ST PETER'S RC PRIMARY SCHOOL

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MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 18th March 2025 at 6.00pm Hybrid

Present:
Foundation Governors: Paul McManus (Chair), Lynne Cleary, Sian Lia*, Julia Houlston Clark*, Louise Bassett
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, Emma McCallum, Jo Gerrard, Matthew Hexter

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 4th February 2025
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 created; will bring to next Resources meeting

Complete

- 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 *Discussed in 4.24.8*
- PMcM to share Prayer and Liturgy conference report
- Review 2026/2027 Attendance policy in Spring Term *Discussed in AOB*

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

- NOR noting decrease in numbers from autumn term and discussed reasons
- Attendance data shared and procedures including attendance meetings for low attenders discussed
- No. of safeguarding referrals, MARFs submitted, pupils with a Child Protection Plan and on a Care and Support plan, ongoing Section 47s, pupils on ALN register and number of CLA pupils
- No. of temporary and permanent exclusions and no. of racism reports. Reports of racism has increased, possible reasons discussed and procedures explained
- Reports of bullying and procedures discussed
- Grant funding including amounts and intended purposes
- Premises update - Guy Littlemore, Cardiff Council Health & Safety Officer's integral role advised. GL reports that the school takes proactive measures to maintain the building and pupil safety. Recent updates include:
    - safety barriers erected near Elm St gate
    - CC work on foundation toilets on hold

- temporary ceiling repairs in intervention room
- emergency lighting work
- Garden of Hope installation

- Curric enhancement - reporting many visitors to school and ongoing projects including:
  - Pilgrimage to Rome - ZC credited the pupils' behaviour and manners and described the trip as a once in a lifetime opportunity and spiritual experience.
  - Animal Encounter visit to Reception class
  - Grow Cardiff PL linked with Garden of Hope
  - Upcoming Llangrannog trip for Y6 pupils
  - Eisteddfod 2025 - pupils performed in their classes or house teams noting an increased quality in performances. A large number of parents and carers attended and awards were presented for all aspects of school life. The school's new Bard crowned on a beautiful new chair for this year's Crown Poem winner.
  - RRSA Gold award confirmation
- Catholic Life and Mission and RE - events have included:
  - St David's Day Mass
  - Ash Wednesday
  - CAFOD 'Big Lent Walk'
- PLD update - PMcM & GR attended Archdiocese training, ZC attended PLD training at Belmont Abbey
- RED update - Planning sessions continue attended by St Peter's representative

HT requested feedback from governors regarding length and content of HT report, it was agreed that the detailed report is welcomed by all.

4.24.7. Safeguarding Briefing Report

Safeguarding governor shared link meeting notes in the previous meeting.
ZC well-being link report completed, meeting still to take place. Clerk to circulate report to all governors.

Teaching and Learning Policy

Policy had been circulated to governors in advance of the meeting. HT confirmed that SLT and governors had feedback on the release of the draft. Policy is a shorter document with links to other documents to support the information contained. ALN and Children's rights statement to be added.
Parent governor noted the importance of this policy for parents, HT confirmed the school will make parents aware of the policy when published.
Approved by all.

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

2022-2023 design was provided by the clerk which was **approved** by all. A meeting with parents will be arranged for 8th May 2025 @ 3.40 pm. School to share in the newsletter. Chair to approve 2023-2024 proof, clerk to take to design stage.

4.24.9. Correspondence

Received complaints were discussed

4.24.10. Matters deemed to be Confidential

Included in 4.24.09

4.24.11. AOB

- ESTYN preparation - chair confirmed there is a course available for chairs preparing for ESTYN. IP report shared with HT, HT to share with Chair
- Governor training plan in process which will support ESTYN readiness.
- School Improvement Changes - HT advised that WG have carried out a review of challenge and school improvement in Welsh schools and have made recommendations including consortia changes. HT to bring the presentation about new Cardiff arrangements to governors when finalised.

- Attendance Policy - School has received the newest Cluster attendance policy, HT has made minor changes where wording is only appropriate to Corpus Christi. HT advised that the school currently uses the CSC Callio model where 97% is recommended as excellent attendance. Corpus Christi uses 95%. A discussion was had regarding rewards and recognition for good attendance. It was agreed for the school to proceed with caution and sensitivity noting some governors' concerns regarding publicly rewarding pupils for high attendance. One governor noted their well-being concerns for pupils with low attendance who do not receive rewards. The Cluster Attendance Policy was **approved**, noting that minor changes have been made to reflect procedures at St Peter's.
- Parking complaints received from residents on Wordsworth Ave.
- INSET days - 2 dates yet to be set this academic year requiring governor approval. Governors **approved** the following dates, Friday 23rd May and Monday 16th June 2025.

Action Points

- MH to complete mandatory training - PMcM chased, VC to follow up.
- Rewrite lockdown policy - template received, will bring to next Resources meeting.
- ALN and Children's Rights statements to be added to all policies.
- HT to share ESTYN report with chair when available.
- HT to share Cardiff school improvement changes when available.
- Well-being link meeting to be completed, Clerk to circulate report to all governors.
- Clerk to share chair's approval to Teaching and Learning Policy, add to the website and share with parents.
- Chair to approve 2023-2024 annual report proof, clerk to take to design stage.

