ST PETER'S RC PRIMARY SCHOOL

MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 21st March 2023 @ 6pm Hybrid

Present:
Foundation Governors: Paul McManus (Chair), Lynne Cleary*, Julia Houlston Clark*, Louise Bassett*, Emma McCallum, Jo Gerrard
LA Governors Sophie Hayde*, Mary Samothrakis*
Parent Governor:
Staff Governor: Elliot Heade*, Niall Hennessy
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Vicky Carey

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

5.22.2. Apologies accepted and approved: Stuart Lyon, Sian Lia

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

5.22.4 To approve minutes of FGB meeting held on 07.02.23
The minutes from the last FGM were discussed and Chair approved the minutes as an accurate record with no objections.

5.22.5 Matters arising / Actions:
Completed
- HT to confirm date of additional INSET Day. *Proposed 05.06.2023*

Ongoing
- Parent Governor election to be completed - now two vacancies.

HT provided an update, previous ballot has been declared invalid due to an admin error. New forms to be sent out and parents advised. New count 30.03.23
- HT to invite the First Minister and Deputy from the School Senedd to a FGB meeting in summer term.
- Governors to provide feedback to the Headteacher regarding the Mission Statement.

2 received, HT was requested to resend document.
- Link Governors to contact staff to make an appointment to visit the school.
- Complete Governors' Report for academic year 2021/22. *See 5.22.10*
- HT and Chair to provide date for stakeholder meeting. *See 5.22.12*

5.22.6 Draft Minutes and report from Catholic Mission, Curriculum and Standards Committee held on 07.03.23

The minutes were discussed for accuracy and approved. Highlights:
- Reduction in safeguarding reports
- Improvement in Reception class following layout change and staffing arrangements
- The impacts on diversity and changing demographic
- Link governor visit update
- Feedback from RSE conference
- Automark assessment data

5.22.7 Draft minutes and report from Admissions Committee held on 16.03.23

The minutes were discussed for accuracy and approved. Highlights:

- 464 pupils on roll with Years 2, 5 and 6 currently at capacity.
- Concerns from teachers regarding not knowing specific needs of pupils until they start eg, ALN needs, speech and language needs. Parents are not disclosing these needs at application. DHT proposed to meet families before their start date to identify needs and make preparations.
- Coordinated admissions update for reception 2023. Following a question regarding pupil numbers, HT confirmed there are 60 places available. HT also confirmed a planned open day for prospective pupils on 29.03.2023.

5.22.8 Resource Committee meeting 21.03.23

The minutes from this meeting had not yet been prepared. Areas of discussion:
Chair proposed that the previously agreed 50% purchase of MacBooks this financial year was amended to a full 100% purchase for budgeting reasons. Cardiff Council have agreed to offer IT support as a pilot study and that they would fund it. Chair made a recommendation to set aside funds to replace the units in the future and confirmed a cost of approximately £20k. This was discussed and all agreed.
Chair also proposed HT's recommendation for a change to the admin staff structure and this was agreed by all.

5.22.9 Headteacher's Report

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

- NOR
- Attendance
- Safeguarding

DHT/ALNCo advised the committee that St Peter's has the highest tariff of pupils with ALN within the cluster. A discussion ensued regarding reasons for this including, location, intake, Covid. Link governor confirmed this was questioned during recent visits and the link to EAL pupil numbers.
A committee member raised questions regarding pupils that have come off SA (School Action), have they been transferred to IDPs (Individual Development Plan) and if not, are they being supported. DHT confirmed approximately half of SA pupils were transferred to IDPs and half now receive UP (Universal Provision).

- HT confirmed no exclusions since last meeting.
- PDG (Pupil Deprivation Grant).

HT advised that a meeting was scheduled with the Improvement Partner from Consortium to scrutinise the school's use of the grant. HT discussed the amount received and how this equates to pupil numbers. HT brought attention to the forecasting system and which year pupil numbers will be taken from is yet unknown. A discussion ensued regarding use of the provision.

- Gas leak update
- Decoration work update
- Successful parents' evening update

5.22.10 Governors' Report for academic year 2021-2022

HT unable to complete yet due to internal pressures with the admin roles. It will present in summer term FGB meeting 16.05.23

5.22.11 Safeguarding and Health and Safety

Covered in HT Report see item 5.22.9

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

The next meeting with parents will be arranged following the release of the Governors report.
Chair commended the communication with parents regarding the potential school close due to gas leak incident.

5.22.13 Update on Governor Vacancies/Training/Evaluation

- 2 parent governor vacancies, ballot taking place 30.03.23. There are four candidates for these 2 vacancies.

- 1 foundation governor vacancy. Chair to speak to Fr Fuse to discuss, committee encouraged to make suitable suggestions.

Chair expressed thanks to governors for attending any training courses and advised all available courses are online.
Chair confirmed an evaluation and skill set audit will be carried out once parent governors are on board.

5.22.14 Determination of matters deemed to be confidential

HT explained arrangement current with St Cadoc's and any known future propositions.

HT, DHT and staff were asked to leave for discussions to take place.
Following confidential discussions, Chair confirmed to HT that emergency measures had been agreed in the short term and any long term arrangements would need to be discussed and agreed as a FGB with parent governors present. The committee is reluctant to agree to any long term, off site cover.

5.22.15 Correspondence None

5.22.16 AOB

School app - To improve communication with governors, committee members are invited to confirm their mobile numbers and email address with the clerk to give access to important announcements through the school app.

Next meeting will be held on 16th May 2023

Action Points

<u>Ongoing</u>

- Parent Governor election to be completed
- HT to invite the First Minister and Deputy from the School Senedd to a FGB meeting in summer term.
- Resend feedback document for Mission Statement.
- Link Governors to contact staff to make an appointment to visit the school.
- Complete Governors' Report for academic year 2021/22.
- HT and Chair to provide date for stakeholder meeting.

