

MINUTES OF ST PATRICK'S RC PRIMARY SCHOOL FULL GOVERNING BODY MEETING HELD ON 6th February 2025 @ 5pm



Present:

Foundation Governors: Valentina Flamini (Chair), Olivia Anetoh*, Ceri Holmes*,
Parent Governor:
LA Governor: Cheryl Xue*
Staff Governor: Amy Thomas*, Tiarnan O'Hagan
Headteacher: Sarah-Marie Jones
Co-opted Observer DHT: Danielle Perrett
Clerk: Vicky Carey

*online

3.1.25. Opening Prayer and Welcome led by Valentina Flamini

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

3.2.25. Apologies accepted and approved:

Mary Taylor, Joanne Parsons, Pauline Stevens-Hamilton, Vivien Chukwuma

3.3.25 Declarations of Interest on the agenda: None.

3.4.25 Minutes of the FGB meeting held on 28.11.24 and actions and matters arising from meeting

The minutes from the FGB 28.11.24 were discussed as a true reflection of the meeting and **approved** as an accurate record.

Ongoing

- Clerk to confirm level of safeguarding training for Chair
- Consultation of length of school day to begin with all stakeholders. Plans to extend the school day to meet the demands of the curriculum - *HT presented a proposed consultation letter to parents and stakeholders, a discussion was had regarding recipients, clerk to confirm. Discussion regarding considerations to wrap around care was had and confirmed that after school clubs will extend by 15 minutes. Plan to implement in September 2025*

Completed

- Clerk to add approval to FGB minutes 3.10.24
- Chair to send a letter of thanks to Pamela James for her service as LA Governor.
- Safeguarding training for all governors - *all governors completed training*
- Completion of Governors' Annual Report - *added to website*
- The HT to contact the H&S officer to ensure the outdoor provision is used wisely to increase capacity. - *HT gave a brief update following a meeting with H&S officer, confirmed no capacity to increase numbers but current space is sufficient for current usage.*
- Exclusion training for specific governors - *MT & OA complete, VF booked for May 2025, CL & CX to complete. HT confirmed Inclusion team will carry out bespoke training if required. Training link provided to book on.*

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3.5.25 Adopt revised School Recruitment and Selection Policy

Link to LA recommended policy had been provided prior to the meeting, an opportunity for questions was given. HT recommended approval, **approved** by all.

3.6.25 Admissions Numbers Reception 2025-26

HT presented application data for Reception, September 2025 intake. Advised that it had been the first year the school has been part of the Council co-ordinated admission system. Applications are higher than expected.

3.7.25 Safeguarding Training Update

All governors have completed the annual safeguarding training Level 1, clerk to confirm level of training for Chair.

3.8.25 Hwb Email Accounts

Clerk to ensure all governors have access to a hwb account.

3.9.25 Headteacher's Report

HT presented to the committee highlighting:

- NOR update noting slight reduction in current numbers due to family relocation, funding implications discussed
- Attendance update - HT credited DHT for efforts to increase attendance. Meetings with Education Support Officer, celebrations to reward good attendance etc.
- Positive impact of nurture provision - HT gave examples of pupil success stories following attending nurture provision. Discussed the high cost of sustaining the provision. HT meeting with the Head of Inclusion in LA regarding possible funding.
- Staffing update -
 - ❖ New experienced part time and full time, temporary members of staff starting in the nurture team, the nurture staff rota was presented and explained.
 - ❖ Leadership structure - Member of SLT to cover for DHT during maternity leave
 - ❖ Welcomed a new administrative assistant to the school office
 - ❖ Low staff absence reported
 - ❖ No change to staff responsibilities or PPA arrangements
- Finance update -
 - ❖ Extra grant funding received for ALN
 - ❖ Confirmation of funding for teacher pay rise, NI increase
 - ❖ Budget - overview of current spending with reasons for over/underspends and contingency position
 - ❖ HT to meet with LFM officer next week
- Professional Development update -
 - ❖ Performance management update
 - ❖ HT completed ESTYN inspector training
 - ❖ 3 Professional Development, international trips planned, costs and benefits discussed, staff to submit proposal to be considered
 - ❖ Wingate trip arranged for staff who have not yet completed the training

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- Newsletter, which has been emailed to all governors
- CLA, ALN, areas of need, safeguarding and exclusions update
- SIP update - HT gave an overview on Priority 1, enabling learning. Middle and Senior leadership Team have been writing evaluative comments, HT highlighted examples and noted how they measure impact techniques
- Buildings and premises update - including railings for nurture provision. Painting within the school and new hall floor is required. A quote is in process for new fire doors throughout the school. The ramp project is now complete
- New cleaning company have started

3.10.25 DARPL Update

Following recent training, DHT presented an anti racism action plan, highlighting:

- Focus on equality for all learners
- Staff training with DARPL
- Adapting learning topics to represent St Patrick's pupils
- The teaching about relevant influential people
- Staff and SLT awareness when dealing with racist incidents
- EMTAs training
- School community council leading on cultural events
- Staff questionnaire on training and implementation
- Ensuring racism is reflected in the curriculum
- Definition, key language and procedure flow chart

3.11.25 Attendance Presentation

DHT presented Welsh Government attendance percentage averages and school attendance percentage average.

Governors were advised of current approaches and interventions to increase attendance. These include, weekly meetings with SAO, keeping parents updated on pupil's attendance levels, invitations to meet at school where attendance is low, rewards, incentives and celebrations.

Number of FPNs issued was reported.

Attendance figures are reported in the school newsletter.

DHT explained attendance processes, monitoring and tracking systems used and procedures for vulnerable pupils.

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

Discussed in 3.4.25

3.13.25 Correspondence

No correspondence received

3.14.25 Matters deemed to be Confidential.

No confidential matters discussed

3.15.25 Agree dates of forthcoming GB Meetings

FGB Meeting 3rd April 5.00 pm

Resources Committee Meeting 4.15 pm

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3.16.25 AOB

Acronyms used

HT - Head Teacher
DHT - Deputy Head Teacher
LA - Local Authority
SLT - Senior Leadership Team
PPA - Planning, Preparation and Assessment
ALN - Additional Learning Needs
LFM - Local Financial Management
CLA - Children Looked After
SIP - School Improvement Plan
DARPL - Diversity and Anti-Racist Professional Learning
EMTAS - Ethnic Minority and Traveller Achievement Service
SAO - School Attendance Officer
FPN - Fixed Penalty Notice

Action Points

- Clerk to add approval to FGB minutes 28.11.24
- Clerk to share approved minutes with school admin to share on school website
- Clerk to confirm which recipients to send consultation of school day to
- Clerk to ensure all governors have access to a hwb account.
- Clerk to confirm level of safeguarding training for Chair
- Consultation of length of school day

Valentina Flamini