



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 11<sup>th</sup> September 2018**

Attendees: Sally Curtis (SC), Carmela Puccio (CP), Savio Luis (SL), Hayley Merry (HM), Martina Volske (MV), Karen Summers (KS), Caroline Loake (CL), Esther Okwuolisa (EO), Daniel Hewitt (DH), Bernie Hurley (BH), Jo Nicholls (JN).

Chair: Sally Curtis  
Clerk: Maria Streeter (MS)

| Item.  | Person Responsible  | Completion Date  |
|--|---|--|
| <p><b>1. Apologies for absence</b></p> <p>Peter Fuller, Nicole Davids, and Sharna Jones</p>  |   |  |
| <p><b>2. Declaration of Interest</b></p> <p>None declared.</p>   |   |  |
| <p><b>3. Any Other Business</b></p> <p>(a) School Values (CP)<br/>(b) Welcome back newsletter to parents (CP)<br/>(c) Mary Garden (CP)<br/>(d) Governor's Prayer (SC)<br/>(e) Parent consultations (CP)<br/>(f) Open morning (CP)<br/>(g) Exclusions training for Governors (SC)</p>   |   |  |
| <p><b>4. Minutes of the Full Governing Body Meeting held on 5<sup>th</sup> July 2018</b></p> <p>Governor visit forms to be resent to Governors.</p> <p>Meeting dates were tabled – these are now to be listed on website.<br/>May need to add in an extra curriculum meeting before October parents evening.</p> <p><b>The minutes were passed as a true reflection of the meeting held on 5<sup>th</sup> July 2018.</b></p> | <p align="center">CP</p> <p align="center">CP<br/>CP/MS</p> | <p align="center">ASAP</p> <p align="center">ASAP<br/>ASAP</p> |



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| <p><b>5. Associate Member</b></p> <p>DH was appointed and welcomed as associate member to the Governing Body while undertaking his role as deputy Headteacher.</p>   |                    |                 |
| <p><b>6. Co-Opted Governor</b></p> <p>JN was appointed and welcomed as new co-opted Governor.</p>  |                    |                 |
| <p><b>7. Pecuniary Interest</b></p> <p>Members of the Governing Body were asked to record, any pecuniary interests held either personally or through a company, relative or partner. An 'interest' is a situation where a member of the governing body may be affected personally or financially, directly or indirectly, or in some other way by a decision made at a meeting where the governor is present. All forms were completed and handed in.</p> <p>Forms to be sent to PF, SJ and ND</p> | MS                 | ASAP            |
| <p><b>8. Data Check</b></p> <p>Governors were requested to check their details – any amendments to be forwarded to MS.</p>   |                    |                 |



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| <p><b>9. Review of Link Governors</b></p> <p>The following governors requested to be Link Governors for:</p> <p>RE Governor – Karen Summers, Sharna Jones</p> <p>SEND Governor – Caroline Loake</p> <p>Health, Safety &amp; Premises Governor – Peter Fuller</p> <p>Equalities/PSHE Governor – Karen Summers, Martina Volske</p> <p>PHSE Ambassador Governor – Martina Volske</p> <p>Communication Governor – Savio Luis</p> <p>Child Protection / Safeguarding Governor – Sally Curtis (Hayley Merry to shadow)</p> <p>Pupil Premium Governor – Hayley Merry</p> <p>EYFS Governors – Hayley Merry, Sharna Jones</p> <p>Sports Governor – Savio Luis</p> <p>PSFA Link Governor – Savio Luis, Esther Okwuolisa</p> <p>Governors were thanked for their continued support in the above roles.</p> |                    |                 |



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| <p><b>10. Review of Committee Members</b><br/>The following governors requested to stay or join the following Committees:</p> <p><u>Admission Committee</u><br/>Carmela Puccio, Sally Curtis, Savio Luis, Sharna Jones, Hayley Merry, Esther Okwuolisa, Nicole Davids.</p> <p><u>Curriculum Committee</u><br/>Carmela Puccio, Sally Curtis, Daniel Hewitt, Bernie Hurley, Sharna Jones, Hayley Merry, Martina Volkse, Karen Summers, Nicole Davids, Caroline Loake.</p> <p><u>Health, Safety &amp; Premises Committee</u><br/>Carmela Puccio, Sally Curtis, Daniel Hewitt, Peter Fuller, Savio Luis, Marie Stewart, Paul Ryan.</p> <p><u>Finance &amp; Personnel Committee</u><br/>Carmela Puccio, Sally Curtis, Daniel Hewitt, Jo Nicholls, Hayley Merry, Savio Luis, Caroline Loake, Esther Okwuolisa.</p> <p><u>Headteacher’s Performance Appraisal</u><br/>Sally Curtis, Hayley Merry, Karen Summers</p> <p>Training available to governors to help develop their role will be discussed at the first meeting of each committee.</p> <p>Governors were thanked for their support in the above committees. Governors were also reminded that they could attend any committee meeting (by advising MS beforehand).</p> |                    |                 |
| <p><b>11. Review of Working Parties</b></p> <p>(a) Academies – it was agreed that this should be put on the next F &amp; P agenda</p> <p>(b) 30 hours Nursery Funding – it was agreed that this should also be put on the next F &amp; P agenda</p> <p>(c) GDPR – HM, SJ, CP, MS &amp; DH (once hand over complete from KB)</p>  |                    |                 |



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| <p><b>12. Child Protection Policy</b></p> <p>Amendment to page 5 - clarification needed</p> <p>Page 18 – amendment to phone number</p> <p>This policy was ratified with the above amendments.</p>  | <p align="center">CP</p> <p align="center">CP</p> | <p align="center">ASAP</p> <p align="center">ASAP</p> |
| <p><b>13. Any Other Business</b></p> <p>(a) CP handed out copies of our ten school values and gave a brief explanation of how they are being made renewed with the children.</p> <p>(b) Welcome back Newsletter to the parents – was handed out for Governors information.</p> <p>(c) Mary Garden – this new garden area is currently being created outside Reception classroom. A statue of Our Lady arrived today.</p> <p>(d) Governor’s Prayer – SC expressed an interest in changing our opening Prayer, SC invited any suggestions, HM to speak to a colleague who might be able to compose a new one.</p> <p>(e) Parent evening consultations – any Governors wishing to attend please advise MS as Governors will be needed to encourage Parents to complete an RE questionnaire.</p> <p>(f) Open Morning – date to follow.</p> <p>(g) Exclusions Training – HM &amp; EO requested to be booked on training to be held on 17<sup>th</sup> September at St Philip Howard School.</p> | <p align="center">MS</p>                          | <p align="center">immediate</p>                       |



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The meeting closed at 8pm.

These minutes are a true and accurate record of the discussions.  
Signed by Mrs Sally Curtis, Chairperson

*Sally Curtis*

Date