ST PETER'S RC PRIMARY SCHOOL

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MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 24th September 2024 at 6.00pm Hybrid

Present:
Foundation Governors: Paul McManus(Chair), Julia Houlston-Clark*, Stuart Lyon, Matthew Hexter,
LA Governors: Mary Samothrakis, Sophie Hayde
Parent Governor: Luigi DeLuca
Staff Governor: Elliot Heade*, Niall Hennessy
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Vicky Carey

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

1.24.2. Apologies accepted and approved: Sian Lia, Jo Gerrard, Emma McCallum, Louise Bassett, Marga Munar Bauza

1.24.3. Appointment of Chair and Vice Chair of Governing Body 2024-2025
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.
The chair advised the committee that this year will be LdL's last year as Vice Chair, plans will be put in place for succession.

1.24.4. Declarations of Interest
All members were invited to share any declarations of interest for the meeting, none were stated.

1.24.5. Minutes of the FGB meeting held on 2nd July 2024
The minutes from the previous FGM were discussed and **approved** as an accurate record.

1.24.6. Matters arising / Actions:
Ongoing

- LB to investigate school house use for 0-3 years
- Summary of SDP to be shared with parents, *will be discussed at next Catholic Mission, Curriculum & Standards committee meeting.*
- HT to complete data for governors' annual report
- Clerk to chase outstanding governors self assessment forms

Complete

- Clerk to publish approved FGB minutes 14.05.24 on website
- Clerk to update admission policies and make changes to the website

1.24.7. Register of Business Interest form
All governors are required to complete the form and return to the clerk before the next FGB meeting.

1.24.8. Review of Committee Structure Membership and Terms of Reference approval 2024-2025
No changes to the committee have been proposed this year, all agreed to **approve** the current structure.
Chair requested for volunteers to attend a short fortnightly admissions meeting. Clerk to receive self nominations.

1.24.9. Approval of Financial Regulations and Authority List
The document remains unchanged, all agreed to **approve**.

1.24.10. Approval of Authority of signatures for Banking Arrangements
The document remains unchanged, all agreed to **approve**.

1.24.11. Approval of Governing Body meeting dates for 2024-2025 and INSET Days 2024-2025
Dates have been circulated to all committee members with two outstanding INSET days, all agreed to **approve**.

1.24.12. Policies

The following policies remain unchanged and were approved:

Admissions Policy 2025-26*
Assessment Marking and Feedback Policy
Attendance Policy**
Anti-Bullying Policy
Capability Procedure for School Support Staff
Capability Procedure for Teachers and Headteachers
Carers Policy
CCTV Policy
Charging and Remissions 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
Healthy Living Policy
Healthcare Needs Policy***
Hiring and Lettings Policy
Lockdown Policy and Procedures**** (not for publication)
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
Behaviour in Schools (Rights Respect & Equality) Policy

Minor amendments were made to the following policies and were approved:

Health & Safety Policy - minor amendments removing past staff's names.
Child Protection Policy - HT highlighted amendments from template policy

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*Admissions Policy - 26-27 will be reviewed and circulated in the spring term.
**Attendance Policy - HT to add school cover to current policy and redate, new cluster attendance policy will be reviewed in the spring term.
***Healthcare needs Policy, old version approved, new version made available to Governors, advised to review and will approve new version at the next meeting. Following a question, HT confirmed the school has used a cluster school template and amended for St Peter's
****Lockdown Policy - Future plans to rewrite the policy to reflect current threat levels

Behaviour in Schools Policy - awaiting further discussion with future plans to combine a number of policies to more reflect the school's Faith ethos.

Prayer and Liturgy Policy - work is underway to write and review a policy with guidelines from the Prayer and Liturgy Directory.

HT recommended a UNCRC Statement is inserted into all policies and an ALN Statement is inserted into relevant policies. It was motioned to **approve** the proposed statements which will be added to approved policies, this was agreed by all.

1.24.13. Headteacher's Report - including Safeguarding and Health and Safety Update

HT presented to the committee, highlighting:

- NOR showing a positive increase from the same time last year.
- Attendance figures noting low difference between FSM and Non FSM pupils' percentages. *(Q)*
- The increase in the quantity of pupil holiday requests noting that some other schools are issuing fines for such absence.
- Personnel update including extra supply TAs used due to pupil needs within the Foundation Phase. *(Q)*
- Collaborations and Partnerships update. *(Q)*
- RED update with a focus on refining and embedding practice and assessment.
- PLD update following Archdiocese training.
- Successful securing of funding for a trip to Rome for approx. 10 pupils. HT thanks LdL for his support and contacts with a school in Rome.
- First and Deputy Senedd Ministers to be appointed by vote this week.

Safeguarding highlights:

- Reminder of safeguarding responsibilities - Zina Clark - DSP, Gareth Rein - DDSP, Paul McManus - Safeguarding Governor.
- DSP meets termly with CoG and monthly with DDSP.
- Level 2 training delivered to all staff in September including 11 new aspects added to the Child protection Policy.
- Proposed FGB meeting 19.11.24 to offer level 2 training to Governors.
- No of MARFs (Multi Agency Referral Form) and referrals to Family Gateway for support.
- No. of exclusions and brief description of reasons.

Premises/Health & Safety highlights:

- HT reminded the committee that Guy Littlemore is the school's Health and Safety Officer who attends on a monthly basis.
- SL is the Link Governor for Health and Safety and conducts regular visits in addition to conducting risk assessments for the PTA.
- Evolve is the platform used to record risk assessments, staff training to take place this term.
- Staff members to attend first aid training.
- Premises update including the Improvement in Y1 classroom with separation to open space, LED lighting update, outdoor classroom, new roof proposed by Cardiff Council for Junior block.
- School House - no update to report following 3.5 years with no progress.

Q. Where attendance percentage is highest in the school, does this have any correlation with pupils in receipt of FSM? HT advised the school will run reports to analyse, a discussion ensued.
Q. Will the extra supply TA staff move through the school with the year groups? HT advised that it would depend on finance and pupil need.
Q. Are there any areas of ALN support that need extra staff? HT advised that currently a number of pupils would benefit from a 1:1/nominated person. Discussed PSP where pupils attend school on an agreed part time basis.
Q. What measures are in place to recognise when collaborations could be detrimental to the school, HT confirmed this is discussed with SLT and regularly monitored. The school also has a future aim to afford internal cover to minimise disruption.
Q. What criteria is being used to monitor benefit/risk of collaborations? HT confirmed pupil outcomes and staff wellbeing.
Q. Is the increase in racism reports due to an increase in awareness? DHT discussed the use of categories used on My Concern to refine incidents. A discussion ensued.

1.24.14. School Development Plan **#SDP**

HT advised the committee that the school is entering the second year of a three year plan. The SDP is made up of 6 priorities:

SDP 1 - To improve standards and progress in Languages, Literacy and Communication
SDP 2 - To improve pupils' progression in Mathematics
SDP 3 - To improve Foundation pupils' learning progression through improvements in guided play and free play
SDP 4 - To successfully implement the new RED and PLD
SDP 5 - To further develop planning, provision and assessment for knowledge, skills and experiences within the CfW
SDP 6 - To ensure all staff members have access to quality professional development.

The Catholic Mission, Curriculum and Standards committee will review the SDP and approve it at the next meeting.

The Curriculum Summary Statement for the website will be presented at the Catholic Mission, Curriculum and Standards committee meeting for approval, it was motioned that if the statement is approved at committee level, the FGB can also approve.

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

MH was welcomed to the Governing Body as a Foundation Governor leaving no vacancies. MH to complete mandatory training.
SH has agreed to continue in her role as Local Authority Governor.
Access to available GB training has been provided in the GDrive.
Level 2 safeguarding for governors will take place on 19th November 2024.
The Development Plan will be completed when the final governor has input.

1.24.16. Publication of Governors' Report to Parents 2023-2024 & planned communication with stakeholders in 2024-2025 Parents/ Pupil Voice / Community

Chair informed the committee that the 2022/2023 template has been completed, this is then reviewed by CoG/VCoG and returned to HT to be made into a publication. The proposed publication date is December 2024.
HT confirmed that the school is awaiting final information for 2023/2024 publication.

1.24.17. Agree timescale for Governors' Report to Parents 2024-2025 (Statutory duty)

It was agreed that a proposed date of November 2025 was appropriate.

1.24.18. Correspondence

No GB correspondence.
Discussion following letter from the Archbishop of Cardiff regarding the merge of 2 Diocese. Clerk to add to the school website.

1.24.19. Matters deemed to be Confidential

No confidential matters discussed.

1.24.20. AOB

Following election, First and Deputy Senedd Ministers to be invited to an early FGB meeting to present plans.
Clerk to share election videos on GDrive.
Governors were invited to a Welcome Mass in school for reception parents on Friday, 27th September at 10.00 am and Harvest Family Mass at St Peter's Church on Sunday, 13th October at 9.30 am.
Clerk to share liturgy calendar with governors when complete
Discussion regarding updating the school website with current photographs and logo.
Governors are invited to attend school if they would like their photographs taken on Monday, 23rd October.

Acronyms used

NOR - Numbers On Roll
FSM - Free School Meals
PSP - Pupil Support Plan

TLR - Teacher with Learning Responsibility
DSP - Designated Safeguarding Person
DDSP - Deputy Designated Safeguarding Person
MARFs - Multi Agency Referral Form
SDP - School Development Plan
PTA - Parent Teacher Association
RED - Religious Education Directory
PLD - Prayer and Liturgy Directory
CfW - Curriculum for Wales

Action Points

- Clerk to share FGB meeting minutes from 02.07.24 on school website *Complete*
- Clerk to request volunteers to attend short admissions meetings *Complete*
- Produce attendance reports to identify trends for FSM/Non FSM pupils.
- New staff structure to be updated on the website *Complete*
- MH to complete mandatory training.
- Clerk to add cover and redate cluster attendance policy *Complete*
- Clerk to update policies on website *Complete*
- Rewrite lockdown policy
- Review 2026/2027 Attendance policy in Spring Term
- Approve new Healthcare Needs policy
- Clerk to share liturgy calendar with governors when complete *Complete*
- Clerk to add letter from Archbishop of Cardiff regarding Diocese merge *Complete*
- First and Deputy Senedd Ministers to be invited to an early FGB meeting to present plans
- Clerk to share Senedd election videos on GDrive

