat
  - Fr Steven (author of The Fertile Heart) visit
  - Holy week assemblies, invitation to governors 10.20 am, Tues 24th - Fri 27th March
- **Visits and Visitors**
  - Core Knowledge Foundation Board of trustees to visit the school in May
  - Researchers from Thomas Moore University in Antwerp to visit the school in May
  - Senior leaders from Pembrokeshire LA
  - Central South Consortium
- Parental Engagement Officer has begun at the school with plans for an information day for parents attended by local agencies
- Spring Term parental consultations were very well attended with 89% of parents meeting with teachers
- Curriculum Enhancement - Eisteddfod, the school community came together to celebrate Welsh culture, language, music and heritage. Approximately 300 parents and carers attended during the day.

(Q1) Who do we turn to when we feel situations are not being recognised? *DHT advised the committee of persons in the Local Authority who are responsible for safeguarding.*
(Q2) Is there a formal route for the GB individually or as a cluster to raise our concerns of an inadequate system? *DHT advised that this situation is brought up at DSP forums attended by key LA persons. A cluster letter is a possibility.*
(Q3) Have you an actual cost of school improvements over 6 years? And maybe to showcase this on the new Instagram page? HT advised over 300k has been spent by the school with more investment from the LA. This will be shared on Instagram.

**5.26.7 Free Breakfast Club**

Families of over 100 pupils indicated via questionnaire that they would make use of a free breakfast club. The school will now proceed to the next step. Currently waiting on the Council for funding and adaptation confirmations. HT met with the OSC provider and will meet again to discuss any implications. The school is aiming to start the service in September for approx. 100-150 pupils on a first come, first served basis as per Government guidance.

Following a question, a discussion ensued regarding registration and attendance.

Operational discussion included:

- Pupils are required to be registered for insurance purposes
- The same processes eg. safeguarding and first aid will be in place as is during the school day
- Staff to pupil ratios have been discussed at SLT level
- The free breakfast club can accommodate approximately 25% of all pupils
- Required staff positions will be advertised in usual way accommodating for current OSC staff
- OSC will open at 7.45 am, Free Breakfast Club will open at 8.15 am
- Staff required for set up and clean down
- Supervisor role required
- The use of the playground is not possible during this time

**5.26.8 Link Governors' Meetings**

Link governors attended a recent Professional Learning session. 6 area of learning leaders met with governors to present meetings held, comments from governors included:

- An interesting evening and an efficient way of working
- Helpful to hear from different phase perspectives and the reflective practice between them.
- New maths scheme sounds great and was useful to hear about the critical thinking that takes place, for example; gaps in planning
- It was good to meet as a team and see the team's dynamics
- HT feedback that staff found it very positive

The intention is for governors to fill out the link meeting report form.

Arrangements have been made for PMcM to meet to discuss RE, Catholic Life and Mission

HT believes that by the end of the year, the criteria for Priority 5 will be fully met.

**5.26.9 Estyn readiness**

No updates

**5.25.10. Matters deemed to be Confidential**

No matters discussed

**5.25.11. Correspondance**

None received

**5.25.11. AOB**

The marketing plan had been shared with governors. HT advised committee members of reasons for the recent plan. The Instagram page is due to go live with the first post within the week, a new website will go live after Easter and an approved sign on Newport Rd boundary will be erected during the Easter break. Two open days planned for the summer term and ideas to advertise in local businesses via promotion leaflets. One governor suggested marketing focus on out of school care for working parents. Chair requested sighting of the new website before launch.

HT noted that there has been no response from the protest email sent to Mel Godfrey.

**New Action Points**

- HT to share new website with Chair and Vice before launch
- HT to compose a letter to LA to highlight inadequate safeguarding system
- Link visit forms to be completed following PL session

