

MINUTES OF ST PATRICK'S RC PRIMARY SCHOOL FULL GOVERNING BODY MEETING HELD ON 9th October 2025 @ 5pm



Present:

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

Parent Governor: Joanne Parsons

LA Governor: Cheryl Xue*

Staff Governor: Tiarnan O'Hagan, Amy Thomas*

Headteacher: Sarah-Marie Jones

Co-opted Observer DHT: Katy Sullivan

Clerk: Vicky Carey*

*online

1.1.25. Opening Prayer and Welcome led by Sarah-Marie Jones

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

1.2.25. Apologies accepted and approved:

Vivien Chukwuma

1.3.25 Appointment of Chair and Vice Chair of Governing Body 2025-2026.

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

OA expressed an interest in the position of Vice Chair, will discuss and let the committee know.

1.4.25 Declarations of Interest on the agenda: None declared

1.5.25 Minutes of the FGB meeting held on 26.06.25 and actions and matters arising from meeting

The minutes from the FGB 26.06.25 were discussed as a true reflection of the meeting and **approved** as an accurate record.

Ongoing

- HT to receive and present school fund audit when available
- HT to update governor page of prospectus

Completed

- Clerk to contact Foundation members to ensure they are receiving communication
- Clerk to update HT on recent lockdown information received
- Clerk to investigate numbers of governors required
- Clerk to confirm number of parent governors required and process to recruit
- Clerk to prepare parental governor election paperwork, School office liaising with GS, Clerk to share information
- HT to receive and present fire door quote when available

1.6.25 Review of Committee Structure Membership and Terms of Reference

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

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

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1.7.25 Appoint Governors with Additional Responsibilities

Amendments were made during the meeting and were **approved** by all.

1.8.25 Complete Register of Business Interest forms

Governors were reminded to complete any outstanding forms and return to the clerk

1.9.25 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.

1.10.25 Review GB code of conduct

The GB code of conduct was made available to governors and **approved** by all.

1.11.25 Receive Audit Statement for the School Fund

Ongoing

1.12.25 Headteacher's Report

HT presented report highlighting:

- NOR
- Attendance which is currently at 95% overall
- Staff and leadership structure including new staff appointments
- Class structures and sizes with discussion about pupil numbers in Foundation phase
- PPA, leadership time arrangements and staff responsibilities
- Budget update noting:
 - HT to meet with Finance officer
 - current surplus and pay award
 - carpark leasing scheme has turned a strong profit, the school are pursuing options to expand the scheme
 - hosting professional learning events discussed. This will create an extra income for the school. A target income was discussed and committee members credited the HT and staff. Governors gave approval for HT to continue. (Q)
 - Grants - Keep Wales Tidy Grant update. HT credited the member of staff who achieved this grant award (Q). Egin grant discussed, will update when more details available
- Curriculum - HT shared the parental overviews recently shared with parents containing information of current topics and focuses.
- Professional Learning - governors were informed of ongoing staff professional development, these also included:
 - an upcoming Welsh Residential at nant gwrtheyrn, staff that have self nominated have been offered access to a Welsh Language course. Grant funding has been achieved to cover costs.
 - 2 members of staff are visiting Italy for a Reggio residential
 - A Spanish leadership residential to focus on communicating effectively, team work and resolving conflicts

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- Buildings update included:
 - roof work to begin imminently funded by Archdiocese/WG (Q)
 - quote received of 72k for fire doors - a contingency application has been made, HT awaiting the response
 - classroom sink units quote of £5349 received and shared, awaiting quote for fitting for CC (approx 4k) - **approved** by all.
 - internal school painting scheme update, HT will share quote for external contractor to complete works during October half term, all governors **approved** costs within 8k

(Q) Are there any concerns regarding any safeguarding risk for learning events? HT confirmed the safeguarding processes that would be applied in these circumstances.

(Q) Can the school update the group 'Keep Grangetown Tidy' on progress from the Keep Wales Tidy grant? HT confirmed the community links would be a great idea.

(Q) Will roof work be safe to take place when children are in school? HT confirmed it will be safe.

1.13.25 Adoption of the HR Manual for Schools

The HR Manual for School was discussed and **approved** by all.

1.14.25 School development/Improvement plan

Priorities discussed including

- Reading
- Mathematics
- Independent learners
- Improving Welsh oracy

HT informed the committee that staff performance management targets are structured from these priorities and will all include Welsh. NQT staff will follow personalised targets

SIP link shared highlighting:

- termly summary
- how staff PL is linked to the 4 priorities
- how progress is evaluated and the self evaluation cycle
- staff that are responsible for each priority area

HT advised of the monitoring activities that will be shared with the governors responsible for those areas. Governor input is vital to share experience and gain first hand knowledge.

1.15.25 Statutory Policies to be approved at the first meeting

All statutory and non statutory policies had been shared with governors. All **approved** with no objections.

1.16.25 Agree timescale for production and issue of Governors Annual Report

HT and chair agreed a timescale to publish by Christmas 2025. HT will present at Autumn 2 FGB meeting.

1.17.25 Consultation of length of school day

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Ongoing
1.18.25 Assessment of Governance & Financial Management Skills Ongoing
1.19.25 Agree date for Termly Finance Committee Meetings Thursday 4th December at 4.15 pm
1.20.25 Safeguarding Training (Please complete in advance of meeting) and Health and Safety Presented to governors to complete
1.21.25 Update on Governor Vacancies / Training Programme/ Development Plan. 2 Foundation vacancies, HT to present at Mass to invite parishioners to apply 1 Parent vacancy, election process to be carried out by school office electronically
1.22.25 Correspondence 1 part time member of staff has requested a secondment which will be carried out outside of school directed time until February due to leadership restrictions. HT advised the committee that the ALNCo role was discussed and offered to all SLT members. 1 member of SLT put themselves forward, governors agreed that the appointment would be successful.
1.23.25 Matters deemed to be confidential. Details of secondment arrangements to remain confidential until information has been shared with staff.
1.24.25 Agree dates of forthcoming GB Meetings Thursday 4th December 5.00 pm
1.25.25 AOB
<u>New Action Points</u> ● OA to confirm if taking the role of vice chair ● Clerk to add approval to Summer FGB minutes and share with school office ● Clerk to add approval to Committee Structure, Terms of Reference, Financial regulations, Authority list, GB Code of Conduct and all discussed policies ● Governors to complete Safeguarding and Health & Safety training provided ● Governors to submit Declaration of Business Interests to clerk ● Parent governor election to take place ● HT to present Foundation Governor vacancy to parishioners at Mass

Valentina Flamini 04.12.25