ST PETER'S RC PRIMARY SCHOOL

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MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 19th November 2024 at 6.00pm Hybrid

Present:
Foundation Governors: Julia Houlston-Clark, Matthew Hexter, Louise Bassett, Jo Gerrard*, Sian Lia, Lynne Cleary
LA Governors: Mary Samothrakis, Sophie Hayde*
Parent Governor: Luigi DeLuca (Chair)
Staff Governor: Elliot Heade*, Niall Hennessy
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Vicky Carey

2.24.1. Opening Prayer and Welcome led by Luigi De Luca
Governors were informed that the meeting was being recorded for minute purposes only.

2.24.2. Apologies accepted and approved: Paul McManus, Marga Munar Bauza, Stuart Lyon, Paul McManus, Emma McCallum

2.24.4. Declarations of Interest
All members were invited to share any declarations of interest for the meeting, SL declared that her daughter works at the school.

2.24.5. Minutes of the FGB meeting held on 24th September 2024
The minutes from the previous FGM were discussed and **approved** as an accurate record.

2.24.6. Matters arising / Actions:
Ongoing

- MH to complete mandatory training.
- Rewrite lockdown policy
- Review 2026/2027 Attendance policy in Spring Term
- First and Deputy Senedd Ministers to be invited to an early FGB meeting to present plans

Complete

- Clerk to share FGB meeting minutes from 02.07.24 on school website
- Clerk to request volunteers to attend short admissions meetings
- New staff structure to be updated on the website
- Clerk to add cover and redate cluster attendance policy
- Clerk to update policies on website
- Clerk to share liturgy calendar with governors when complete
- Clerk to add letter from Archbishop of Cardiff regarding Diocese merge
- Produce attendance reports to identify trends for FSM/Non FSM pupils. HT advised will bring FSM/Attendance to next curriculum meeting
- Approve new Healthcare Needs policy
- Clerk to share Senedd election videos on GDrive

2.24.7. Approve Healthcare Needs Policy
Policy had been made available to governors for review, policy was **approved** by all.

2.24.8. Approve Whistleblowing Policy
Current policy had been made available to governors for review.
The use of the current council template was questioned as not bespoke to the school. A discussion ensued regarding signposting of the complaint.
Current policy was **approved** by all, with a plan to revise the policy to include the GB as the employer.

2.24.9. CRSA Audit

The School Business Manager introduced the self audit process discussed at the Resources committee meeting.
The CRSA is a comprehensive business compliance audit covering governance, HR, IT management and financial management. It ensures that the school is managed effectively and efficiently.
Processed by the Business Manager, supported by the Headteacher it is completed, evidenced and sent to the Council.
Proof of compliance is requested by the council partially or fully. The school has submitted the requested evidence.
The CRSA audit was **approved** by all.
Discussion regarding regular submission to governors was discussed and decided that any outstanding items on the audit can be brought to governors for their attention and possibly added to the Headteachers report.
It was suggested that the audit that has been made available to governors is a useful tool for governors to be aware of the in depth operation of the school.
A discussion was had regarding the use of supermarket reward/discount systems as these are not available for the school to use but offer great reductions.
Governors thanked the School Business Manager for her excellent work on the CRSA Audit.

2.24.10. School Fund/ Governors' Fund Audit

The school fund and governors' fund have been through an external audit, the audit certificate was provided for governor's review. The governors' account has now been closed.
The school and governors' funds were agreed by all with a motion to **approve** at FGB.

2.24.11. Correspondence

No correspondence received

2.24.12. Matters deemed to be Confidential

No confidential matters discussed.

12.24.13. AOB

A discussion took place about who would replace PMMc as Safeguarding governor. Chair asked for volunteers.
LB offered to take over from PMcM.
HT informed the committee that the school was hoping to achieve the RRSA Gold Accreditation, the visit is booked for Tuesday 26th November at 10.00 am. JHC/LdL agreed to attend to represent the governing body.

2.24.14. Level 2 Safeguarding Training

ZC presented Level 2 Safeguarding training to all in attendance, clerk to share recording with any members not in attendance.

Action Points

- Update Whistleblowing policy
- Clerk to share approved FGB minutes 24.09.24 on school website
- Clerk to approve current Whistleblowing policy and add to the school website
- Review wording of Whistleblowing policy to make more bespoke to the school
- Outstanding items on CRSA to be added into Headteachers report
- MH to complete mandatory training
- Rewrite lockdown policy
- Review 2026/2027 Attendance policy in Spring Term
- First and Deputy Senedd Ministers to be invited to an early FGB meeting to present plans
- Safeguarding governor's details to be updated on posters, website etc.

