

MINUTES OF ST PATRICK'S RC PRIMARY SCHOOL FULL GOVERNING BODY MEETING HELD ON 28th November 2024 @ 5pm



Present:

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

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

Clerk: Vicky Carey

*online

2.1.24 Opening Prayers and Welcome led by Valentina Flamini

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

2.2.24 Apologies for absence:

Ceri Holmes, Pauline Stevens-Hamilton

2.3.24 Declarations of interest on the agenda: None.

2.4.24 Minutes of the meeting held on 3rd October 2024 and actions and matters arising from the meeting.

The minutes from the FGB 03.10.24 were discussed as a true reflection of the meeting and **approved** as an accurate record.

Completed

- Clerk to update policy approval dates and provide to school to add to the website.

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, *GS responded, provided advice, letter template received via other school. HT to write a letter to all stakeholders, provided no objections, should be in place for September 2025*
- Exclusion training for specific governors - *MT complete, VF booked for May 2025. HT confirmed Inclusion team will carry out bespoke training if required*
- Confirm dates of future meetings
- Completion of Governors' Annual Report - *VF to finalise*
- Safeguarding training for all governors - *Outstanding to complete and inform the clerk. Clerk to confirm level of training for VF*

2.5.24 Complete Register of Business Interest forms

All governors have returned their forms

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2.6.24 Headteacher's Report

HT presented to the committee highlighting:

- NOR update
- Attendance update, praise received from EWO for efforts to increase attendance led by DHT
- Staffing update - 1 temporary, p/t teacher via agency to support nurture provision
- Nurture programme presentation - Sensory provision offered for pupils with additional needs providing structure and a calm environment. It helps pupils to build relationships and increase their communication skills
- Leadership and organisational structure, Staff responsibilities and PPA remains the same
- Budget update from Chair including going out to tender for cleaning company. Budget is looking positive through the rest of the academic year with many ways to make savings if needed
- School has given notice to the current cleaning company, and gone out to tender for a new company. One competitive quote received, awaiting quote from new company to start in February 2025
- SIP priorities remain the same, DHT gave a brief presentation including current targets
- 1 NQT supported by a member of staff
- INSET overview including visit to school in Newport and external trainers. Visit to Wingate for a learning visit which was a valuable PL resource. DARPL training for all staff
- Curriculum developments - Rich focus on visits to enhance pupils learning
- Diwali celebration
- CLA, ALN update
- 2 fixed term exclusions
- Safeguarding - Number of concerns raised, race incidents and MARFS submitted. Race incident roadmap shared within school and to school community. Pupil progress and assessment including expectations. Support for pupils who are not achieving as expected discussed
- Pupil progress and assessment update including support available
- SIP update with access to live document
- Buildings and Premises - HT advised that the school requires a closed in outdoor space for the nurture programme, A quote for railings has been requested and will apply for contingency funding by the Council
- Mini Forest school outdoor building required with an approx spend of 6k **approved by Resource Committee 28.11.24**
- Health and Safety - Fire doors update
- Asbestos conditioning monitoring - procedures reviewed and amended accordingly
- Roof survey completed
- Legionella procedures update
- 1 planned and 1 unplanned fire drill completed successfully

2.7.24 Catholic Social Teaching

Governors to watch the provided video complete questionnaire.

2.8.24 Equalities Policy

Amendments to the Equalities Policy were discussed and **approved**.

2.9.24 Review UPDATED committee structure

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Following the results of a recent skills audit, the updated structure had been presented to governors for review. A discussion ensued and amendments were made. Governors were thanked for volunteering for committees. GS training links were provided. The new structure was approved by all.
2.10.24 Governors Annual Report to Parents Live link provided for perusal. Will be shared when finalised.
2.11.24 Consultation of length of school day Discussed in 2.4.24
2.12.24 Safeguarding and Health and Safety Training discussed in 2.4.24 Premises update in 2.6.24
2.13.24 Update on Governor Vacancies / Training Programme/ Development Plan. Discussed in 2.9.24
2.14.24 Correspondence • Confidential HR matter discussed • School finance officer resignation, the school wish her well and thank her for her work • Confidential H & S matter discussed
2.15.24 Matters deemed to be Confidential See 2.14.24
2.16.24 Agree dates of forthcoming GB Meetings 6th February FGB 5pm
2.17.24 AOB No AOB discussed
<u>Action Points</u> • Clerk to confirm level of safeguarding training for Chair • 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. <i>SMJ to arrange with help of VF</i> • The HT to contact the H&S officer to ensure the outdoor provision is used wisely to increase capacity. - <i>on a future meeting agenda</i> • Consultation of length of school day to begin with all stakeholders. Plans to extend the school day to meet the demands of the curriculum, <i>GS responded, provided advice, letter template received via other school. HT to write a letter to all stakeholders, provided no objections, should be in place for September 2025</i> • Exclusion training for specific governors - <i>MT complete, VF booked for May 2025. HT confirmed Inclusion team will carry out bespoke training if required</i> • Completion of Governors' Annual Report - <i>VF to finalise</i> • Safeguarding training for all governors - <i>Outstanding to complete and inform the clerk. Clerk to confirm level of training for VF</i>

Valentina Flamini 06.02.2025