ST PETER'S RC PRIMARY SCHOOL
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MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON Wednesday, 9th July 2025 at 6.00pm Online

Present:
Foundation Governors: Paul McManus (Chair), Lynne Cleary, Louise Bassett, Julia Houlston Clark, Sian Lia
LA Governors: Mary Samothrakis
Parent Governor: Marga Munar Bauza, Luigi DeLuca
Staff Governor: Elliot Heade
Headteacher: Gareth Rein
Deputy Head: Zina Clark
Clerk: Vicky Carey

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

7.24.2. Apologies accepted and approved:
Emma McCallum, Jo Gerrard, Sophie Hayde, Matthew Hexter, Niall Henessey

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

7.24.4. Minutes of the FGB meeting held on 20th May 2025
The minutes from the previous FGM were discussed and **approved** as an accurate record.

7.24.5. 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
- DHT to share data with LB for Flying Start involvement proposal
- ALN link visit required in Nursery to offer support

Complete

- 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
- 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
- School to complete Safeguarding Self Assessment tool

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

An IT issue had prevented the HT from sharing the HT report but gave an overview. The report will be shared once the issue is resolved.

- Attendance data shared noting a slight drop on the recent Cardiff County report. Attendance levels are still above the Cardiff average. The school will be working together with other school improvement groups to share best practice. The impact of pupils who are on a reduced timetable on attendance figures was discussed.
- **Curriculum enhancement highlights:**

- Production of Frozen - Year 6, supported by Year 5 have recently performed a Disney Jnr production of Frozen. Governors that attended commented that it was brilliantly produced with many budding stars. They commented that it ran smoothly, was very professional and a testament to the hard work of staff and everyone entertained. The sense of community was noted between pupils, staff and parents
- First Holy Communion Masses - 2 cohorts of pupils shared their First Holy communion at weekly Mass in June. HT thanked governors, staff and parishioners who attended, he also expressed congratulations to the catechists in preparing the pupils
- Jubilee and transition Masses took place in St David's Cathedral. HT gave an overview of the successful Jubilee event. Congratulations were offered to the HT for leading the project

- **Safeguarding**
  - 1 report of bullying previously recorded, the action plan is ongoing
  - 4 racism reports since last meeting
  - 4 MARFs were recorded which is an increase since the last meeting. A discussion ensued regarding the pressure on Social Services and the extra pressure on the school to take part in initial investigations by asking questions and checking for marks on a pupil. Governors shared concerns for staff involved to ensure they are following recommended procedures for their own safety. Training for staff would be required. A governor who works in healthcare expressed strong concerns due to the intensive training required to make such judgements. HT confirmed that the DSP/DDSP have been involved in these investigations so far and that there has been a lack of follow up support. GB required HT to write to Cardiff Council to request a policy to follow and that parents are aware of. Also to state concerns and that they do not allow the school to carry out these checks, **all in agreement** and a request to copy the Chair into the email. It was also recommended that relevant unions should be informed of this situation, it was suggested that the HT/DHT contact their union
- **Attainment**
  - Data had been shared at the recent Curriculum meeting. It was noted that previous concerns regarding the reduction in English language lessons to allow for Welsh and French however, results have increased. 48% of pupils in Years 4, 5 and 6 are in the top 16% of pupils in the country. HT is taking on more difficult reading tests to further challenge comparable data. It was requested that the data shared was added to the FGB meeting GDrive folder
  - Procedural and reasoning maths results are positive and the school will continue to explore improvements in the next SDP
- **Buildings**
  - HT confirmed that the new roof project is going ahead during summer holiday. Concerns were raised regarding an action plan if the project runs over schedule. HT confirmed that only the scaffolding will remain which will not affect pupils' teaching and learning
  - New flooring and ceiling will be completed in the Foundation hall during the summer holiday
  - Extensive ICT upgrade work also to be completed during the summer holiday
- **Anti Racism Action Plan**
  - HT advised that this action plan will become a standing agenda point in FGB meetings. Linked to the SDP there will be a move from non racist action to anti racist action. A one page anti racism action plan has been created which will also be shared into the GDrive. A governor suggested linking up with one of their colleagues for support, HT will make contact in the Autumn term. HT confirmed that parents' views will also form a part of this plan.

7.24.7. Lockdown Policy

HT confirmed an updated version has been received from the council. This will be reviewed against the schools and it will be presented in September.

7.24.8. Readiness for ESTYN

It was decided that a meeting will be dedicated to ESTYN readiness early in the Autumn term. Governors input in the third year of the SDP will also be a standing agenda item.
The school has identified two policies which have not been updated, these will be brought for approval in September. Also a Year 6 to Year 7 Transition plan will be brought to FGB for approval.

Link meetings - Chair to put an ESTYN best practice powerpoint into drive. Chair recently took part in a recent Professional Learning session dedicated to self evaluation and commented on his visit. Governors will be invited to a PL session in the Autumn and Spring term. An importance was placed on governors completing link meetings, Teams meetings may be able to take place before the end of term.
Chair has added his link report for RE to the GDrive, the mathematics meeting has taken place with apologies for the report not being submitted.
The possibility of scheduling time in PL sessions for multiple link meetings to take place was discussed.

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

The two reports have been published, and a meeting with parents will take place in the new academic year. HT to propose dates for GB to agree.

7.24.10. Correspondence
None received

7.24.11. Matters deemed to be Confidential
None discussed

7.24.12 AOB

- HT performance management review has taken place
- HT shared thanks to governors and PTA for their work during the year
- The GB offered thanks to LC for her service to the school, Chair to write letter of thanks
- Chair thanked HT for his commitment and hard work stating results speak for themselves

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
- DHT to share data with LB for Flying Start involvement proposal
- ALN link visit required in Nursery to offer support
- Clerk to share minutes from FGB meeting held on 20th May 2025 on the school website
- HT to share HT report
- HT to share Anti Racism Action Plan
- HT to write to Cardiff Council regarding the increased levels the school is being asked to take in investigations prior to submitting a MARF. To request a policy to follow, also to state concerns and that the GB do not allow the school to carry out these checks. Chair to be copied into the email.
- Dedicate a meeting to ESTYN readiness early in the Autumn term
- GB input to SDP to be a standing FGB agenda item
- HT to present a Transition Plan for approval
- Chair to put an ESTYN best practice powerpoint into drive
- Mathematics link meeting report to be submitted
- Annual report parent meeting - HT to propose dates for GB to agree.
- Chair to write letter of thanks to LC
- HT to add personalised assessment data to the meeting folder
- HT to share Educational Visit policy for review

