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

24th November 2022 at 5pm Hybrid

Present:

Foundation Governors: Paul McManus (Chair), Sian Lia*, Lynne Cleary, Julia Houlston Clark*, Louise Bassett, Emma McCallum, Jo Gerrard,
LA Governor: Sophie Hayde
Parent Governor:, Luigi DeLuca
Staff Governor: Elliot Heade* Niall Hennessy
Safeguarding Officer: Nikki Loukisas (NL)
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Catherine Chambers * Online

8.1.21. Opening Prayer and Welcome led by Gareth Rein

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

Jo Gerrard was introduced and welcomed as a new Foundation Governor. Introductions were made by all Governors.

8.2.21. Apologies accepted and approved: Mary Samothrakis, Kath Burke

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

2.4.22 Level 2 Safeguarding Training

NL introduced herself and explained her role within the council as a Safeguarding Officer and the importance of the Governor Training.

The different levels of Governor Training was explained.
NL then presented L2 Safeguarding Training using a Powerpoint. She explained that this training is usually delivered by an Education Safeguarding Officer to Governors with responsibility for Safeguarding and Child Protection (Designated Safeguarding Governor).

Questions were raised regarding the value of the Vice Chair attending L3 training, if all schools followed the recommended Wales Safeguarding Procedures and if a separate Child Protection and Safeguarding Policy was required. Further questions included how the school trends compared to the city's referrals to MASH.

A discussion followed regarding supervision for the DSP. Concerns were raised and it was noted that last year the GB approved that the DSP would have a non-teaching role starting this academic year. The DSP confirmed that she felt supported by the FGB.

Further discussion followed and it was agreed that the GB would have a copy of the Audit Tool and the L2 presentation would be loaded onto the shared drive for future reference.

2.5.22 Recommendation from Resources Committee re. Personnel matters

Details had been shared prior to the meeting via email regarding a flexible working request from a member of SMT staff currently on maternity leave to reduce her hours from full time to 0.6 on her return to work.

The HT highlighted the details. The Resource Committee shared the questions raised previously via email regarding the matter and maintaining the SMT responsibilities. The HT recommended that the SMT responsibilities would be reduced to 2 substantial responsibilities from 3.

The FGB questioned if an additional member of staff would be appointed for the other 2 days per week and if the additional role would be permanent, if so would it be advertised? Following a discussion the It was proposed that the teacher currently covering the maternity cover would remain as 0.5 teacher on a temporary basis until the end of the academic year. The costs of a teacher for the additional half a day per week were shared.

PMcM proposed that the recommendation was accepted which was seconded by LB and ratified by the FGB

2.6.11 Revised Terms of Reference and proposed renaming of the "Curriculum & Standards Committee" as the "Catholic Mission, Curriculum & Standards Committee"

Details for this point also had been shared previously by email, reasons behind the additions were shared and highlighted. Concerns were raised regarding the balance of scrutiny within the Curriculum Committee which led to discussion.

The TOR approval was proposed by PMcM and seconded by LeL.

2.7.11 Proposed change to Admission Policy application form requirements

Governors were reminded of the changes that had been to Admissions this year in regard to joining the co-ordinated admission procedures with the Council. Advantages and streamlining was explained by the HT. Although it was approved previously that an additional separate application form would be required to be made directly to the school the HT requested the FGB revisited this as it had become apparent that this was not needed which would simplify the process. This was proposed by PMcM, seconded by LB and ratified by all.

2.8.22 Mission Statement

The Headteacher tabled slides to present background to further consider the topic, 3 documents were shared to support the presentation.

The process and consultation was explained in detail and the FGB was informed of stakeholders' contribution with the hope it would be finalised by the end of the academic year.

Questions revolved around catchment boundaries, would the school motto change, should the mission statement reflect the moto and if the children understood the link to St Peter and the keys. This led to a detailed discussion regarding the word future and its significance. Further discussion resulted in the agreement of the documents tabled being loaded onto the shared drive for consideration. Governors agreed to inform the HT of thoughts and suggestions for the development of our new mission and vision statements and aims by the end of the term.
2.9.22 Correspondence A letter of complaint from a parent had been received, Governors were informed that process had been followed. See confidential matters.
2.10.22 Matters deemed to be Confidential. See point 2.9.22
2.10.23 AOB The FGB was informed and invited to the Christmas Fayre on 3rd December 2022 and encouraged to volunteer if possible. Elliot Heade had won a national award in the Bullies Out Campaign. Elliot was congratulated by all and thanked for his exceptional work.
Date of next meeting 6th December 2022



Approved by the FGB on 7.12.22