ST PETER'S RC PRIMARY SCHOOL

MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 16th May 2023 @ 6pm Hybrid

Present:
Foundation Governors: Paul McManus (Chair), Lynne Cleary*, Louise Bassett*, Emma McCallum*, Jo Gerrard, Sian Lia*
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

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

6.22.2. Apologies accepted and approved: Stuart Lyon, Sophie Hayde, Julia Houlston Clark

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

6.22.4 To approve minutes of FGB meeting held on 21.03.23
The minutes from the last FGM were discussed and **approved** as an accurate record with no objections.

6.22.5 Matters arising / Actions:
Completed

- Parent governor election to be completed.
  The chair welcomed MMB to the GB following election as a Parent Governor and welcomed back LdL following re-election as a Parent Governor.
- HT to invite the First Minister and Deputy from School Senedd to a FGB meeting in summer term.
  HT welcomed the First Minister and Deputy First Minister to the meeting. The Senedd members presented their work to the committee. The presentation highlighted:
    - *The election process*
    - *The Senedd set up describing the different group and the cabinet arrangements*
    - *Their meetings, the action plans and their processes to follow the ideas through*
    - *Their aims to improve the school*
    - *Their work using RRSA with pupil's rights*

  Governors raised questions regarding the Senedd's aims and aspirations and were impressed by the representative's presentation and maturity, and passed their thanks to other members. The representatives were thanked for the governor's invitation to the recent family Mass.
- Confirm date of extra INSET day
  05/06/23

Ongoing

- Feedback document for Mission Statement.
  Plans for a working group and encouragement for committee members to return their views. HT to put into action.
- Link governors to contact staff to make an appointment to visit the school.
  Process confirmed to members, example to be sent to committee member for Humanities link visit
- Complete Governors' Report for academic year 2021/22.
  Discussed in 6.22.9
- HT and Chair to provide date for stakeholder meeting.

Will be confirmed following publication of Governors' Report

6.22.6 Draft Minutes and report from Catholic Mission, Curriculum and Standards Committee held on 09.05.23

The minutes were discussed for accuracy and **approved**. Highlights:

- Overview of staff questionnaire including the promotion of rights through UNCRC with positive score improvement from previous questionnaire.
- Safeguarding update.
- School Development Plan - update on 7 priorities' progress with minor aspects to complete including standards of Welsh. The next 3 year plan is in development and governors will be involved in the process. Clerk to develop a Governor's SDP monitoring system.
- Reading researcher positive visit.

6.22.7 Draft minutes from Resource Committee held on 21.03.23

The meeting details were reported to committee members at previous FGB meeting, the minutes were agreed and **approved** for accuracy
The committee approved the recommendation to approve the proposed budget for 2023/2024. HT to circulate to all members.

6.22.8 Headteacher's Report

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

- NOR including the large recent intake and resulting pressures on staff. The admission waiting list process for full year groups. The positive impact of pupil numbers on the future budget.
- Attendance update.
- Safeguarding.
- No formal exclusions.
- 1 identified case of bullying where a safety plan has been put in place. HT defined bullying criteria as when is over a time and targeted. HT assured the committee that the situation is being managed.
- Personnel update including 4 current, advertised vacancies and future vacancies including midday supervisors and school day cleaner.
- Visitors to the school included a reading researcher and improvement partner.
- Improvement partner update which resulted in a discussion about their position and impact.
- NYC pupil visit.

Questions raised:

What is the Faith status of new pupils?
Majority are Christian with a small proportion of Baptised Catholics
Does the changing demographic of pupils impact teaching?
HT advised that the increase in new pupils does add challenge to teaching but can also be positive. An increase in pupils with EAL/ALN and the temporary status of parents who are in Cardiff to complete studies, also adds pressure.
What is the maximum number of pupils per year group?
60
Relating to bullying, is teaching and learning affected and what is the level of handover of information to the next school?
HT advised the situation is not affecting teaching and learning and at least 3 meetings are held with the next school to provide feedback.

6.22.9 Governors' Report for academic year 2021-2022

Chair advised committee members of the Governors' report location in the drive and invited members to send comments to HT. The FGB gave authority to the chair to approve the final version based on feedback, which will then be produced by Colorfoto.

Questions raised:

Why does the HT write the Governors' report?
HT advised most HT's write the report and that he has easy access to the data and welcomed input from governors.
Why is attendance data not in the report?
HT advised it is not statutory but will take comment on board.

6.22.10 Safeguarding and Health and Safety

Covered in HT Report see item **6.22.8**
HT gave an update on the premises including a visit from RP & EF and the School Operations Manager from Cardiff LA. Focusing on the roof, conservation area, reception class toilets and the caretakers house. Verbal feedback was given and funding discussed.
A discussion ensued regarding costs to upgrade/renovate the caretakers house should ownership be handed to the school. Options for the property include community focused use, ALN provision, personal home, extra car park space. Costs and available grants would need to be taken into account before further discussions. The committee agreed that the school should take ownership of the property should it be offered.

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

The chair thanked Senedd members for their presentation on behalf of the committee and will send a thank you letter. Meet the Governors presentation was discussed, the chair asked members to proof the presentation for it to be sent to staff and published on the website, with links from the newsletter.
Following the publication of the annual report, parents will be invited to a meeting in person. A date will be arranged. The chair is to arrange a meeting with Fr Chris to discuss the community voice. Family Mass and First Holy Communion participation was discussed.

6.22.12 Update on Governor Vacancies/Training/Evaluation

1 Foundation Governor vacancy - Chair will speak to Fr Fuse to discuss this vacancy and encouraged the committee to make suitable suggestions.
Chair advised the committee of the council's evaluation tool kit used to identify areas of improvement, establish a baseline and identify a skill set audit. A powerpoint presentation is in the drive explaining the toolkit and the key data questionnaire. Chair to email members with details, governors are requested to complete the Microsoft Word questionnaire and return to the clerk to compile.
GB development and action plan was discussed highlighting the following aims:

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

It is intended to be completed by the end of the academic year.

6.22.13 Election of Vice Chairperson

The chair advised the committee of the vacant position of Vice Chair and welcomed self nomination. LdL expressed his availability to resume this role. Following no other nominations, it was agreed by FGB that LdL would resume the role.

6.22.14 Determination of matters deemed to be confidential

None, the committee was advised of the process when discussing and recording confidential issues in meetings.

6.22.15 Correspondence None

6.22.16 AOB

Upcoming events to be communicated to governors
Next resource meeting cancelled

Next FGB meeting will be held on 5th July 2023

Action Points

Ongoing

- Feedback document for Mission Statement.
- Link governors to contact staff to make an appointment to visit the school.
- Example of humanities visit expectations to be sent to JG.
- Chair to approve final draft of Governors' report.
- HT and Chair to provide date for stakeholder meeting.
- Parents to be invited to stakeholder meeting
- HT to circulate proposed budget for 2023/2024.
- Chair to write a letter of thanks to Senedd members.
- Clerk to develop a governor's SDP monitoring system.
- 'Meet the governors' to be published on website and newsletter link.
- Chair to meet with Fr Chris to discuss community voice and foundation governor vacancy.
- Chair to send evaluation toolkit questionnaire email, governors to complete toolkit when received.
- Governing Body Development Plan

