ST PETER'S RC
PRIMARY SCHOOL

MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 5th July 2023 at 6pm Hybrid

Present:
Foundation Governors: Paul McManus (Chair), Louise Bassett, Emma McCallum*, Jo Gerrard, Sian Lia, Stuart Lyon*
LA Governors: Mary Samothrakis
Parent Governor: Luigi DeLuca, Marga Munar Bauza
Staff Governor: Elliot Heade*, Niall Hennessy
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Vicky Carey

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

7.22.2. Apologies accepted and approved: Sophie Hayde, Julia Houlston Clark, Lynne Cleary

7.22.3 Declarations of Interest on the agenda - None received other than previously declared.

7.22.4 To approve minutes of FGB meeting held on 16.05.23
The minutes from the last FGM were discussed, amendments made for clarification and **approved** as an accurate record.

7.22.5 Matters arising / Actions:
Ongoing

- Feedback document for Mission Statement.
  Chair advised that the consultation process closes in September. Staff have been consulted and to date, 2 governors have provided feedback. HT provided clarification to governors and was asked to recirculate the school Mission Statement.
- Link governors to contact staff to make an appointment to visit the school. Covered in item **7.22.8**
- Chair to approve final draft of Governors' report. Covered in item **7.22.10**
- HT and Chair to provide date for stakeholder meeting. Covered in item **7.22.10**
- Parents to be invited to stakeholder meeting. Covered in item **7.22.10**
- Chair to write a letter of thanks to Senedd members.
  Chair confirmed the letter has been written. HT to deliver.
- Clerk to develop a governors' SDP monitoring system.
- Chair to meet with Fr Chris to discuss community voice and foundation governor vacancy.
  Chair informed the committee that Fr Chris is out of the country; he will await his return to hold discussions.
- Chair to send evaluation toolkit questionnaire email, governors to complete toolkit when received.
  Chair thanked governors who have returned their completed forms and encouraged all governors to complete and submit outstanding.
- Governing Body Development Plan.

Completed

- Example of humanities visit expectations to be sent to JG.
- 'Meet the governors' to be published on website and newsletter link.
- HT to circulate proposed budget for 2023/2024.

7.22.6 Catholic Mission, Curriculum and Standards Committee meeting 21.06.23

The meeting was cancelled as not quorate.

7.22.7 Resource Committee meeting held on 05.07.23

The meeting was cancelled.

7.22.8 Link Governors Visits

The process was clarified:

- Ideally aim for 2 visits per area per year.
- Arrange visit (Clerk can assist)
- Complete report
- Return to clerk
- Clerk will liaise with HT/Chair for sign off
- Signed form will be filed in the GDrive folder

Link governors were asked to share an overview of their recent visits:

Teaching and Learning 28.06.2023 - Following a tour of the school, MMB highlighted:

- How the school was busy, with progression evident through the year groups.
- Outdoor spaces being well utilised and the positive use of scooters and bikes being used for active travel.
- MMB discussed pupils' good conduct, TLaC, pedagogy and neurodiversity.
- The acoustics were discussed and how the layout of classrooms and redesign of spaces can affect the level sound in the classrooms.
- MMB noted the building leaks in the intervention room which require addressing.

An opportunity was given to ask questions.

LLC/Welsh 14.06.2023 - LB Described an impressive meeting with Mrs McLister. Discussions included:

- Welsh priorities to be re-established with a central focus in SDP around welsh.
- Reinforcing expectations.
- Phrase of the week and Helpwr Heddiw.
- New staff member on staff secondment.
- Book monitoring with use of written Welsh work.
- Welsh through music.
- Professional learning plan for welsh including support from CSC, delivered via PL sessions.

A discussion was had about recruitment processes and as advised by HT in an email, the recent successful candidate who is embarking on a Welsh sabbatical.
Questions raised:
Q. Does the school have any fluent Welsh speakers?
HT advised that no fluent Welsh speakers but some staff members have a good level of ability
Q. SDP - when does the SDP start?
HT advised that the school is currently at the end of the previous 3 year SDP. The next SDP will be available for governor sign off in Oct.
Q. What support is available and does the school have the capacity to prioritise Welsh?
HT of possible bursaries and marketing campaigns to drive the use of Welsh and stressed the strong capabilities of school staff. LB confirmed she had investigated available grants.
Q Will school replace or reuse previously purchased Welsh resources?
HT advised these are still being used and will also utilise new available resources.

Pupil Voice and School Senedd 19.05.2023 - SL reported on her recent visit highlighting:

- Observing 12 comprehensive Senedd groups.
- Impressive, articulate, passionate pupils.

- Each group has £200 available to spend to pursue goals, HT confirmed that ideas are brought to governors with the school PTA covering some large expenses.
- Participation in the May celebration led by the Chaplaincy Group

A discussion ensued regarding the recent Mass for SS Peter and Paul taking place in St Peter's Church and Family Mass.

Humanities 10.05.2023 - JG reported on her recent visit highlighting:

- Book monitoring.
- Curriculum maps.
- Core knowledge development with scaffolding around learners.
- Teacher preparation and assessment of knowledge.

7.22.9 Headteacher's Report

The HT tabled a report which is in the GDrive and highlighted:

- Link in folder to current SDP.
- NOR.
- Attendance update.
- Safeguarding including no. of MARFs submitted. DSP provided an update on support plans.
- No formal exclusions.
- Shared details of grants paying attention to the school's reliance on grants.
- 2 gas leaks in past weeks, Wales and West reassured that it is safe.
- 2 accidents resulting in hospital visits. Both were reportable incidents with one possible H&S investigation. Chair was on site and witnessed the response by staff.
- National tests completed electronically. Following in house analysis, indications are that pupils achieve higher on paper tests which has possible implications with online tests. HT to report results to governors in Autumn. Results will be shared with parents with pupils' annual reports.
- FHC update with thanks offered to the staff Catechists.
- Parental engagement, 3 sports days were well attended. A governor who attended commended the organisation of sports day.
- End of domain topic shared with parents, will roll out to parents for all year groups.
- PTA fayre.

Questions raised:

Q. Why has attendance percentage increased?
HT explained more analysis is needed and possible reasons discussed.
Q. How many staff are first aid trained?
HT confirmed 7 staff have completed the 3 day course, 8 have completed the 1 day course.
Q. Are the National Test results shared with feeder schools?
HT confirmed that they are; also CCHS provides pupils with a paper test to complete. St Illtyd's test on entry.
Q. Would the school consider parental learning support groups as parents and carers are the first educators?
HT led a discussion on funding and the balance of staff.

7.22.10 Governors' Report for academic year 2021-2022

Chair advised committee members that the digital design proof has arrived. Chair has proofed and made changes. This will result in approximately a 2 week delay. The value of producing this report and holding a parent meeting was discussed. The idea of completing the next report early was investigated resulting in a more relevant, recent document. Chair and vice chair are forming a working committee to develop this.

Q. Can website hits be monitored?
HT advised that this is possible.

7.22.11 Safeguarding and Health and Safety

Covered in HT Report see item **7.22.9**

7.22.12 Dates for academic year 2023-2024

HT advised the committee of four internally agreed INSET days. These were **approved** by the committee.
The forthcoming committee meetings were discussed:

- FGM - 2 per term
- Catholic Mission, Curriculum and Standards - 2 per term
- Resources - 2 spring term, 1 autumn term, 1 summer term

Dates will be circulated once confirmed.

7.22.13 Communication with stakeholders in 2022-23 Parents/Pupil Voice/Community

Chair attended the AGM and thanked them on behalf of the governors. Thanks to MS for the financial advice provided.
PTA chairperson statement has been added to the drive.

7.22.14 Update on Governor Vacancies/Training/Evaluation

One Foundation Governor vacancy - Chair encouraged the committee to make suitable suggestions.
Chair thanked those who completed the evaluation and skills audit and encouraged the committee to return any outstanding. Completion of the reflection piece was encouraged.
Chair led a discussion on governors training including the role of governors, strategic planning and monitoring etc.
GB development and action plan was also discussed highlighting the following aims:

- Evidences self evaluation process
- Setting of base level
- Identify areas of improvement
- Create an action/development plan

Intentions are for this to be completed by the end of the academic year.
Autism awareness training was suggested. JG to share with the clerk to distribute.
Q. Does the school focus on the SDP in an INSET session and the possibility of governors taking part?
HT expressed the focus of INSET days must be on professional learning but SDP development will be open to discussion and input from governors.

7.22.15 Determination of matters deemed to be confidential
None.

7.22.16 Correspondence None

7.22.17 AOB
A discussion was had regarding staff leaving the school.

Action Points

<u>Ongoing</u>

- HT to recirculate Mission Statement documents.
- HT to deliver letter of thanks to the school Senedd.
- Chair to meet with Fr Chris to discuss community voice and foundation governor vacancy.
- Governors to sign off SDP.
- Confirm dates of committee and FGB meetings 2023/2024.
- JG to share with clerk details of autism awareness course for governors.