ST PETER'S RC PRIMARY SCHOOL

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MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 4th February 2025 at 6.00pm Hybrid

Present:
Foundation Governors: Paul McManus (Chair), Lynne Cleary, Jo Gerrard*, Sian Lia*
LA Governors: Sophie Hayde*, Mary Samothrakis
Parent Governor: Luigi DeLuca*, Marga Munar Bauza*
Staff Governor: Elliot Heade*, Niall Henessey
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Vicky Carey*

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

4.24.2. Apologies accepted and approved:
Stuart Lyon, Matthew Hexter, Emma McCallum, Julia Houlston Clark

4.24.3. Declarations of Interest
All members were invited to share any declarations of interest for the meeting, 1 governor declared that her daughter is a teacher in the school.

4.24.4. Minutes of the FGB meeting held on 3rd December 2024
The minutes from the previous FGM were discussed and **approved** as an accurate record.

4.24.5. Matters arising / Actions:
Ongoing

- MH to complete mandatory training - PMcM chased, VC to follow up
- Rewrite lockdown policy - template received, will bring to next Resources meeting
- Review 2026/2027 Attendance policy in Spring Term

Complete

- Safeguarding governor's details to be updated on posters, website etc.
- Clerk to add approved minutes from 19.11.24 to the school website
- Clerk to add Whistleblowing Policy to the school website

4.24.6. Headteacher's Report - including Safeguarding and Health and Safety Update
HT presented on screen highlighting:

- NOR
- Attendance - noting lower than previous statistics, reasons provided include holidays, visiting family or receiving treatment abroad (Q). Attendance procedures were explained to governors (Q). A suggestion was made to look into how individual absences affect overall year group percentages. (Q)
- Number of Reception 2025 applications is looking positive considering the picture in Cardiff. An open day was held this year within the application window which encouraged some attendees to contact the Council to change their first choice. A second open day will be held when offers have been made in April (Q)
- Premises update including a new sound system, stage lights and a camera being installed in the hall. 5 new interactive screens have been installed by the council. The school library is being moved to the pastoral room for increased usage and flexibility. Update on the damage to the Foundation Learning hall floor - the school was waiting for a new roof to be installed prior to the laying of a new floor; however, plans may have to change due to the urgency for a new floor. Reception toilets - no update as Council funded projects on hold and no updates on the caretaker house or Junior roof

- The edible garden project has started with an estimated timescale of two weeks to completion. The garden is to be named 'The Garden of Hope' which links into the Jubilee year theme.
- No. of received complaints and concerns discussed. Chair noted that no complaint has currently been escalated to a stage C complaint
- Catholic Life and Mission - Many events have taken place recently including the Advent service, Spring Family Mass and the 2025 Jubilee introduction for which staff have taken part in professional learning sessions. 10 pupils will be taking part in a pilgrimage to Rome in March. The Senedd are continuing with their hard work and the Sacramental programme with Parish involvement is in progress with 27 pupils taking part (Q)
- St David's Day Mass at 9.30 am and Holy week assemblies invitations for governors, Jubilee celebration invitations will be shared when available
- An update on visits and practice sharing with other schools including high schools, universities and colleges, Welsh Government and curriculum experts
- Personalised assessment update, governors were encouraged to view the report in detail from the GDrive
- Staffing update
- Safeguarding - see **4.27.7**

Chair informed all governors of the teaching of reading presentation given by the HT at the Catholic Mission, Curriculum and Standards committee meeting. The presentation has been shared in the GDrive for all governors to view. The possibilities of advertising and sharing such data was discussed. Clerk to also share via email.

(Q) Can the Cardiff average be added to attendance statistics to add context? *HT confirmed when this information is available, it will be added.*
(Q) Are there any sanctions on schools who have low attendance? *HT explained that previously low attendance was noted in an ESTYN report. A possibility that sanctions may be implemented in the future.*
(Q) How is a class impacted when a pupil needs to catch up following an absence? *HT advised no obvious impact on pupils but possible impact on teacher/TA workload. The detrimental effect absence has on learning is stressed to parents by school staff.*
(Q) Question asked regarding catchment area? *HT confirmed pupils travel from many areas of Cardiff from local to school through to St Mellons and Ely.*
(Q) Why is there a low uptake of pupils for First Holy Communion? *HT informed that the numbers of Catholic pupils are reducing and some parents do not want to commit to the programme. A discussion was had regarding the level of expected commitment and that this the responsibility of the parents; out of the children's control. It was noted that children may not get another opportunity to make their Sacrament. HT confirmed feedback has been given to the Parish. A discussion was had regarding the content and appropriateness of Mass for children.*

4.24.7. Safeguarding
During the HT report, safeguarding issues discussed included:

- A reminder to governors of safeguarding roles. Informed that DSP met with safeguarding governor and the report following the meeting has been shared with governors in the GDrive
- Numbers of pupils on the Child Protection Register, classed as a Child in Need, on a Care and Support plan update
- Section 47 reports and operation encompass update
- Reported bullying incidents update and procedures explained
- No. of exclusions and overview of reasons

Governors were encouraged to read the Safeguarding Briefing Report produced following a meeting between the DSP and Safeguarding governor.

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

Chair and Vice Chair have returned the report for HT and clerk to move into the design stage, and will present at the next meeting.

4.24.9. Correspondence

One flexible working request has been received, this was discussed in detail. HT motioned a recommendation to approve, all governors **approved.** (Q)

School street update - HT confirmed that the school was not included in an official consultation and has expressed its concerns but are unsure if these were included in the consultation. A discussion ensued regarding details and reasons for the changes to roads surrounding the school. Ward councillor was not consulted prior to the decision and has put in an objection (Q)

Estyn thematic review confirmed for standards of teaching following the introduction of Curriculum for Wales (Q)

Email received from Cardiff Council regarding additional grant funding which has been gratefully received.

(Q) Is the flexible working request a statutory or informal request? *HT confirmed a statutory request and actioned following Cardiff Council HR policy and procedures.*
(Q) Is there an update on Elm St safety situation? *HT advised that the Council intend to erect a barrier where no pavement is in place to protect pedestrians. School will send a reminder to parents for conduct when driving and parking around school.*
(Q) Regarding the Southey St/Wordsworth Avenue situation, are you aware of other schools in Cardiff that have been in a similar situation? *HT confirmed a similar pay to park situation was implemented at Ysgol Hamadryad which the council believes to be successful.*
(Q) Will Estyn comment on the impact of Curriculum for Wales on behaviour? *HT confirmed that if not, he will raise this during the visit.*

4.24.10. Matters deemed to be Confidential
No confidential matters discussed.

4.24.11. AOB

- A reminder to governors to organise with area leaders to arrange link governor meetings and update clerk. PMcM has sent his report to HT, which will be circulated for the next meeting.
- New Linkedin page for the school.
- Clerk will attend a briefing session from Governor Services in March.
- HT has started a doctorate and thanked governors for their support.

Action Points

- MH to complete mandatory training - PMcM chased, VC to follow up
- Rewrite lockdown policy - template received, will bring to next Resources meeting
- Review 2026/2027 Attendance policy in Spring Term
- School to send a reminder to parents for conduct when driving and parking around school
- Clerk to share Teaching of Reading video presentation via email
- HT and clerk to share design stage Governors' annual report to FGB
- PMcM to share Prayer and Liturgy conference report

