



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 12th November 2019**

Attendees: Sally Curtis (SC), Carmela Puccio (CP), Caroline Loake (CL), Savio Luis (SL), Sharna Jones (SJ), Bernie Hurley (BH), Ursula Dike (UD), Femi Akintobi (FA), Elizabeth King (EK).

Chair: Sally Curtis (SC)
Clerk: Maria Streeter (MS)

SC opened the meeting by welcoming our 2 new Parent Governors Elizabeth King and Femi Akintobi.

Item.	Person Responsible	Completion Date
<p>1. Apologies for absence</p> <p>Hayley Merry, Martina Volske, Jo Nicholls, Peter Fuller & Daniel Hewitt</p>		
<p>2. Declaration of Interest</p> <p>None declared.</p>		
<p>3. Any Other Business</p> <p>a. Request from the PSFA regarding the selling of mulled wine at the Christmas Fair.</p> <p>b. PSFA raffle tickets.</p>		
<p>4. Minutes of meetings.</p> <p>The minutes of the Full Governing Body Meeting held on 10th September 2019 were passed as a true reflection. The School day timings will be shelved until January 2020 as we are still waiting for input from the Diocese.</p> <p>Minutes of the Admissions meetings held on 17th September 2019. No comments received. <i>Admissions were thanked for their minutes.</i></p> <p>Minutes of the H & S meeting held on 22nd October 2019. SC has asked for any new members willing to stand on this committee to kindly notify her. SC reminded FGB that all Governors are welcome at any Committee meeting at any time. No further comments received. <i>H & S were thanked for their minutes.</i></p>		



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<p>Minutes of the F & P meeting held on 22nd October 2019. SC has asked for any new members willing to stand on this committee to kindly notify her. SC reminded FGB that all Governors are welcome at any Committee meeting and time. (HM) was formally appointed as Clerk to F & P Committee. No further comments received. F & P were thanked for their minutes.</p> <p>Minutes of the Curriculum meeting held on 24th September 2019. Our attendance officer has been invited to the next Curriculum meeting to discuss fixed penalty notices. No further comments received. Curriculum were thanked for their minutes.</p> <p>SC commented that both H & S and F & P needed more committee members and asked all Governors to consider joining either.</p>		
<p>5. Terms of Reference</p> <p>Admissions – reviewed and approved.</p> <p>Curriculum – reviewed and approved.</p> <p>H & S – reviewed and approved.</p> <p>F & P – reviewed and approved.</p>		
<p>6. Policies</p> <p>All policies have been reviewed at Committee level.</p> <p>Admissions – The School Admission Policy contains slight wording and date changes and was approved by the FGB. The Nursery Admission Policy shows start time of 8.45am the Nursery Prospectus needs to be amended to reflect this. Approved by the FGB.</p> <p>Pay – Amended to show update pay scales. Approved by the FGB.</p> <p>Complaints Policy – Complaints co-ordinator to be amended to show CP. Approved by the FGB.</p> <p>Safer recruitment – Approved by the FGB.</p>	<p>CP</p>	<p>Immediate</p>



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<p>7. Policies for information</p> <p>It was discussed and decided that all policies would remain on Governorhub and to leave on the Agenda as a standard item listed for any comments only, or even to be included as AOB at the start of the meeting.</p> <p>Policies must be uploaded after each Committee meeting with any amendments/additions to be highlighted for easy identification.</p> <p>Any queries should be emailed to the Committee Chair or CP.</p> <p>New Governors to be added to the Critical Incident Plan</p>	<p align="center">CP</p> <p align="center">CP</p>	<p align="center">ongoing</p> <p align="center">Immediate</p>
<p>8. Instrument of Government</p> <p>This is still with the Diocese. A follow-up should now be sent.</p>	<p align="center">CP/MS</p>	<p align="center">Immediate</p>
<p>9. Heads report</p> <p>All Governors had read this document so CP just highlighted certain areas, being:</p> <p>3.0 Attendance – CP continues to monitor the minutes late and talked through the figures shown. The attendance officer confirmed that our figures are very good. A high percentage of our minutes late refers to 1 family.</p> <p>4.0 Exclusions – CP briefly mentioned current exclusion and that 2 Governors were needed for upcoming Governor Exclusion Training to be held in Hemel Hempstead. EK kindly offered to attend.</p> <p>6.0 SEN – CP talked through this section provided by our SEN teacher AS. <i>AS was thanked by SC for her report.</i></p> <p>12.0 Performance Management – CP confirmed that EYFS have received the Bronze level of the Early Years Quality Standard and is now working towards Silver.</p>		



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<p>13.0 Standards – CP talked through and explained last year’s results and mentioned the upcoming Hertsforlearning Standards visit.</p>		
<p>10. Safeguarding SC and CP continue to meet regularly to discuss any Safeguarding issues. HM has started to attend some of these meetings. The last meetings focus was the Single Central Record, which has just had the annual review with some minor amendments to be made.</p>		
<p>11. SEF CP gave overview of this document and the new Ofsted framework. All teachers had training from an Ofsted Inspector last week, which was very informative. CP talked through the SEF highlight sheet, Teachers had been involved with choosing and lifting these highlights in the subject leader areas.</p>		
<p>12. School Plan Many items cross reference with the Heads report but CP did highlight certain areas, being:</p> <ol style="list-style-type: none"> 1. Catholic Life – Sharing God’s word with pupils and school community alongside the School Values is ongoing. SJ mentioned that the children from SMC who attend the St Hildas’ Sunday Liturgy group share their understanding and learning at these sessions 2. Curriculum – Subject leaders are reviewing their targets and how we teach. 3. Monitoring – CP has had a demonstration of CPOMS and is considering moving to this system in the new Year. 4. Personal Development – YLT minutes were shared with Governors and found to be very useful. The children enjoy their role and responsibility especially with the recent class voting system. 		



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<p>5. Environment – Year 2 decoration now complete. Further classroom decoration to be carried out over the Christmas holiday.</p>		
<p>13.Pupil Premium Update HM not here to give update. CP did confirm that the new Government template is already being used.</p>		
<p>14. Staffing Update Already provided in the Heads Report.</p>		
<p>15. Head teachers Performance Appraisal Staff members were asked to leave the room.</p>		
<p>16. School Council Minutes The School Council continue to meet regularly with Mrs Briscoe as mentioned above in School Plan. SC thanked KB for her commitment in this area.</p>		
<p>17. Deanery Meeting Feedback Deanery Schools continue to meet twice a year SC & CP find these meeting very useful and a great way to share thoughts and ideas. The CCP was discussed at great length as some Nurseries may decide not to use it however we will continue to request it as part of our Admission process. The next Deanery meeting will be in May 2020.</p>		
<p>18. Term dates Term dates for the 2020/2021 school year were approved. These can now be published on the website.</p>		



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<p>19. Governor Items</p> <p>a. Parent Consultation feedback. The Governors that attended agreed that their interaction with parents was eased with the Book Fair sales and that engagement with Parents flowed easier, hence positive feedback.</p> <p>b. Governor Training. Thank you to the Governors that attended the Ofsted Briefing Update, they all commented that this training was extremely valuable.</p>		
<p>20. A.O.B.</p> <p>a. The Governors all agreed that the PSFA should not be selling mulled wine at the Christmas Fair. This will be passed onto the PSFA Committee</p> <p>b. SL asked for help selling raffle tickets after Mass at the Transfiguration Church – EK and UD kindly volunteered.</p>	CP	Immediate

The meeting closed at 8.15pm

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

Sally Curtis

Date