

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

Tuesday 19th October 2021 via Teams

Present:

Foundation Governors: Paul McManus, Stuart Lyon (SLy), Julia Houlston Clark (JHC), Kathryn Burke, Louise Bassett, Lynne Cleary
LA Governors Mary Samothrakis (MS)
LA Governor Appointments: Michael Howells (Chair),
Parent Governor: Emma McCallum (EMcC)
Staff Governor: Lisa Patterson, Elliot Heade
Headteacher: Gareth Rein
Governor Services: Ruth Lock (RL)
Clerk: Catherine Chambers

2.21.1 Opening Prayers led by Michael Howells

Louise Bassett and Lynne Cleary were welcomed to the meeting as a new Foundation Governor. Elliot Heade was also welcomed as the new elected Teacher Governor.

Governors were informed that Paul Moriarty had resigned his position as Foundation Governor and he was thanked for his contribution.

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

2.21.2 Apologies: Sophie Hayde, Luigi DeLuca, Kate Rowlands. Sian Lia, Shikala Mansfield

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

2.21.4 Minutes of the meeting held on September 28th 2021

The minutes from the FGB 28.9.21 were discussed, SLy proposed that they were approved which was seconded by MS and ratified by all.

2.21.5 Matters Arising

Completed Action Points

- Governors' Allowances Policy to be tabled at the Oct 19th FGB or Dec 7th FGB meeting
- Hiring and Letting Policy to be tabled at the Oct 19th FGB meeting

Ongoing Action Points

- SLy to contact Neil Hardee regarding the school's footprint to report back to FGB . It was agreed at the last FGB meeting the 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 issues to be circulated to the FGB on completion. MS informed the FGB that a response had been received to her recent email to the LA which stated that any sections of the Elm Street wall that was considered a risk by the engineer had been addressed by a fence so was not an immediate risk. Advice of the future schedule of works from the engineer was expected the following day. Further content of the email was shared which led to a discussion regarding legality and revising the content of the letter to be sent by the Chair acknowledging the response.
 - Ensure Rights Respect and Equality Policy is presented for approval and implementation – waiting for LA to produce a shared document.
 - 2020-2021 Governors' Report to Parents to be presented at 7th December FGB meeting.

2.21.6 Unconfirmed minutes of the Curriculum Committee Meeting held on October 6th 2021 and matters arising

JHC informed the FGB that no RE inspections were planned at the moment as the Archdiocese is currently recruiting inspectors. The recommendations of the RE PIAP Section 52 continued to be addressed by the school.

The FGB were informed that the committee had scrutinised safeguarding, data, change and transitions which included Governor visits. Governors were encouraged to visit the HTs document on curriculum vision which proved to help with successful futures and the new curriculum. JHC highlighted that Catholicity was key using the Jesuit pupil profile.

The HT had confirmed that the school was following best practice and LA guidelines surrounding a recent exclusion.

The committee had discussed the WG consultation regarding assessment with positive cluster learning. Confidential personnel matters had been approved.

Governors were encouraged to arrange to visit the school. Governors raised concerns with putting extra pressure on staff and the HT confirmed the visits could be virtual.

Louise Bassett agreed to join the Curriculum and Standards Committee.

2.21.7 Unconfirmed minutes of the Resources Committee Meeting held on October 12th 2021 and matters arising including furniture proposal

PMcM thanked Dawn Cadwallader from LFMS for attending the meeting to deliver a detailed breakdown of V11 of the budgets Month 6 position and projections for the year. Highlights included an unallocated amount of £83k. A discussion revolved around deficits and a possible elevated carryforward which led to a proposal of £18-20k for nursery furniture.

<p>Questions were raised regarding suitable carry forward amounts. PMcM proposed that the spend was approved which was seconded by JHC and ratified by all.</p> <p>PMcM confirmed that there were no safeguarding issues reported.</p> <p>The HT had reported that an online meeting had been arranged with parents to share the post inspection plan.</p> <p>Lynne Clearly agreed to join the Resources Committee.</p>
<p>2.21.8 Headteacher's Report</p> <p>The HT shared his screen to present and report in detail</p> <ul style="list-style-type: none"> • Attendance is currently 92% which is positive compared to 87.5% throughout Wales • Punctuality and processes. • Covid update. Positive cases data was shared with WG advice on self-isolation. Governors raised concerns for the wellbeing of staff due to absences and cover due to Covid and supply cover was explained. • Professional Learning including collective worship and opportunities provided by CSC. • Harvest appeal donated to SVP. Parents and children were thanked for their generosity by both the HT and Governors.
<p>2.21.9 Safeguarding and Health and Safety: Update</p> <p>The FGB were informed that Level 1 safeguarding training will be delivered to staff at an INSET at the end of this week and Governors will receive the Level 1 training in the new year. The presentation will be delivered and then placed on the shared drive for future reference.</p>
<p>2.21.10 Report from Admissions Committee meetings September 22nd and October 6th 2021</p> <p>The Chair reported that 2 admission meetings had taken place and the minutes shared. 17 children were refused places due to certain year groups being oversubscribed. All were invited to appeal however only 2 appeals were received and both upheld.</p>
<p>2.21.11 Update on Policies</p> <p>Both policies had been shared in advance of the meeting for scrutiny.</p> <ul style="list-style-type: none"> • <u>Hiring and Letting Policy</u> The HT shared his screen and explained content and charges within the policy. Questions were asked regarding alcohol, classroom charges, paying the caretaker an hourly rate, staff being on site during the duration of hire, cleaning and providing their own first aiders.. Further questions revolved around the LA providing a template letting agreement for the hirer to sign and if the schools current insurance policy covered lettings including loss, theft and damage. Concerns were raised regarding extra Covid risk and if extra cleaning would be a necessity. The Chair recommended the policy's approval with amendment of RL issuing the hire and letting form. • <u>Governors' Expenses Policy</u> was presented, shared and explained. <p>Both policies were proposed by SLy, seconded by EMcC and ratified by all.</p>

<p>2.21.12 Update on Governor Vacancies / Training Programme/ Development Plan.</p> <p>RL informed the FGB that there were currently 2 Foundation Governor vacancies, The Archdiocese is working to fill these positions.</p> <p>The Governor training plan was shared a few weeks ago which was explained. RL informed all that Governor Services was working with Consortium to supply further training. Following completion of a survey it was highlighted that Governors prefer training in the evening. In the future training would be recorded.</p>
<p>2.21.13 Mission Statement:</p> <p>This item remains ongoing. A FGB to be arranged to address this item only.</p>
<p>2.21.14 Correspondence - None</p>
<p>2.21.15 Matters deemed to be Confidential - None</p>
<p>Date of next FGB meeting <i>Tuesday December 7th 2021</i></p>
<p><u>Action Points</u></p> <p><u>New</u></p> <ul style="list-style-type: none"> • 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. <p><u>Ongoing</u></p> <ul style="list-style-type: none"> • 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 issues which would be circulated to the FGB on completion. • Ensure Rights Respect and Equality Policy is presented for approval and implementation – waiting for LA to produce a shared document. • 2020-2021 Governors' Report to Parents to be presented at 7th December FGB meeting.

Michael Hawells

Approved 7.12.21