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

Tuesday 27th September 2022 Hybrid

Present:

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

** online

1.22.1 Opening Prayers led by Paul McManus

Governors were welcomed to the meeting. All Governors introduced themselves and explained their role within the Governing Body as this was the first in person meeting following Hybrid meetings due to Covid.

1.22.2 Apologies: Kathryn Burke, Sian Lia, Emma McCallum

Governors were informed that Emma McCallum had resigned as Parent Governor therefore an election would take place to find a replacement.

1.22.3 Election of Chair & Vice Chair

Paul McManus and Luigi DeLuca had been nominated with no other Governors putting themselves forward. All agreed that PMcM would continue in the role of CofG and LDeL as Vice. Both were thanked for their commitment.

1.22.4 Declaration of Business Interests on the agenda - None received.

1.22.5 Minutes of last meeting held on 12th July 2022

The minutes from the FGB 12.7.22 were discussed PMcM proposed that they be approved which was seconded by LB and ratified by all.

1.22.6 Matters Arising

Completed Action Points

- CC to share Q3 of the CSC Self Evaluation Tool for Governance. IT help requested. Extracted now, will revisit later in the year to evaluate actions.
- Appoint a new Chair for the Resource Committee.
  Lynne Cleary had been approached by the Chair and had agreed. PMCM proposed this which was seconded by LB.
- Upload new updated Safeguarding Policy to the website.

- The New Curriculum summary to be uploaded to the website.
- Governors to liaise with the school office regarding DBS checks. Governors with outstanding DBSs were encouraged to complete as a matter of urgency.
- GR to create a poll to check Governors availability to meet regarding the Mission Statement – this point is now redundant now due to an extra FGB meeting arranged on 24.11.22.

Ongoing Action Points

- Ensure Rights Respect and Equality Policy is presented for approval and implementation. The LA has 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 run with existing policy as the new policy's approval.

1.22.7 Complete Register of Business Interests Forms

The Clerk confirmed that the majority of Governors had already returned the forms and encouraged all to do so. Questions were raised concerning all school staff completing the forms, which led to a discussion which resulted in the Clerk agreeing to take advice from Governor Services.

1.22.8 Review Committee Structure 2022-23

The Chair confirmed that the only change in all of the Terms of References was that the financial delegation had been removed from the Resources TOR. PMcM proposed that they be accepted, which was seconded by MS.

The Chair of Governors had previously shared a proposed committee membership with the Governor's skills being matched. It was confirmed that there is on longer a separate Personnel Committee as it was included within Resources to avoid conflict. A discussion followed and the structure was approved.

1.22.9 Membership of Statutory Committees for 2022-23

The Chair again shared a proposal which was discussed. The Chair proposed the approval which was seconded by JHC.

The Chair shared training dates and encouraged all governors to attend online training offered which was relevant to their particular committee.

1.22.10 Agree School Financial Regulations (LA) and Authority List

The Chair confirmed again that the only change from last year was the removal of the LA controlling the budget. PMcM proposed that they were accepted, which was seconded by MS.

1.22.11 Approval of Authority of Signatures for Banking Arrangements

The HT confirmed that all signatories remain unchanged.

1.22.12 Approval of Governing Body Meeting Dates 2022-23

The dates had been presented to the FGB in the Summer Term and again prior to this meeting. A discussion followed regarding the success of Hybrid meetings which would continue. The Chair proposed that all dates were accepted which was seconded by SH and approved by the FGB.

1.22.13 Approval of Process of Audited Statement of School Funds 2021-23

The HT explained the process, which Governors approved, and confirmed that this item is ongoing.

1.22.14 Approval of Performance Management and Appraisal Arrangements 2022-23

The HT explained that it was statutory that all teaching staff are included in the process. The HT asked for the approval of including non-teaching staff in the Performance Management process. A brief discussion followed which included questions regarding who the appraisers were.

The Chair proposed that the proposal was accepted which was seconded by LC.

1.22.15 Approval of Policies

Prior to the meeting the FGB received a list of all unchanged policies that had been presented and approved within the last 2 years which included:

- Assessment Marking and Feedback Policy
- Attendance Policy
- Capability Procedure for Whole School
- Carers Policy
- CCTV policy
- Charging and Remissions Policy
- Child Protection Policy*
- Complaints Procedure
- Data Protection Policy (inc. GDPR)
- Disclosure and Barring Service Policy
- Exit Interview Policy and Procedure
- Financial Regulations 2022-2023
- Freedom of Information Publication Scheme
- Gifts, Hospitality and Bribery Policy
- Governors' Expenses Policy
- Governors' Visits Policy
- Health and Safety Policy
- Healthy Living Policy
- Healthcare Needs Policy
- Hiring and Lettings Policy
- Lockdown Policy and Procedures
- Performance Management Policy
- Presentation Policy
- Recruitment and Selection Policy
- School Privacy Notice
- School Redeployment and Redundancy Policy
- School Resolution Policy
- Staff Disciplinary Procedure
- Uniform Policy
- Whole school Pay Policy

The Headteacher highlighted and proposed the following changes.:

- Admission Policy 2024-25
  Dates of application changes made.
- Recruitment and Selection Policy
  Attention was brought to the wording of the Council policy and standard practice for an English Medium Catholic school. Concerns were raised which led to a discussion around support from the LA and SLA if their exact policy was not

adopted. HT proposed to remove the Welsh language option which led to element of discrimination being discussed. Questions and concerns were raised regarding if the candidates were equal and if this was clear within the proposed policy. A detailed discussion followed and the FGB agreed to accept the LA policy with no changes however, the policy would be scrutinised by the Resource Committee in the Spring Term.

Governors raised questions regarding headings of policies which were explained by the HT.

The Chair confirmed that the Behaviour Policy was being replaced by the Rights Respect and Equality Policy which is being scrutinised by SMT therefore this policy is not being replaced at this time. Questions were asked regarding the proposed LA Wellbeing Policy, the HT agreed to check with Governor Services.

Following the detailed discussion the Chair proposed that all listed policies were adopted which was seconded by LC. The Chair requested that the policies were shared on the website with the exception of the Lockdown Policy which is not for publication.

Governors requested a summary of changes, the HT assured them that the only change proposed was within the Recruitment Policy which had not been accepted by the FGB at this meeting.

1.22.16 Headteacher's Report

The HT had uploaded the HT report to the shared drive and invited the FGB to follow using the report. Highlights included:

- Attendance is currently low at 91%, reasons were explained. A discussion revolved around the LA recommendation of 1 week approved holiday and the HT recommended that this was not accepted by the FGB. Governors were informed that the LA were also encouraging schools to reintroduce Fixed Penalty Notices. Governors challenged this highlighting compassion with sanctions during the current cost of living crisis. Conversation revolved around case by case assessment with extenuating circumstances, challenging/supporting families and duty of care. Questions revolved around who makes the ultimate decision and the process of support. Further discussion revolved around individual family meetings leading to additional outside provider support and historical referrals to EWS with no action taken.
  Following a detailed discussion it was agreed that the future attendance policy would be flexible with a resistance to sanctions, however the FPN would remain a reluctant option. One Governor disagreed and challenged this strongly as there was no evidence that FPNs changed behaviour. The HT asked what the challenge would be if FPNs were withdrawn. The ethos of the school was discussed and consistency highlighted. It was agreed that if an FPN was issued by the HT the FGB would be informed. Further questions revolved around the process of informing the HT about a planned holiday and how it is communicated.
- The NOR is currently 421.5 which was lower than predicted, concern was raised regarding falling numbers and future budget security. A recruitment strategy with Governor involvement was proposed by the HT. It was agreed that the Wrap Around Care was very valuable. Catchment and housing was discussed.
- School logo, all were thanked for those who had responded to the consultation which closes on Friday. It was shared that design 3 so far is the most popular which led to a discussion around visibility. Concern was raised regarding the cost of uniform rising due to the new logo. Questions revolved around the possibility of the new badge being available to sew on in the interim for affordability and a PTA uniform swap.
- School Development Plan, The FGB was reminded of 7 priorities and the HT highlighted the 3 year plan. It was confirmed that very good progress has been made in the last 2

years with new priorities will be made next summer. Governor links were shared and encouraged.

- Professional learning - all staff had received L1 safeguarding, GDPR and cyber security training.
- St Peter's pupil profile was explained.
- The HT proposed 3 further INSET days which were shared, approved and confirmed.
- Parish links included harvest appeal, school parish Mass once a term. In addition a different year group attends Mass each week in the Parish.

1.22.17 Safeguarding and H&S

The FGB was reminded of L2 training for all Governors at the next meeting. The Chair confirmed that a link visit with ZC planned regarding Safeguarding with a view of reporting back to the FGB.

1.22.18 Personnel: new proposal for midday supervisor staffing structure (to be approved)

The HT shared concerns regarding a lack of midday supervisors with a threat to lose more. He explained that the Caretaker checks the site everyday however it would be beneficial to have an additional 4 hours per day janitorial job to include 1.25 hour per day lead midday supervisor taking the role to 5.25 hours per day. A staff structural change would be required to facilitate this. Governors questioned if a janitor would be a good lead midday supervisor and concerns were raised that it would be difficult to find a person with both skills which led to a discussion. The FGB approved the structural change to include the additional role.

Other staffing issues included possible additional 1:1 TA positions needed, questions were raised regarding ALN funding and the current provision in the Reception class.

1.22.19 Update on Governor Vacancies / Training Programme/ Development Plan.

The Chair confirmed that we currently have 2 foundation, 1 parent and 1 staff governor vacancies. The HT confirmed that the process had been started for the staff governor and the Chair requested that Parent governor elections were started. Details of possible foundation governors were shared which were welcomed by all.

The Governor training programme had been shared previously and is on shared drive.

1.22.20 Agree timescale for Governors' Report to Parents 2021-22 (*Statutory duty*)

The HT explained the process, format and presentation. Following a discussion it was agreed that they would aim for publication in the Summer Term. A discussion regarding how the report would be presented to encourage bringing parents into the school. Suggestions were made regarding visually improving the content and it was suggested that the Governors join with a PTA event to present the report.. Questions were asked regarding who the report is shared with.

1.22.21 Mission Statement

Next GB meeting will cover this with only 2 points planned for the agenda.

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

A discussion revolved around the Governors photos being shared on the website which had been approved, it was confirmed this was in process.

It was also confirmed that the Chair of PTA had been invited to FGB meetings, she had raised questions of expectation and a date was to be confirmed.

Governors reported that positive feedback parents had been received regarding more presence of SMT in the mornings during this academic year.

1.22.23 Correspondence

The Chair informed the FGB that a letter had been received from Archbishop Mark to introduce himself, a response had been sent by the HT inviting him to the school. He had responded and the letter was shared.

CofG and HT had been informed of a 5G mast being built nearby the school and had been assured that there would be no impact on the school.

1.22.24 Matters Deemed to be Confidential - None

1.22.25 Date of next FGB meeting – Thursday 24th November 2022 @ 6pm

The HT invited the Governors to the school to see the completed building works that were completed over the summer. This led to questions being raised regarding the ongoing leak.

Governors thanked the HT, DHT and the caretaker for the extra work during the summer holiday.

Action Points

New

a. Clerk to check with Governor Services if all staff are required to complete a Declaration of Business Interests.
b. Parent Governor election to be completed.
c. HT to check if there was a new LA Wellbeing Policy.

Ongoing

d. Ensure Rights Respect and Equality Policy is presented for approval and implementation. The LA has 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 run with existing policy as the new policy's approval.



Approved by the FGB Meeting on 07.12.22