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MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 7th February 2023 @ 6pm Hybrid

Present:
Foundation Governors: Paul McManus (Chair), Lynne Cleary, Sian Lia, 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

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

4.22.2. Apologies accepted and approved: Luigi DeLuca, Stuart Lyon

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

4.22.4 To approve minutes of FGB meeting held on 06.12.22
The minutes from the last FGM were discussed and Chair approved the minutes as an accurate record with no objections.

4.22.5 Matters arising / Actions:
Completed
- Chair to write a letter of thanks to the PTA. 4.22.16

Ongoing
- Parent Governor election to be completed.
  Discussed in item 4.22.15

Ongoing
- HT to invite the First Minister from the Senedd to the next FGB meeting
  It was agreed that they would be invited to a future meeting following longer length in office

Ongoing
- Governors to provide feedback to the Headteacher regarding the Mission Statement
  As previously discussed, HT will welcome feedback.

Ongoing
- Link Governors to contact staff members to make an appointment to visit the school.
  4.22.7 Chair reminded Link Governors to inform him and the clerk when appointments have been made. Following meetings with heads of curriculum the agreed template is to be completed and reported on at the next Catholic Mission, Curriculum and Standards meeting.

4.22.6 Draft Minutes and report from Pay & Personnel Committee held on 06.12.22
The minutes were discussed for accuracy and approved.

4.22.7 Draft Minutes and report from Catholic Mission, Curriculum & Standards Committee held on 31.01.23
The minutes were discussed, opportunity for questions and accuracy agreed and minutes approved, highlighting:
- Wellbeing policy update, Governors invited to meeting with LA regarding feedback given. The meeting will be arranged by the LA.
- DSP updated the committee including the recent change to the physical punishment law.
- RE lead presented to the committee including Collective Worship at St Peter's and the framework for upcoming section 50 inspection.
- Governors were reminded of their invitation to Family Mass in St Peter's Church, Sunday 12th February 2023.

- Curriculum for Wales and RSE discussion.
- Link Governors were encouraged to meet heads of curriculum areas and present back to the committee.

4.22.8 Draft minutes and report from Resources Committee held on 30.01.23

Minutes were approved and an overview was presented of the last meeting including:

- The future arrangements for the caretaker's house.
- Further financial investments in RE.
- New school logo.
- Industrial action 01/02/2023, HT confirmed the school was open in limited capacity with 10 classes closed due to strike action and 6 classes open.
- School Fund and Governors' Fund audit reports accepted.
- Financial discussion including budget, OSC, purchases, single supplier tender (SST), authority list, procurement procedure.
- Thrive/staffroom update.
- Personnel update.
- Estyn meeting - PMcM and GR.
- Parent Governor vacancies.
- Spend approvals are required totalling approximately £12,000 for work to be carried out. A lengthy discussion was had regarding suppliers and quotes with a suggestion to use the SST clause. HT confirmed that a statement was added to the policy to cover SST. A question was raised regarding legality and was assured. Staff Governor gave positive teaching and learning feedback on work already completed. An opportunity was given to view the policy again. Resource committee recommended FGB to adopt.

FGB fully considered the proposals and approved the following:

1. Spend on work to be carried out (approx £12,000)
2. Authority list
3. Tendering and procurement procedures

4.22.9 Headteacher's Report

The HT tabled a report and highlighted:

- NOR currently **458** (this figure includes **56** nursery children part time 0.5) which is a positive increase on last figures shared. HT made the committee aware of an issue regarding incoming pupils' home language recorded as English as this is not always recorded accurately by parents/carers.
- Co-ordinated admissions update for September 2023 reception intake.
- 0 fixed term exclusions this term. 1 pupil educated off site.
- Premises/safeguarding update with positive feedback from H&S officer regarding whole school identifying and rectifying issues. The H&S Officer observed that the standards of cleaning were below expectation.
  HT informed Neil Hardee of the current £130,000 spent on the building and outdoor areas which will exceed £160,000 by the end of the year.
  Neil Hardee was made aware of the need for LA support for maintenance support including lighting in both halls, roof/ceiling leaks, ALN room. Building and decorating work on the staff room in KS2 area is now completed, and will now proceed with furnishing the room.
- Professional learning update - details were provided for the All Wales Catholic Schools RSE Conference INSET Day on Friday 17th February 2023. Governors were invited to log in to resources on the day; HT will email login details. Additional INSET Day approved by Welsh Government for the next 3 years to focus on the Curriculum for Wales. Chair asked if a date had been arranged that can be shared with parents; HT advised this in process and will confirm.
  Teachers to attend researchEDCymru conference in Cardiff High School on Saturday 4th March 2023 which will be offset in lieu of an INSET Day.
- Performance Management - Teachers have agreed on commonality in school objectives across Foundation and Juniors. Foundation teachers are to focus on outdoor learning and Junior teachers to focus on retrieval practice.

An opportunity was given to ask questions.

4.22.10 School Logo

HT discussed the thorough process to date on the design of the new logo and displayed the two final designs. These have been shared with Governors, staff, parents and parishioners via a survey and feedback was welcomed. Over 75% of respondents voted in favour of logo concept 1 - the shield.

Pupils from Year 1 to Year 6 voted for their preferred design and were also invited to give feedback on the designs. Pupil comments were very positive and helpful, including statements such as 'the shield protects like God protects us' and 'the circle is never ending like God's love'.. 80% of pupils chose the shield.
Governors discussed the merits of both designs and agreed that pupils' voices should be heard and respected along with the choice of the wider school community. Concept 1 was agreed on and the timescale/logistics were discussed.

4.22.11 Governors' Report for academic year 2021/22
The timeline for the report is to be re-established due to internal pressures. It was agreed this would be ready for the March FGB meeting and distributed at least 5 working days prior for comment.

4.22.12 Approval of Audited Statement of School funds
The School Fund audit was approved in the previous meeting and certificates received.

4.22.13 Safeguarding and Health and Safety
Covered in HT Report see item 4.22.9

4.22.14 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 informed the committee that the meeting will be in person, in school. HT and Chair to provide dates and Governors invited to attend.
Chair re-iterated that the logo design process has been a great example of how pupil voice has been heard.

4.22.15 Update on Governor Vacancies/ Training/Evaluation
EM, previously a Parent Governor, has now been appointed as a Foundation Governor: all paperwork has been received.
Governor vacancies were discussed and are as follows:

- Parent Governor vacancy
- Foundation Governor

It was also discussed that LDL's term is due to end on 14.02.2023 with his intention to stand again. HT to liaise with Ruth Lock (Governor Services) regarding the vacancies. The Parent Governor positions will be confirmed by the end of February.
Chair to meet with Father Fuse regarding Foundation Governor position. Governors were invited to make referrals of suitable candidates.
Evaluation and skills audit - Chair informed the committee that the last audit was completed 2 years ago and we will look to audit again once new Governors have been recruited.This audit will evaluate Governors' abilities/skills to ensure skills are used appropriately. Chair to circulate details of the audit in due course.
Chair thanked committee members for signing up and completing training courses.

4.22.16 Determination of matters deemed to be confidential - None

4.22.17 Correspondence
Chair confirmed a letter of thanks has been written to PTA for their successful Christmas Fayre.

4.22.18 AOB
Chair offered thanks to the Clerk as she stood down. He commended her support and steady hand since joining in uncertain times. HT shared how her commitment and skills have helped in the school improvements.

Next meeting will be held on 21st March 2023

Action Points

Ongoing

- Parent Governor election to be completed - now two vacancies.
- 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 renewal of the Mission Statement.
- Link Governors to contact staff to make an appointment to visit the school.

New

- Complete Governors' Report for academic year 2021/22.
- HT to confirm date of extra INSET Day.
- HT and Chair to provide date for stakeholder meeting.