

MINUTES OF ST PETER'S RC PRIMARY SCHOOL GOVERNING BODY MEETING HELD ON

7th December 2021 at 6pm via Teams

Present:

Foundation Governors: Paul McManus, Julia Houlston Clark, Stuart Lyon (SLy), Louise Bassett, Lynne Cleary.

LA Governors: Mary Samothrakis (MS)

LA Governor Appointments: Michael Howells (Chair),

Parent Governor: Luigi DeLuca, Emma McCallum (EMcC)

Staff Governor: Lisa Patterson, Elliot Heade

Headteacher: Gareth Rein

Deputy Head: Zina Clark

Consortium: Kate Rowlands (KR)

Governor Services: Ruth Lock (RL)

Clerk: Catherine Chambers

3.21.1 Opening Prayers led by Michael Howells

Governors were informed that the meeting was being recorded for minute purposes only.

3.21.2 Apologies: Sophie Hayde, Kathryn Burke, Shikala Mansfield, Sian Lia, Anne Robertson

3.21.3 Declaration of Business Interests on the agenda - None received.

3.21.4 Minutes of last meeting on 19.10.21 and matters arising not already on the agenda

The minutes from the FGB 19.10.21 were discussed, PMcM proposed that they were approved which was seconded by SLy and ratified by all.

3.21.5 Matters Arising

Completed Action Points

- Chair would write to the Director of Education to request a meeting with the LA to determine several matters of concern including the vacant caretaker's house, the footprint, boundary wall and other safeguarding and health and safety issues associated with the fabric and environment of the building.
- 2020-2021 Governors' Report to Parents to be presented at December FGB meeting - point
- RL to issue a hiring and letting form to be included in the Hiring and Letting policy
- CC to circulate training sessions to new Governors.

Ongoing Action Points

- Ensure Rights Respect and Equality Policy is presented for approval and implementation – waiting for LA to produce a shared document.

3.6.21 Unconfirmed minutes of the Standards Committee Meeting held on 1st December 2021 and matters arising

The Chair reported that a meeting was held on 01.12.21 at which the ALN Team made an informative presentation regarding provisions, interventions and how the school was moving forward with ALN in line with the ALNET.

It was noted that all of the curriculum work is integrated and the school is well on track for the new curriculum and the investment in training was commended.

The staff were again thanked for their attendance and the input they were making to the children's education.

3.7.21 Unconfirmed minutes of the Resources Committee Meeting held on 7th December 2021 and matters arising

PMcM reported that following a letter written by CofG to the Director of Education, Donna Jones (DJ) from the Estates Department attended the Resource Committee Meeting. She had recently visited the school and confirmed:

- The Elm Street wall was of great concern. To address this issue a dwarf wall would remain in conjunction with a fence. Structural engineers and HT to liaise on the design. The works would be completed during the Christmas holiday.
- Legionella concerns: a tank on the roof was at the end of its life and would be replaced. A second tank would be removed as part of the toilet refurbishment project on the top KS2 corridor. Funding would be available to remove 4 fire reels which were proving to be a legionella risk.
- Toilet refurbishment is planned for Easter holiday.
- All magnetic locks and door handles had been installed and the works completed.
- The determination of the footprint of land behind the caretaker's house and other small pockets of land will be discussed with the Archdiocese for an accurate map of the land ownership to be drawn up and agreed by all parties
- Discussions were taking place regarding the change of use of the caretaker's house from a residential property to an educational one. Discussions were to follow with the Local Authority to convert the premises to one serving the Additional Learning Needs for pupils.

DJ was thanked for her attendance at the meeting and the swift actions being taken.

Other items discussed at the meeting included:

- Refurbishment of the KS2 staffroom had been proposed and the HT to investigate feasibility and costs.
- Private funds have been audited and certificates were to be shared in the meeting folder and viewed at the next meeting.
- The online parents meeting had been attended by around seven parents and the need to reach out to more parents was confirmed.

3.8.21 Revisit committees

A new committee structure was shared in advance of the meeting. It was explained that Governors were matched to committees matching their skills. It was proposed that the Standards and Curriculum Committees would merge.

There were no objections to the proposal which was agreed by all.

3.8.21 Headteacher's Report

The Headteacher updated the FGB in detail regarding the following:

- 4 different groups of schools had visited St. Peter's to look at the school's planning and preparation for the new curriculum. This included the Corpus Christi cluster which would strengthen the commitment to commonalities for transition.

<ul style="list-style-type: none"> No assessment data is yet available; however, the school is currently in the assessment period which will enable progress to be shown from last year. This will be presented at the next Standards Committee Meeting. Details were shared of Year 3's Comparative Judgement assessment in writing. Governors questioned the number of schools involved in The Comparative Judgement project for the CSC. The Senior Challenge Advisor highlighted that the majority of schools in the CSC were not using this tool as it is a pilot project. Four racist incidents reported in the autumn term. A discussion followed regarding use of Show Racism the Red Card to raise awareness both at home and school. The Governors challenged how the school was celebrating diversity, equality and inclusion which led to further discussion regarding diversity in curriculum development. There was one fixed term exclusion in the autumn term. Bullying - details of three reported incidents from parents and the HT informed governors that these have been investigated. Procedures were explained in detail which led to a discussion regarding ongoing monitoring. Questions were raised regarding how the school is responding to incidents that were not identified as bullying.
<p>3.9. 21 Safeguarding and Health and Safety: Update</p> <p>It was confirmed that the Governors would during 2021-2022 continue to receive Safeguarding Training.</p>
<p>3.10.21 Update on Policies and Governor visits:</p> <p>It was agreed that the HT was to plan a Governors' Visits diary for January 2022.</p> <p>RL confirmed that 2 examples of Hiring and Letting forms had been sent to the HT as an aid to create a bespoke form for St Peter's.</p> <p>The CSC Capability Procedures for Teachers and Headteachers Policy had previously been sent to the FGB as recommended by HR. MH proposed that the policy was approved which was seconded by LP and agreed by all.</p> <p>The Rights Respect and Equality Policy (Awaiting LA to provide a draft policy in line with Welsh Government Statutory Guidance for adoption). RL.confirmed that the policy was due for release in the new year following briefings with HTs and Governors.</p>
<p>3.11.21 Governors' Report to Parents 2020-2021 for approval</p> <p>Governors were informed that the draft Governors Report was in the shared drive and it was requested that it was to be reviewed and comments to be passed to the HT by the next meeting in January for approval.</p>
<p>3.12.21 Update on Governor Vacancies / Training Programme/ Development Plan.</p> <p>RL informed the FGB that there are currently two Foundation vacancies.</p> <p>A full Governor Training Programme was available for next term and Governor Services are currently working with CSC to provide additional training for key areas including Curriculum for Wales.</p> <p>The Chair raised questions regarding the recording of the training that Governors were attending. It was confirmed that the CSC notified Governor Services of the training attended.</p>
<p>3.13. 21 Mission Statement: On going.</p>

It was proposed that an additional FGB meeting was held on 11th January 2022 to discuss this which was confirmed.

It was agreed that the draft proposal for Corpus Christi High School Admissions Policy 2022-2023 would also be an agenda item to enable a response by 14.11.22.

3.14.21 Correspondence:

Draft Proposal Corpus Christi High School Admissions Policy 2022-2023 had been received; see point 3.13.21.

The HT informed the FGB that a letter had been received regarding parking from a nearby resident which led to a detailed discussion regarding the problem. This included a suggestion that the council could extend the School Street Scheme to lunchtime. A parent had previously suggested that the council could remove the permit parking during drop off and pick up times.

The HT confirmed a long telephone conversation with the resident and the Chair confirmed that he would respond to reassure that the matter is being explored.

The HT requested a working party be created to look at parking with a view of advising parents which was approved. Louise Bassett volunteered to be part of this working party.

The HT informed the Admissions Committee that an application had been received and it was agreed that a meeting would be held directly after this FGB meeting for consideration.

3.15. 21 Matters deemed to be Confidential - none

Date of next FGB meeting **11th January 2022**

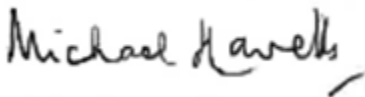
Action Points

New

- HT to plan a Governor's Visits diary for January 2022.
- Governors to review the Governor's Report to Parents and send comments to the Headteacher by 11.01.22.
- Chair to respond in writing to the letter regarding parking.
- Parking working party to be created.
- Safeguarding Training to be delivered during this academic year
- Confirmation of Training undertaken by members of the FGB be noted
- Head teacher to create a Governors' Visits diary

Ongoing

- Ensure Rights Respect and Equality Policy is presented for approval and implementation – waiting for LA to produce a shared document.



Approved 15.2.22