



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 10th September 2019**

Attendees: Sally Curtis (SC), Carmela Puccio (CP), Hayley Merry (HM), Martina Volske (MV), Caroline Loake (CL), Daniel Hewitt (DH), Bernie Hurley (BH), Jo Nicholls (JN).

Chair: Sally Curtis
Clerk: Maria Streeter (MS)

Item.	Person Responsible	Completion Date
<p>1. Apologies for absence</p> <p>Peter Fuller, Savio Luis, Sharna Jones, Ursula Dike</p>		
<p>2. Declaration of Interest</p> <p>None declared.</p>		
<p>3. Any Other Business</p> <p>(a) Term dates (CP) (b) 30 hours Nursery (CP) (c) Training (CP)</p>		
<p>4. Minutes of the Full Governing Body Meeting held on 11th July 2019</p> <p><u>Page 1</u> Add Hayley Merry to the minutes as an attendee</p> <p>F & P minutes from 7th May 2019 still to follow. Amend the spelling of September.</p> <p><u>Page 4</u> School day timings, SC is still waiting to hear back from JP regarding meeting at the school. SC to follow up.</p> <p><u>Page 5</u> 3rd quote for the server is still outstanding. CP to follow up.</p> <p>The minutes were passed as a true reflection of the meeting held on 11th July 2019.</p>	<p>MS</p> <p>SL MS</p> <p>SC</p> <p>CP</p>	<p>ASAP</p> <p>ASAP ASAP</p> <p>Nov 2019</p> <p>Nov 2019</p>



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<p>5. Pecuniary Interest</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.</p> <p>All forms were completed and handed in with the exception of PF, SJ, SL and UD. To be given out at the next FGB or sooner if possible.</p>	MS	Nov 2019
<p>6. Data Check</p> <p>Governors were requested to check their details – any amendments to be forwarded to MS for updating.</p>		
<p>7. Review of Link Governors</p> <p>Link Governors were reviewed:</p> <p>RE Governor – Sharna Jones</p> <p>SEND Governor – Caroline Loake</p> <p>Health, Safety & Premises Governor – Peter Fuller</p> <p>Equalities/PSHE Governor – Martina Volske</p> <p>PHSE Ambassador Governor – Martina Volske</p> <p>Child Protection / Safeguarding Governor – Sally Curtis (Hayley Merry to shadow)</p> <p>Pupil Premium Governor – Hayley Merry</p> <p>EYFS Governor – Sharna Jones</p> <p>Sports Governor – Savio Luis</p>	MS	ASAP



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<p>PSFA Link Governors – Savio Luis & Hayley Merry</p> <p>It was agreed that the Communication Governor was no longer needed as this is covered within the PSFA Link Governor.</p> <p>SC outlined the role of the link governor. Governors were reminded they could feedback to the FGB at any meeting by asking for an agenda item to be added.</p> <p>Governors were thanked for their continued support in the above roles.</p>		
<p>8. Review of Committee Members</p> <p>The following governors requested to stay or join the following Committees:</p> <p><u>Admission Committee</u> Carmela Puccio, Sally Curtis (Chair), Savio Luis, Sharna Jones, Hayley Merry, Martina Volske.</p> <p><u>Curriculum Committee</u> Carmela Puccio, Sally Curtis, Daniel Hewitt, Bernie Hurley, Sharna Jones, Hayley Merry (Chair), Martina Volske, Caroline Loake.</p> <p><u>Health, Safety & Premises Committee</u> Carmela Puccio, Sally Curtis, Daniel Hewitt, Peter Fuller (Chair), Savio Luis, (Marie Stewart/Paul Ryan).</p> <p><u>Finance & Personnel Committee</u> Carmela Puccio, Sally Curtis, Daniel Hewitt, Jo Nicholls (Chair), Hayley Merry, Savio Luis, Caroline Loake.</p> <p><u>Headteacher’s Performance Appraisal</u> Sally Curtis, Hayley Merry, Martina Volske.</p>		



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<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>9. Review of working parties</p> <p>GDPR - It was agreed that a working party is no longer required as (HM) is willing to continue working with (DH) in this area on a regular basis.</p>		
<p>10. Policies</p> <p>(a) Child Protection Policy</p> <p>Only slight changes to language used, this policy was agreed and can now be shown on the website.</p> <p>(b) Behaviour Policy</p> <p>(CP) explained this new policy with the aims and vision of the school. Through discussions with Staff the school rules have been simplified and clear steps for behaviour escalation agreed.</p> <p>The Governors agreed this policy, the policy will be sent to parents via parentmail and will be followed by a STEPS evening in November.</p>		
<p>11. School timings</p> <p>As previously mentioned this has been put on hold until after the meeting with JP from the Diocese.</p>		
<p>12. Governor items</p> <p>(a) Parent Governor Elections – There are 2 vacancies to be filled. Election forms to be sent out to parents.</p>	CP/MS	ASAP



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<p>(b) Complaints training for Governors to be held at St Margaret Clitherow on Thursday 19th September at 6pm all Governors welcome.</p> <p>(c) Ofsted briefing to be held on Thursday 10th October 6pm at Robertson House. All Governors invited (MS) to book places.</p> <p>13.AOB</p> <p>(a) Term dates (CP) Our term dates for 2019-2020 contained an error, the last day of term for the children will be Thursday 16th July 2020 and NOT Friday 17th July.</p> <p>(b) 30 hours Nursery (CP) Our Nursery is now open all day, children seem to be happy and settled. We had underestimated the amount of Admin involved, we will continue to monitor the situation.</p> <p>(c) Training (CP) We have arranged for a whole day of 'Harm and Critical Thinking' training for pupils, staff, parents and governors. This will be held on Monday 30th September 9am to 8pm. Further information on timings and sessions to follow.</p>	MS	ASAP

The meeting closed at 8.15pm.

These minutes are a true and accurate record of the discussions.



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Signed by Mrs Sally Curtis, Chairperson

Sally Curtis

Date