

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

Tuesday 28th September 2021 via Teams

Present:

Foundation Governors Stuart Lyon (SLy), Sian Lia (SLia) Julia Houlston Clark
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
Consortium: Kate Rowlands (KR)
Governor Services: Ruth Lock (RL)
Clerk: Catherine Chambers

1.21.1 Opening Prayers led by Michael Howells

Elliot Heade was welcomed to the meeting as the elected Teacher Governor.

1.21.2 Apologies: Paul Moriarty, Sophie Hayde, Paul McManus, Kathryn Burke, Shikala Mansfield, Anne Robertson

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

1.21.4 Election of Vice Chair

A letter had been received from the LA prior to the meeting confirming that Michael Howells would remain as appointed Chair of Governors.

Governors were informed that Paul McManus was nominated as Vice Chair which was proposed by JHC and seconded by MS.

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

The minutes from the FGB 7.7.21 were discussed, SLy proposed that they were approved which was seconded by SLia and ratified by all.

1.21.6 Matters Arising

Completed Action Points

- CofG to email the H&S executive regarding the matter to determine who is responsible and paying for the repairs of the wall.
Following receipt of the letter Melanie Godfrey and Richard Portas confirmed by telephone that the works to make the wall safe would be completed during the Summer however, a fence had been erected and the wall was not repaired due to the surveyor report being outstanding.

The FGB was informed that the previous caretaker had now vacated the school house. The LA confirmed that they did not have the funds to pay for improvements to the property and therefore it would be added to the council's surplus property list. Concerns were raised regarding payment of the house clearance and the property becoming an arson and squatter risk. In addition, the HT brought the Governors attention to the poor condition of the wall to the rear lane and the old conservation area which required further investigation. Further details were shared and a detailed discussion followed

Ongoing 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
- SLy to contact Neil Hardee regarding the school's footprint to report back to FGB – SLy has written but with no response.

Contact has been made with Ruth Jones from County Estates who is looking into the request. SLy confirmed that Rachel Smith was chasing colleagues for progress. Following a discussion, it was resolved that the Chair, HT and Stuart Lyon would meet to discuss all the outstanding matters relating to the Boundary Wall, the footprint of the site, the Caretaker's House and associated Health & Safety matters. They will respond in writing explaining the Governing Body's concerns and development ideas for the property including ideas shared about how the property could be used in the future which included private sponsorship, charitable grants and possible ALN provision and the fact that the property was owned by the Council.

- 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 December FGB meeting.

1.21.7 Complete Register of Business Interests Forms

The Clerk confirmed that Audit had agreed to accept Business Interest Forms this year with an electronic signature sent from Governors personal email accounts. Many Governors had already returned the forms and the Governors that had not were encouraged to do so.

1.21.8 Review Committee Structure 2021-22

It was agreed that the current structure would continue with no change for 2021-22.

1.21.9 Membership of Statutory Committees for 2021-21

The Chair of Governors had previously shared a committee membership. A discussion took place which included calling emergency committee meetings and governor availability. The proposed membership was approved and agreed that this item would be revisited to confirm named reserves at the next FGB meeting.

1.21.10 Agree School Financial Regulations (LA) and Authority List

The LA Financial Regulations and Authority List remain unchanged from last year and were approved by the FGB.

1.21.11 Approval of Authority of Signatures for Banking Arrangements

The HT confirmed that all signatories remain unchanged and were approved by the FGB.

1.21.12 Approval of Governing Body Meeting Dates 2021-22

The dates had been presented to the FGB in the Summer Term and again prior to this meeting. All dates were approved.

1.21.13 Approval of Process of Audited Statement of School Funds 2020-21 - Ongoing

1.21.14 Approval of Performance Management and Appraisal Arrangements 2021-22 – Ongoing.

1.21.15 Approval of Policies

The following policy was recommended for approval by the LA and was approved by the FGB.

- Model Performance Management.

Prior to the meeting the FGB received a list of all unchanged policies that had been presented and approved within the last 2 years which included:

- Admissions
- Charging and Remissions
- Complaints Procedures
- Safeguarding & Child Protection
- Freedom of Information
- Data Protection
- Health and Wellbeing
- St Discipline, Conduct and Capability
- Health & Safety
- Lockdown Procedure
- Marking and Assessment
- Redeployment and Redundancy Procedure
- Pay
- School Recruitment and Selection
- School Exit Interview
- School Uniform
- Healthy Living
- Presentation
- Gifts and Hospitality
- Governor Visits

Following a discussion that included the agreement of RL, MS proposed that all were approved, this was seconded by JHC and ratified by the FGB.

1.21.16 Headteacher's Report

The HT shared his screen to present the HT report and explained in detail

- NOR and reasons for deficit numbers and migration.
The FGB were informed that the Admissions Committee had met the previous week to discuss 17 applications. Children were accepted however, Year 3&5 are oversubscribed therefore the committee were unable to offer places and all refused were invited to appeal.
- Exclusions – 1 fixed term.
- Audit - report received and responses accepted.
- Finance – Bank Account out for tender. Barclays was the only response which was accepted and approved by the FGB.
- Premises updates included boundary wall, maglocks, lift, ELSA room, canopies and play equipment.
- Mission Statement progress.
- Personnel updates included WG funding for 3 NQTs, maternity leaves and provisions, staff leavers, long term sickness, TLR and teacher vacancies.

A discussion revolved around the Governors' availability for interviews. Governors raised a question about exclusion procedures and requested that it was discussed at the next Curriculum Meeting.

1.21.17 Safeguarding and H&S

It was confirmed that the DSP would present Level 1 Safeguarding Training to all Governors. RL added that an online version of the training would be available shortly. Governors were informed that Level 2 and 3 Safeguarding training is available.

1.21.18 Update of Governor Vacancies/Training Programme/Development Plan

RL informed the FGB that two new Foundation Governor appointments were being progressed by the Archdiocese. Details and skills of the new appointments were shared which were welcomed.

The Chair shared that Anne Robertson had contacted him regarding the Instrument of Governance and its possible amendment. A discussion took place which was not favorable of the change however it was agreed that the topic would be revisited

1.21.19 Governors' Report to Parents 2020-21

Following a discussion, it was agreed that the Governors' Report to Parents 2020-21 would be presented for the Governors' approval at the December 7th FGB meeting.

1.21.20 Mission Statement

See the HTs report item 1.21.16.

All stakeholders are involved and the details were shared. Staff members have begun the process of review and renewal of the Mission Statement. The Chair suggested that a future FGB meeting was devoted to this item only.

1.21.21 Communication with Stakeholders in 2021-22

The HT shared that parents are having a chance to meet the teacher via Google Meet to confirm systems and routines of the class and school day. The HT planned to meet with the parents virtually during the next half term to outline ways forward following Estyn's visit.

1.21.22 Correspondence

The HT informed the FGB that a letter had been received from a parent regarding parking issues around the school. Concerns were raised regarding queues, roadworks and parents being booked for illegal parking. A discussion revolved discouraging parents to use cars and walking buses. Governors raised questions regarding installing cycle racks. MS agreed to liaise with the traffic department regarding the parking issue.

Governors approved that the Parent Council discussed this issue in their next meeting.

1.21.23 Matters Deemed to be Confidential - None

1.21.24 AOB

Communication regarding assessment and the new curriculum had been released which led to a discussion.

1.21.25 Date of next FGB meeting – Tuesday 19th October 2021 @ 6pm

Action Points

New

- Revisit Committee Membership to confirm named reserves.
- Approval of Process of Audited Statement of School Funds 2020-21.
- Discuss further the amendment of the Instrument of Governance.
- Governors Report to Parents to be approved.
- The Curriculum Policy to be brought to the next Committee Meeting for discussion.

- DSP to provide Level 1 Safeguarding Training to the FGB.
- MS to liaise with the traffic department regarding the parking around the school.

Ongoing

- Governors' Allowances *Policy* (to be tabled in Autumn)
- SLy to contact Neil Hardee regarding the school's footprint to report back to FGB – SLy has written but with no response.
Contact has been made with Ruth Jones from County Estates who is looking into the request. SLy confirmed that Rachel Smith was chasing colleagues for progress. Following a discussion, it was approved that the Chair and HT would outline a letter raising concerns to the LA regarding the caretaker's house, boundary wall and access to the site.
Ideas were shared about how the property could be used in the future which included private sponsorship, charitable grants and an ALN provision and the fact that the property was owned by the Council.
- Ensure Rights Respect and Equality Policy is presented for approval and implementation – waiting for LA to produce a shared document.

Michael Hawells

Approved 19.10.21