ST PETER'S RC PRIMARY SCHOOL
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MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 3rd December 2024 at 6.00pm Hybrid

Present:
Foundation Governors: Paul McManus (Chair), Stuart Lyon*, Matthew Hexter, Julia Houlston Clark*
LA Governors: Lynne Cleary
Parent Governor: Luigi DeLuca, Marga Munar Bauza*
Staff Governor: Elliot Heade*, Niall Henessey
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Zina Clark/Vicky Carey

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

3.24.2. Apologies accepted and approved:
Mary Samothrakis, Jo Gerrard, Sian Lia, Emma McCallum, Sophie Hayde, Vicky Carey

3.24.3. Declarations of Interest
All members were invited to share any declarations of interest for the meeting

3.24.4. Minutes of the FGB and Resources meetings held on 19th November 2024
- The minutes from the previous FGM were discussed and **approved** as an accurate record.
- The minutes from the Resources Committee Minutes were **approved** by the chair of the committee.

3.24.5. Matters arising / Actions:
Ongoing

- Outstanding items on CRSA to be added into Headteachers report
- MH to complete mandatory training.
- Rewrite lockdown policy *(Q)*
- 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.

Complete

- Review wording of Whistleblowing policy to make more bespoke to the school
- Clerk to share approved FGB minutes 24.09.24 on school website
- Clerk to approve current Whistleblowing policy and add to the school website

Q. Why is the policy being rewritten? HT explained that following advice from the school's Cardiff Council H&S officer, a graded approach is recommended using different lockdown scenarios.

3.24.6. Declaration of Business Interest Forms
Governors were reminded to return any outstanding forms.

3.24.7. First Minister / Deputy First Minister Presentation
The First Minister and Deputy First Minister were introduced to the committee, both had pre recorded a video and the Deputy First Minister was present at the meeting. The meeting outlined their rights, their goals for the year and the achievements of the Senedd groups. HT credited their oracy, presentation and planning skills.
DFM discussed further achievements of the Senedd groups highlighting:
- Wellbeing (Odd socks Day)
- Chaplaincy (Harvest Distribution)
- Homeless Collection

- Prayer bags
- Playground Pals - Astroturf

An opportunity for questions was given.

Q. Tell us about the prayer bags? DFM shared the content of the prayer bag and its purpose to increase worship at home.
Q. How is the cabinet meeting run? DFM explained this is run fortnightly. He described how action plans are scrutinised to ensure that the targets are SMART.
Q. How do you make sure everyone's voice is heard at the Cabinet? DFM shared that all pupils are empowered through Article 12 - The right to be heard.
Q. Do the younger pupils share different ideas to the older children? DFM reinforced that their ideas are listened to in the same way as the older children. He added there are some differences in ideas, but that's because they may have different learning experiences.
Q. Do you feel that your voice has been heard over the last four years being a member of the Senedd? Yes, I believe my voice has been heard no matter which Senedd group I have been in. I was in Digital learning when I was in Y3 and my voice was heard about social media.

DFM was thanked for his attendance and input.

3.24.8. Head Teacher's Report

HT presented a report highlighting:

- SDP priorities and brief update
- NOR update noting increase in pupil migration in and out of the school. DHT expressed the impact that this is having on pupils with ALN. Examples were given where needs are identified, provision is put in place but after a short time the family are moved out of Cardiff
- Aspire Programme
- Pupil's requiring specialist provision update and the impact on budget discussed *(Q)*
- PSP (Pastoral Support Plan) update explaining how reduced timetables work for the best interests of the children who would otherwise be excluded, experience distress or sensory overload. MH noted the school's unavoidable procedures but an unacceptable larger system
- Attendance update noting the increase in number of pupil holidays/time spent abroad for family or medical reasons *(Q)*
- No. of MARFs submitted, pupils with a CASP (Care And Support Plan) in place, families in need, on ALN register and CLA *(Q)*
- No. of exclusions
- IDP update noting the lowest number in the recent past. A discussion ensued and a comment was made regarding the difficulties in obtaining a diagnosis and the school structure required to support pupils.
- Grant funding *(Q)*
- Comparative data is demonstrating that the Core Knowledge curriculum is meeting the needs of all pupils including those with ALN and EAL. A lengthy discussion was had regarding the Curriculum for Wales, pedagogy and the curiosity approach. HT shared that the school has experienced a positive impact on pupils including behaviour as noted by recent visitors. LC praised St Peter's holistic procedures which is backed up by data
- Assessment update, data will be presented in the Spring Term
- SpaceMail challenge - pupils have written postcards that will travel to space before being returned.
- Culture and Heritage Week - LDL praised the Culture and Heritage evening noting the high attendance, the addition of a DJ, and the entertainment by the pupils. He added that food safety was another strength. LDL commented on the positive increase in ethnic communities attending
- Parental Questionnaire Data presented and discussed *(Q)*
- Successful Christmas Fayre, thanks were given to governors who supported
- RRSA Gold Accreditation. The accreditor stated that Pupil Voice was one of the school's strengths, he recommended the school to share good practice with other schools.

Q. When will the budget impact on specialist provision be felt? HT confirmed at the start of the next financial year.

Q. How are the LA responding to specialist provision requests? HT confirmed that the LA are trying to meet the increasing demands.
Q. How do pupils on a PSP affect attendance figures? HT confirmed that the system allows for this and figures are not affected as the pupil is not expected to attend defined sessions.
Q. Please clarify the differences in CASPs. HT explained the difference between CASP for CLA pupils, those not meeting the threshold of the Child Protection Register.
Q. How are grants distributed? HT shared how grants such as the MEAG are set.
Q. Are there any external grants that we can access? HT advised of recent application examples
Q. Do you have a view as to why the bullying/harassment is not as positive as others? HT shared that not all reasons for the selection were given. A discussion was had regarding expectations and procedures. Possibilities to strengthen processes further and educate parents were discussed
Q. In the parental questionnaire, were any issues raised regarding online bullying? HT informed that none were stated

Safeguarding including Health and Safety

- HT commended the school caretaker for his ongoing efforts
- Next phase of signage has begun with more internal work
- H&S walk conducted with SL, GR & VC, SL will share the report at the next Resources meeting
- Safeguarding video available online for all governors
- Chair explained the reasoning for the change in the link Governor for Safeguarding

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

Chair advised the committee that the required data for 2023-2024 is now available on MyLocalSchool website. Minimal work required to complete ready for publication.

3.24.10. Correspondence

No correspondence received

3.24.11. Matters deemed to be Confidential

No confidential matters discussed.

3.24.12. AOB

- LdL shared the Y6/YR Buddy initiative, which continues to build relationships amongst pupils
- HT Performance Management - The committee met and a robust process was followed
- Chair attended the recent Archdiocese Mass
- MMB was thanked for offering to attend the Archdiocese and Governor briefing
- Dates of Christmas Concerts have been shared in the school newsletter. All Governors are welcome to attend

Action Points

- MH to complete mandatory training
- Rewrite lockdown policy
- Review 2026/2027 Attendance policy in Spring Term
- Safeguarding governor's details to be updated on posters, website etc. (complete)
- Clerk to add approved minutes from 19.11.24 to the school website (complete)
- Clerk to add Whistleblowing Policy to the school website (complete)

