

MINUTES OF ST PATRICK'S RC PRIMARY SCHOOL FULL GOVERNING BODY MEETING HELD ON 3rd October 2024 @ 5pm



Present:

Foundation Governors: Valentina Flamini (Chair), Mary Taylor*.

Parent Governor: Joanne Parsons*

LA Governor: Cheryl Xue

Staff Governor: Amy Thomas*, Tiarnan O'Hagan

Headteacher: Sarah-Marie Jones

Co-opted Observer DHT: Danielle Perrett

Observers: Pauline Stevens Hamilton, Olivia, Vivien

Clerk: Vicky Carey

*online

1.1.24 Opening Prayers and Welcome led by Valentina Flamini

Committee members and observers introduced themselves to the committee, they were thanked for their input.

The committee was informed that the meeting was being recorded for minute purposes.

1.2.24 Apologies for absence:

All committee members were present

1.3.24 Appointment of Chair and Vice Chair of Governing Body 2024-2025.

VF had been nominated as Chair and CH as Vice Chair with no other governors putting themselves forward. All agreed that VF would continue in the role of CofG and CH as Vice.

1.4.24 Declarations of interest on the agenda: None.

1.5.24 Minutes of the meeting held on 3rd July 2024 and actions and matters arising from the meeting.

The minutes from the FGB 03.07.24 were discussed as a true reflection of the meeting and **approved** as an accurate record.

Completed

- Chair to contact Ashley Lister, councillor to encourage local councillors to apply to become a Foundation Governor. *SMJ confirmed no need for action*

Ongoing

- Chair to send a letter of thanks to Pamela James for her service as LA Governor. SMJ to arrange with help of VF.
- The HT to contact the H&S officer to ensure the outdoor provision is used wisely to increase capacity. - on a future meeting agenda
- Consultation of length of school day to begin with all stakeholders. Plans to extend the school day to meet the demands of the curriculum, *SMJ awaiting a response.*

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1.6.24 Review of Committee Structure Membership and Terms of Reference

The terms of reference and committee structure were presented to the committee with minor changes highlighted. SMJ explained the current structure and opened to suggestions and objections. .

Exclusion training was advised for members of the exclusion committee.

Observers were advised that if appointed, they would be added to a committee.

The Committee Structure Membership and Terms of Reference were **approved** by all.

1.7.24 Appoint Governors with Additional Responsibilities

Covered in **1.6.24**

1.8.24 Complete Register of Business Interest forms

Governors have access to the declaration of business interest form on the GDrive, committee members were asked to complete by 10.10.24 and return to the clerk.

1.9.24 Approval of Financial Regulations and Authority List

The authority list and financial regulations were made available to governors with no changes or objections. **Approved** by all.

1.10.24 Procurement and Tendering Procedures

Tendering and procurement procedures were made available to governors with no changes or objections. **Approved** by all.

1.11.24 Receive Audit Statement for the School Fund

SMJ presented the school fund audit that is audited independently, An overview of school fund use was provided highlighting:

- ParentPay
- School Trips
- Incidental costs

The school fund audit was **approved** with no objections or questions.

1.12.24 Controlled Risk Self Assessment

SMJ advised that all schools have been required to complete the CRSA audit for compliance. The audit included all areas of compliance; governance, financial procedures etc. SMJ informed the committee that this process has proved a useful tool for procedures and self improvement..

The completed audit was presented to the room and highlights provided. Some ongoing details will be brought to governors in due course.

The CRSA was **approved** by all.

Q. Does the school work with the council for procurement and contractors? SMJ advised that when issuing work contracts, the school must use a contractor from an approved list by the council.

1.13.24 Adoption of the HR Manual for Schools

Tendering and procurement procedures were made available to governors with no changes or objections. **Approved** by all.

1.14.24 Headteacher's Report

SMJ presented to the committee highlights:

- NOR update including current applications in process, noting the current low birth rate across Cardiff
- Attendance update led by DJ, working with EWO to increase attendance. Looking at the possibilities of the use of the FPN process.
- Personnel update including the permanent appointment of the ALNCo and new members of staff.
- Volunteers from the school community will be able to start once the DBS process is complete.
- 5 PGCE students recently started and 4 BA students starting with the school in November
- Current staff structure
- School structure with staff responsibilities noting new diversity and anti racism teams
- Staff absence update
- Performance management update from DP including SIP targets and Professional Learning update
- Staff training
- Funding acquired for trip to Rome for 8 pupils in Y5 and Y6, 1 staff member will attend a preparatory trip. VF offered support with links to Rome
- Newsletter, Instagram and X
- Curriculum Development discussed by DHT. Focusing on topics with meaning to local pupils. Topics begin with an Immersion Day and will include a related school trip. Current and future topic overviews are accessible to parents including planning
- ALN update including no. of pupils with an IDP and school based smart tags
- Pupils progress shared based on school assessment and National Test data analysis. All pupils making expected progress in maths with the exception of Year 2. Maths and Numeracy support and training for staff including interventions. Update on LLC progress showing no. of pupils previously working below average now working within target. Highlight on achievements in Year 6.
- SIP live data shared highlighting priorities and plans, summary and evaluation. **#SDP**
Available as a live document at all times for governors
 - Priority 1 - Enabling Learning
 - Priority 2 - Cross Curricular Responsibilities
 - Priority 3 - Welsh and Spanish
 - Priority 4 - Inclusion
 - Priority 5 - Leadership
- Premises update - school roof in dire need of replacement. HT in contact with LA to escalate. Must be addressed prior to internal required work eg. ceiling tiles
- Recently completed improvements include decoration and kitchen fitted into the Reception classroom. This work has enhanced the learning environment and increased pupils' independence. Stairways have been improved with the addition of modern mural art with the theme of Belonging.
- Work completed in outdoor areas include safety railings and work to safeguard the car park. work outstanding
- H&S update use of RAMIS with improved compliance thanks to new caretaker and support from CC Health and Safety Officer. Outstanding/planned actions discussed.
- HT requested a finance update from the FMS officer, and will update the finance committee at the next meeting.

An opportunity was given for questions.

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Q. Do we have many pupils with EAL? HT advised % of pupils with EAL and advised they are working with families to ensure accurate recording and available support.

1.15.24 An Introduction to School of Sanctuary Presentation

#SDP4

Priority 4 - Inclusion

DHT provided an overview of the School of Sanctuary highlighting:

- Creating an environment where all members feel included
- Reflects local of area of Grangetown and rich cultures in school and community
- Action planning
- Completed staff training
- Community council
- Award which takes approximately 1 year
- Links and support from EMTAS
- DARPL training
- Actions already taken and outstanding actions discussed to ensure the award is achieved, self assessment tool used to monitor progress
- Diversity, Inclusion and Anti Racism team introduced

An opportunity was given for questions

Q. How many asylum seekers and refugees do you have in school? HT advised currently none however, it is possible in the future. School is ensuring it is ready to welcome pupils through training and support.

1.16.24 Statutory Policies to be approved

No changes to the following policies:

- Charging and Remissions
- Admission Policy 2025-26
- Annual review of Child Protection/Safeguarding policy
- Annual review of Complaints Procedure
- Curriculum Policy
- Data Protection Policy
- Equality Policy
- Health & Safety Policy
- Food & Fitness Policy
- Managing Medicines Policy
- Pay Policy
- Pupil Behaviour and Discipline Policy
- Staff Discipline, Conduct, Capability & Grievance Procedures
- School Leave Policy and Procedure
- Healthcare Needs Policy

Recently adopted policies using LA templates that had been provided prior to the meeting:

- Whistle Blowing Policy
- Performance Management
- Toilet Policy

No objections were raised, all policies were **approved** by all. Clerk to update approval dates and provide to school to add to the website.

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1.17.24 Agree timescale for production and issue of Governors Annual Report

Timescales discussed and agreed will be completed prior to the next FGB. Will be presented to governors for approval.

1.18.24 Future Admission Arrangements 2025-2026

HT explained the Cardiff Council Admissions Portal to the committee.

1.19.24 Consultation of length of school day

Discussed in 1.5.24

1.20.24 Assessment of Governance & Financial Management Skills

Recommendation received via recent CRSA audit to utilise committee members skills. Clerk to share skills audit which following a series of questions will highlight the strengths of the individual committee members.

1.21.24 Agree date for Termly Finance Committee Meetings

Date proposed of 28.11.24 at 4.30 pm

1.22.24 Safeguarding and Health and Safety

Safeguarding training provided for all staff with governors to undertake the provided training.

My Concern update explaining the use of labels to enable incident tracking. Current monitoring incidents involving race. Currently no racially motivated incidents however should this occur, the school works with families to educate the pupils.

No. safeguarding concerns shared and of children on the CPR.

No. of fixed term exclusions shared with brief descriptions, noting an increase in staffing in areas to support vulnerable pupils. Nurture and reduced timetables for identified pupils discussed.

CLA overview and related attendance monitoring.

1.23.24 Update on Governor Vacancies / Training Programme/ Development Plan.

Governor training will be available for new committee members once approved.

1.24.24 Correspondence

AP resignation accepted by the GB.

1.25.24 Matters deemed to be Confidential.

None discussed.

1.26.24 Agree dates of forthcoming GB Meetings

FGB Autumn 2 - 28.11.24 at 5.00 pm

Future meeting dates to be confirmed at next FGB

1.27.24 AOB

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Acronyms Used

SIP - School Improvement Plan
CLA - Children Looked After
IDP - Individual Development Plan
LLC - Language, Literature and Communication
FPN - Fixed Penalty Notice
ALNCo - Additional Learning Needs Coordinator
RAMIS - Compliance management software
EAL - English as an Additional Language
CPR - Child Protection Register
LA - Local Authority
EMTAS - Ethnic Minority and Traveller Achievement Service
DARPL - Diverse Anti Racism Professional Learning

Action Points

- Chair to send a letter of thanks to Pamela James for her service as LA Governor. SMJ to arrange with help of VF.
- The HT to contact the H&S officer to ensure the outdoor provision is used wisely to increase capacity. - on a future meeting agenda
- Consultation of length of school day to begin with all stakeholders. Plans to extend the school day to meet the demands of the curriculum, *SMJ awaiting a response.*
- Exclusion training for specific governors
- Confirm dates of future meetings
- Clerk to update policy approval dates and provide to school to add to the website.
- Completion of Governors' Annual Report
- Safeguarding training for all governors

Valentina Flamini

28.11.2024