ST PETER'S RC PRIMARY SCHOOL
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MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday, 12th May at 6.00pm Online

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

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

6.25.2. Apologies accepted and approved: Jo Gerrard, Emma McCallum, Luigi DeLuca

6.25.3. 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.

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

6.25.5. Matters arising / Actions:

Completed

- Clerk to liaise with GS to induct new teacher governor
- Staff members to undertake ladder and manual handling training
- HT to compose a letter to LA to highlight inadequate safeguarding system
- HT to share new website with Chair and Vice before launch - launch delayed, will bring to governors when available

Ongoing

- Chair to share email responses following Estyn visit with governors
- Chair to write to staff to congratulate them on the successful Estyn visit and Section 50 inspection
- Chair to write letter of thanks to LC, SL, MH, EH
- Link visit forms to be completed following PL session

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

- NOR - increase in pupil numbers, possibly due to marketing plan and word of mouth
- Update on No. of children on Child Protection Register, Children in Need, pupils with a Care & Support plan, MARFs submitted, Section 47s reported. HT noted that there is an increased threshold for action
- Safeguarding self assessment to be completed by the end of June
- **Premises**
    - New flooring in Nursery and Reception
    - New sign erected on Newport Rd for local awareness
    - Fire safety, food hygiene and ladder safety training for all staff
    - No progress on Reception and Y3/4 pupil toilets - HT to send letter
    - Secret garden project progress - many visits by contractors and Councillor De'Ath
- No. of complaints and reasonable details shared
- No. of exclusions shared and reasons provided
- **Visits**
    - Y5 Manor Adventure

- Reception visit St Peter's Church
- Y6 Cardiff Castle
- Netball and Rugby matches

- **Visitors**
  - Core Knowledge Foundation has invited St Peter's to become the world's first leadership school.
  - Pembs50 leadership programme for aspiring senior leaders
  - CSC teachers visit to learn from our practice
  - St Illtyd's Chaplaincy group
- **Research projects**
  - Thomas More University in Antwerp researching Knowledge Rich Curriculum
  - Cardiff University project linked with ecology
- **RE, Collective Worship & Catholic Life and Mission**
  - Section 50 feedback comments shared
  - Pupils attending Mass weekly
  - RED early years planning
  - May procession 20.05.26 2.00pm
  - First Holy Communion Mass 07.06.26 9.30am
  - Solemnity of Ss Peter and Paul 29.06.26

6.26.7 Approval of 2026/2027 budget

HT shared budget which has been scrutinised by the Resources committee, highlighting:

- Presenting a balanced budget
- Headings explanation
- Extra funding allocated for furniture to come from donations
- MEAG grant amount still to be confirmed

(Q). Is the marketing allocation appropriate to the services offered? *HT confirmed reasons for the investment*
(Q). How many schools in Cardiff are presenting a balanced budget? *HT to request the information*

The 2026/2027 budget was **Approved** by all with no objections.

6.26.8 Review of CSED

HT advised that the document is now out of date and doesn't reflect the excellence of the school. It was agreed by all to defer the review until the CSED is updated.

6.26.9 Review of RE Policy

HT had shared the RE policy in advance. Following a discussion, the policy was **approved** by all. Clerk to add approval and share on the website. The policy will be approved annually.

6.25.10. Link Governor Meetings

Chair encouraged members to complete reports and send to clerk.

6.25.11. Estyn readiness

Examples of concerns raised during other school's inspections regarding safeguarding were shared.
Governors are to understand their involvement in the MER process - a briefing note will be prepared.

6.25.12. Matters deemed to be Confidential

One matter was deemed confidential and minutes including this item are shared with Chair.

6.25.13. Correspondance

None received.

6.25.14. AOB

- SH has resigned as a governor of St Peter's, Chair has sent thanks for her contribution. Governor Services will help with replacement
- Confidential matter discussed

New Action Points

- Safeguarding self assessment to be completed by the end of June
- HT to send letter regarding progress on pupil toilets
- HT to request number of schools in Cardiff who are presenting a balanced budget this year
- SBM to add PMcM signature to budget
- Clerk to add approval to RE Policy and share on the website
- Briefing note to be prepared for governors involvement in MER processes

