Ysgol Gynradd Gatholig Pedr Sant
St. Peter's R.C. Primary School
Southey Street, Roath,
Cardiff, CF24 3SP
029 2049 7847
stpetersprm@cardiff.gov.uk

MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON

Tuesday 6th December 2022 @ 6pm Hybrid

Present:

Foundation Governors: Paul McManus (Chair), Stuart Lyon, Lynne Cleary, Sian Lia, Julia Houlston Clark, Louise Bassett, Emma McCallum
LA Governors Sophie Hayde, Mary Samothrakis,
Parent Governor: Luigi DeLuca,
Staff Governor: Elliot Heade, Niall Hennessy
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Catherine Chambers

3.22.1. Opening Prayer and Welcome led by Paul McManus

Governors were informed that the meeting was being recorded for minute purposes only.

3.22.2. Apologies accepted and approved: Jo Gerrard

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

3.22.4 To approve minutes of FGB meeting held on 27.9.22 & 24.11.22

Both sets of minutes were discussed PMcM approved the minutes as an accurate record with no objections.

3.22.5 Matters arising / Actions:

Completed

- Ensure Rights Respect and Equality Policy is presented for approval and implementation.
    - The LA had recommended this policy which needs scrutiny by SMT to present to FGB. Fr Bernard has reminded the HTs of the considerations of a Catholic School. It was agreed that the school would continue to continue with the existing policy until the new policy's approval.
    - Update - the HT and Deputy met with 2 officers from the LA regarding the hate language used within the new recommended policy however the LA confirmed that no negative feedback had been received from other schools.
      The HT expressed his concern to the FGB which led to a discussion including how racist incidents would be recorded in the future. It was noted that racist incidents were not recorded as hate incidents presently and examples of language used within the school were shared. Following this the HT proposed that the proposed policy was not adopted by the FGB but to adopt a Wellbeing Policy with a separate Hate Policy.

Governors asked the HT to clarify how racist and other incidents were currently recorded and if there were different consequences in the recording of the incidents. This led to further detailed discussion which included the judgement of staff during the recording using MyConcern. Governors were assured that parents were always informed of any recorded racist incidents.

- Clerk to check with Governor Services if all staff are required to complete a Declaration of Business Interests.
    - It was confirmed that only the Senior Leadership Team was required.
    - Update - Audit have since asked for all staff members with a second job to complete the Declaration of Business Interests form. All teachers and teaching assistants were asked to complete the form.

<u>Ongoing</u>

- Parent Governor election to be completed.
    - Although the Parent Governor position was advertised there were no applications therefore the process would be repeated in January 2023. A discussion followed regarding encouraging parents to apply. Governors questioned if the Parent Governor needed to be a Catholic.

3.22.6 Draft Minutes and report from Curriculum Committee held on 4.10.22 & 29.11.22

Both sets of minutes were discussed for accuracy. It was highlighted that there was a typo on 04.10.22. It was agreed that the typo would be amended. PMcM recommended that both were approved with no objections.

JHC highlighted the following:

- Staff sickness due to Covid is currently a concern including the importance of wellbeing.
- Complex needs within the Reception class and solutions being explored.
- Update regarding the forthcoming meeting with the LA regarding the caretaker's house.
- How the committee is addressing the balance of the School Development Plan and Catholic Life of the school.
- Curriculum for Wales and how the school is measuring change within the English language aspect and new RSE changes..
- An increase of safeguarding referrals due to new physical punishment legislation.

3.22.7 Draft minutes and report from Resources Committee held on 24.10.22

The minutes were discussed for accuracy. Governors requested that the acronym for PDG be included. PMcM proposed the minutes were a true reflection of the meeting with no objections.

LC highlighted the following:

- The delay regarding the caretaker's house - meeting now arranged for 8th December
- Finance update reassured the FGB that the school was in a good financial position. The unallocated fund amount was shared which was to partially remain to avoid setting a deficit budget in 2023-2024.
- The approval of all teachers being issued with an Apple Macbook over 2 years, to address issues with functionality and to enhance performance.
- Frustrations of roof leaks due to slow response from the LA.
- The approved funding of extra security around the school and the purchase of new gates.

3.22.8 Minutes and report from Admissions Committee held on 15.9.22 & 4.10.22

Both minutes were discussed for accuracy. PMcM proposed the minutes were a true reflection of the meeting which was seconded by JHC.

Governors discussed in detail the functionality of the committee and agreed that:

- If there was space available in any year group the applications could be delegated and approved by the HT without the committee's approval to admit.
- If a year group was full, the HT can refuse the application and invite them to appeal. However the HT can call a committee meeting if in doubt or if there is a valid reason to admit beyond the standard number, e.g., baptised Catholic living in the catchment of the school.

3.22.9 Headteacher's Report

The HT tabled a report and highlighted:

- NOR currently 424.5 (this figure includes 49 nursery children part time 0.5)
- Attendance is currently 94%.
- 6 fixed term exclusions this term, the reasons were explained and it was confirmed that process was followed. The HT explained that the rise in exclusions is a trend within the LA.
  Questions included if the excluded children had learning needs. A discussion took place regarding child protection concerns and what support is received from the LA regarding whole family work. A detailed discussion took place which outlined the significant support provided.
- Complaints process was explained and details were shared.
- Premises and Safeguarding positives included new video entry systems installed and working well on 3 gates on Southey St and Elm Street. minor roof repairs, fire safety inspection, removal of fire hoses, fire extinguisher and fire warden training, first aid training and lockers installed.
- Premises delays included the Thrive and staff room swap, multiple roof leaks, replacement of lights in the main hall and ongoing issues regarding the caretaker house.
- Update regarding the caretaker's house regarding a meeting planned with Jenny Hughes (Head of Inclusion) for next week.
- The PTA were thanked for their tireless hard work to raise funds for the children donating £8k for lockers and they have also agreed to fund a bike shelter. The Christmas Fayre was well organised and attended with £3.4k raised. It was agreed that the Chair would write a letter of thanks.
- School Senedd's role with update. It was agreed that the First Minister would be invited to the next FGB meeting and governors were invited to watch his winning speech.

Questions included who sends the figures to the Archdiocese for the Year Book, how does our attendance compare to other schools and who can access the Elm Street gate. Further questions included how the school struck the balance with the School Senedd between letting the children have their own original thoughts and ideas to staff guiding and advising them.

3.22.10 Mission Statement

The Chair reminded the Governors to provide feedback to the Headteacher regarding the Mission Statement discussions at the last FGB meeting.

3.22.11 Governors' Report for academic year 2020/21

It was agreed that the report would be published in late February/March 2023 to the parents. The report would also include promotional material and will be presented for Governors approval on 07.02.23.

3.22.12 Approval of Audited Statement of School funds

The Chair confirmed that the audit had begun and would be presented to the FGB on completion.

3.22.13 Safeguarding and Health and Safety - covered in HT Report

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

Governors were encouraged to follow the schools Twitter account @stpcardiff
Questions were raised regarding how and when teachers upload photographs to the Twitter account. A discussion revolved around using staff members' own devices to take photos to be deleted immediately following upload. Further questions included parental global consent, how long images were retained for and who the GDPR officer was for the school.

Further discussion included promoting and presenting the GB to inform the parents of their contribution to the school. It was suggested and agreed that once a month a profile of a governor could be added to the newsletter for parents' information.

<u>Website</u>
The Chair confirmed that the 'Meet the Governors' presentation was near completion and would be published on the website shortly.

The Chair highlighted that there was no link to the school on the Parish website and agreed to contact the Parish Priest regarding this. It was also agreed that a Parish link would be added to the school website.

Governors also highlighted that the school app and website dates were not populated regularly, a discussion took place regarding delegation and how to address this issue. This led to a further detailed discussion regarding using this platform as the main school's shop window.

3.22.15 Update on Governor Vacancies/ Training/Evaluation

The Chair informed the FGB that Kathryn Burke had stood down as Foundation Governor due to her current work commitments. Kathryn had been a member of the FGB since 2014 originally as a Parent Governor.

There is also a Parent Governor vacancy to be readvertised in January 2023.

3.22.16 Determination of matters deemed to be confidential - None

3.22.16 Correspondence - None

3.22.17 AOB

It was agreed that the Pay Committee would meet following this meeting.

The Chair informed the FGB that he had met with SLy (Governor), the school's Improvement Partner, and the HT to complete the HT's Performance Management review earlier in the day. It was confirmed that new objectives had been set for the year ahead. Governors questioned the composition of the Performance Management committee and if the outcome and objectives were confidential.

Mike Howells had visited the school to be presented with vouchers for thanks for being Chair of Governors by the First and Deputy Minister of the School Senedd.

A second staff flexible working request had been received. Details of the request were shared. The HT confirmed that operationally the request could be accommodated. Questions revolved around if the previous request was in a different year group to this staff member and if the member of staff held a TLR. Merits were discussed and the request was approved by the FGB.

Link Governors were encouraged to contact staff to make appointments. The Chair informed Governors that Jo Gerrard had agreed to assist Emma McCallum as ALN link. Jo had also agreed to accept additional duties and Governors who had 2 responsibilities were asked to reconsider.

Next meeting will be held on 7th February 2023

Action Points

Ongoing

- Parent Governor election to be completed.
    - Although the Parent Governor position was advertised there were no applications therefore the process would be repeated in January 2023. A discussion followed regarding encouraging parents to apply. Governors questioned if the Parent Governor needed to be a Catholic.

New

- Chair to write a letter of thanks to the PTA.
- HT to invite the First Minister from the Senedd to a future FGB meeting
- Governors to provide feedback to the Headteacher regarding the Mission Statement discussions at the FGB meeting on 29.11.22.
- Link Governors to contact staff to make an appointment to visit the school.

