ST PETER'S RC PRIMARY SCHOOL

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MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Tuesday 20th May 2025 at 6.00pm Hybrid

Present:
Foundation Governors: Paul McManus (Chair), Lynne Cleary, Louise Bassett, Jo Gerrard, Matthew Hexter*
LA Governors: Mary Samothrakis
Parent Governor: Marga Munar Bauza*
Staff Governor: Elliot Heade*, Niall Henessey
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Vicky Carey

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

6.24.2. Apologies accepted and approved:
Sian Lia, Emma McCallum, Julia Houlston Clark, Sophie Hayde, Luigi DeLuca

6.24.3. Declarations of Interest
All members were invited to share any declarations of interest for the meeting, no declarations were noted.

6.24.4. Minutes of the FGB meeting held on 18th March 2025
The minutes from the previous FGM were discussed and **approved** as an accurate record.

6.24.5. Matters arising / Actions:
Ongoing

- MH to complete mandatory training - In process
- Rewrite lockdown policy - HT confirmed the template had been received and it will be brought to the next meeting
- ALN and Children's Rights statements to be added to all policies - In process
- HT to share ESTYN thematic report with Chair when available
- Well-being link meeting to be completed, Clerk to circulate report to all governors

Complete

- HT to share Cardiff school improvement changes when available - covered in **6.24.12**
- 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

6.24.6. Committee Reports
Chair provided the committee with an update on recent committee meetings including:

- request for link meetings to be completed an submitted to the clerk
- Curriculum committee cancelled as not quorate
- Resources committee meeting highlights including the new budget, purchases, works to be completed on the school roof. Recent staff appointments advised and the need for extra staff provision due to the increase in pupils with complex needs.

6.24.7. School Budget
HT provided an overview of the new school budget as discussed at Resources committee meeting, including:

- Additional funding received at the end of the last financial year and start of the new financial year has provided an increase in the carryforward than projected.
- The school's decision to increase by 1 full time staff, the previously discussed TA staffing levels due to pupil need.

The FGB committee **approved** the new financial year budget, chair to sign copy and clerk to send to Cardiff Council.

Predicted required spends discussion included:

- a further increase in TA staffing was approved by the Resources committee. This is due to an increase in the level of pupils' needs, particularly in nursery (Q)
- increased staffing costs following the appointment of 1 permanent teacher and 1 maternity cover teacher
- work to be completed in foundation hall
- carryforward discussed with projections when staffing and required building works are taken into account

(Q) Will the further additional TA be employed on a temporary contract? *HT confirmed a temporary contract or agency staff will both be considered.*

A discussion was had regarding the implications in the increase of pupils with complex needs. HT advised that the school is supported by external agencies for these pupils. A committee member will make enquiries again regarding Flying Start involvement, DHT to share data to aid the proposal. SL shared concerns as a trained professional.

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

HT presented report highlighting:

- NOR noting an increase in migration in and out of the school
- St Peter's attendance is currently over 94% with a Cardiff average of 90%. HT to present attendance data in a written report at the next FGB meeting. Multiple deprivation index discussed, St Peter's is within the top 5 areas in Wales *(Q)*
- Safeguarding - a reminder of DSP/DDSP and safeguarding governor details were presented. Data including pupils on the Care and Protect Register, Children in Need Register, Care and Support plans, MARFs and section 47s submitted were shared
- Completed minor electrical work reported
- Roof work approved by Cardiff Council will take place over the summer holiday
- Cardiff council toilet survey completed in the nursery, reception and lower junior corridor
- Foundation hall floor and ceiling update, quotes to be obtained
- 1 unsubstantiated, following investigation Section B complaint received
- Fixed term exclusions discussed with brief reasons and durations. (Q) Some aggression shown to staff members - cameras are being installed in the meeting room for protection. Discussion regarding specialist provision, pastoral care, demand on staff and budget restraints discussed. It was suggested that an ALN link visit is required to share governors support
- Visitors to school have included:
    - CSC & Cardiff Reading Project - HT supporting other schools on the teaching of reading
    - Pembs50 - Pembrokeshire Leadership programme (Q)
    - ALN review - LA representative visit to aid her ALN review
- RE, Collective Worship & Catholic Life and Mission:
    - Lesson observations have taken place
    - RED planning group
    - LGBT inclusion training (Q)
    - May Procession - governors invited to join on 21st May @ 2.00 pm
    - First Holy Communion Masses, 22nd & 29th June 9.30 am Mass, St Peter's Church
    - Solemnity of Ss Peter and Paul - Monday 30th June
    - Pilgrims Walk, part of the Jubilee celebrations - Mass 4th July, walk 4th June

(Q) Where can the multiple deprivation index information be found?
https://statswales.gov.wales/Catalogue/Community-Safety-and-Social-Inclusion/Welsh-Index-of-Multiple-Deprivation
(Q) Have invitations been sent to Cabinet members at Cardiff Council to advise them of the deprivation data and the work the school is carrying out? *HT advised that multiple visitors to the school have been advised and that we will speak to Councillor Merry who is joining the Pilgrims' Walk*
(Q) How do you support an excluded child? *HT confirmed that in certain circumstances a multi agency support approach is offered. Parents and the pupil are invited to meet with the Headteacher on the return to school.*

(Q) Why did Pembs50 choose you? *A local authority member recommended St Peter's following their visit and presentations given earlier in the year*
(Q) How will the LGBT training be shared with pupils? *HT confirmed that training is for staff initially with the last session aimed at how to share with children.*

6.24.9. Safeguarding Self Assessment Tool
School will complete a Safeguarding Self Assessment tool by 30.06.2025 evidencing school procedures.

6.24.10. Publication of Governors' Report to Parents 2023-2024 & planned communication with stakeholders in 2024-2025 Parents/ Pupil Voice / Community Draft report
Agreed that 2023-2024 will be published after half term and distributed to parents.

6.24.11. Correspondence
None received

6.24.12. Future of School Improvement in Cardiff

- Dysgu Caerdydd - Cardiff's Collaborative School Improvement System was presented.
- A review was conducted by Prof. Dylan Jones with a focus on the school improvement system.
- Cardiff LA will take back responsibility for all school challenge.
- CSC will continue but take a reduced role in school improvement.
- Schools are to form CLIPS (Collaborative Learning Improvement Partnerships) with other schools. The aim is to work together to address shared improvement priorities and to support each other in achieving their development goals to enable school improvement.
- A discussion was had regarding responsibility, accountability and challenge and the implications of this.
- School Improvement Partners discussion.
- Local Catholic schools will work together in a CLIP

6.24.13 Matters deemed to be Confidential
None discussed

6.24.14 AOB

- Admissions Policy - GB approved a minor change to 2025-2026 policy due to an error. The definition of a **Looked after Child** is a child who is looked after by the Local Authority in accordance with Section 22 of the Children Act 1989. Children who are in the care of the Local Authority (looked after children) or provided with accommodation by them e.g. foster parents (section106 of the Education Act 2005, All Wales Education regulations 2009) and ***Looked after Children and Previously Looked after Children will have priority in all clauses of the Oversubscription Criteria.***
- Nursery timings - HT advised that currently the nursery hours are in excess of statutory hours by 15 minutes per day. It was proposed to reduce the sessions to 2.5 hours. Following a discussion regarding reasons, benefits and negatives, this was **approved** by all. It was suggested to give parents as much notice to parents as possible, HT confirmed this will be actioned and implemented for September 2025.

Action Points

- MH to complete mandatory training - In process
- Rewrite lockdown policy - HT confirmed the template had been received and it will be brought to the next meeting
- ALN and Children's Rights statements to be added to all policies - In process
- HT to share ESTYN thematic report with Chair when available
- Well-being link meeting to be completed, Clerk to circulate report to all governors
- Clerk to share approved 18.03.25 FGB minutes on website
- DHT to share data for Flying Start proposal
- ALN link visit required
- School to complete Safeguarding Self Assessment tool
- Publish 2023-2024 Governors' Annual Report and share with parents
- Clerk to make error correction on Admissions policy and share on website
- School to advise nursery parents of change to session timings from September 2025

