



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 4<sup>th</sup> July 2023**

Attendees: Sally Curtis (SC) Hayley Merry (HM), Carmela Puccio (CP), Andrew Peck (AP), Amy Coleman (AC), Bernie Hurley (BH), Savio Luis (SL), Marie Stewart (MS), Femi Akintobi (FA), Ursula Dike (UD), Jo Nicholls (JN), Elizabeth King (EK), Godfrey Nooha (GN)

Chair: Sally Curtis (SC) Clerk: Maria Streeter (MStr)  
We met early at 5.45pm to thank and say goodbye to JN

Item.	Person Responsible	Completion Date
<b>1. Apologies for absence</b> None		
<b>2. Declaration of Interest</b> None declared		
<b>3. Any Other Business</b> None		
<b>4. Instrument of Government</b> We have finally received our updated IOG. Copies were distributed to all Governors.		
<b>5. Minutes of Meetings</b>  <b>a. Minutes of the Full Governing Body Meeting held on 25<sup>th</sup> April 2023 and matters arising (SC)</b>  <b>All actions are complete</b>  <b>The minutes were passed as a true reflection of the meeting held on 25<sup>th</sup> April 2023.</b>  <b>b. Minutes of the Curriculum meeting held on 16<sup>th</sup> May 2023.</b> i. Open morning feedback – BH commented that the morning was very relaxed from the staff’s perspective because Governors were unobtrusive. HM liked that the morning represented a ‘normal’ school day with normal learning and routines taking place. CP was proud that the children felt confident during the ‘pupil voice’ session.  ii. RSE feedback – BH reminded us that we have just finished our first full year of using the TenTen resources as recommended by the Diocese. Our Year 6 Parents		



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<p>were invited in one evening to review the contents.</p> <p><b>c. Minutes of F &amp; P meeting held on 25<sup>th</sup> April 2023.</b> These minutes were not included at the last FGB, date amendment made. MS asked how the new cleaning contract was developing, CP provided an update, SC asked that this item remain on the next agenda for review.</p> <p><b>d. Minutes of the F &amp; P meeting held on 2<sup>nd</sup> May 2023.</b> i. Formal approval of the budget. All Governors formally approved</p> <p><b>e. Minutes of the F &amp; P meeting held on 6<sup>th</sup> June 2023.</b> i. Leadership payscale approval This was agreed and approved as the Headteacher payscale was already aligned with Government guidance. CP gave a brief explanation of pay bands and upper payscales.</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Add cleaning contract to F&amp;P agenda</li> </ul>	<p align="center">EK</p>	<p align="center">Next F&amp;P</p>
<p><b>6. Policies for approval</b></p> <p>a. Curriculum i. eSafety ii. SEND</p> <p>b. Finance and Personnel i. Whistle Blowing Policy</p> <p>c. Safeguarding statement</p> <p>d. Equalities Policy and Scheme</p> <p>e. Child Looked After</p> <p>All policies were approved by FGB</p> <p><b>ACTION</b> Updated policies to be uploaded to our website</p>	<p align="center">CP</p>	<p align="center">ASAP</p>



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<p><b>7. Policies for information</b></p> <p>The policies below have all been discussed in depth at committee level and are information purposes only.</p> <ul style="list-style-type: none"><li>a. Remote Learning Policy (Curriculum)</li><li>b. Checklist (H &amp; S)</li><li>c. Data Protection Policy (F &amp; P)</li><li>d. CCTV Policy (F &amp; P)</li><li>e. Data Security Policy (F&amp;P)</li><li>f. Study Leave and Financial Support (F&amp;P)</li></ul> <p>All committees were thanked for their work on the policies</p>		
<p><b>8. Link Governor Feedback</b></p> <ul style="list-style-type: none"><li>a. RE (UD) has enjoyed attending all the Masses in school and fully understanding the RE curriculum. UD will arrange a meeting with our RE lead regarding the 2024 RE inspection.</li><li>b. Sports (SL) mentioned that his relationship with our new Sports lead is developing and was grateful for the detailed explanation of the sports premium process. SL has enjoyed coaching and watching the Y5 and Y6 footballers grow and develop. GN added that the Netball team have had a very successful year and thanks should be passed to their coaches.</li><li>c. Health and Safety (SL) would like to pass on his thanks to both the site manager and CP for making his role on the H &amp; S committee easy. This is because during inspections (which are termly and yearly) there are never any surprises or big concerns. Issues are dealt with effectively as they arise. The Statlog system is proving to be very useful.</li></ul>		



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<p>d. PSFA Link (SL/HM) both agreed that they will need more notice to be able to attend any of the PSFA meetings. They both have attend events and agree that this Governor Link is a very useful role and should remain.</p> <p>e. Pupil Premium (HM) has met with our Pupil Premium lead throughout the year and has gained a better understanding of how pupil premium integrates with the curriculum. HM will meet the lead again in the Autumn term.</p> <p>f. Early Years (HM) has not officially met with BH and the Early Years setting, but they manage to regularly discuss any matters of interest. HM recognised that this years' cohort has been rather challenging.</p> <p>g. Equalities (MS) has spent time with BH finding out how the school's PSHE curriculum supports the children.</p> <p>h. PSHE (MS) enjoyed attending the RSE parent meeting, this was very useful, just a shame that parental attendance was low although this did allow a very open and honest discussion to take place</p> <p>i. Wellbeing (MS) continues to discuss wellbeing with CP.</p> <p>j. SEND (EK) attended the coffee morning for parents, where various lunchtime resources were displayed. EK also enjoyed the den building session where it was evident that the children worked as a team to secure positive outcomes. The SEN benchmarking toolkit is currently under review showing how to identify SEN strategies with parents.</p> <p>k. Child Protection and Safeguarding (SC) mentioned that we have just completed the first full year of a Safeguarding Team, this has proved beneficial in many ways and will continue next year with some tweaks being made to the monitoring schedule.</p> <p>All Governor link roles will be reviewed in September</p>		



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<p><b>9. Safeguarding</b></p> <p>a. Safeguarding link governor report to the governing body (CP) The safeguarding Team will continue to meet regularly to discuss incidents as they happen. Minutes from the last safeguarding meeting were shared. These minutes included a discussion on the number of racist incidents that have occurred in school this academic year. This is further reported on in the Head’s Report</p> <p>b. Termly report on Safeguarding Children (CP/SC) this can be a termly or annual report, FGB agreed that this should remain termly – as it is more manageable. FA questioned the dates the SCR was being checked and CP clarified that she manages it with MS monthly and then SC checks it.</p> <p>GN has offered to join this team from September, with this in mind HM has agreed to step down.</p>		
<p><b>10. Academies Update</b></p> <p><b>(SC/CP)</b> both attended a teams meeting on 22th May 2023 with a representative from the Diocese. This session was very informative. We are currently working through the due diligence process and hoping to be in a position to send all documents to the Diocese by the beginning of October.</p> <p>Once the Diocese reviews these documents they should be in a position to give us permission to apply for an academy order. If this goes ahead we could be consulting with parents in January or February 2024, if this is straight forward there could be a possibility of becoming an Academy in September 2024.</p> <p>Becoming an Academy process will remain on every FGB agenda as this needs constant attention and review.</p>		



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<p><b>11. Headteacher's Report (CP)</b></p> <p>whilst all Governors' have read this report, CP highlighted a couple of areas, being:</p> <ul style="list-style-type: none"> <li>- Support for families – school manages to secure additional vouchers for our vulnerable children and pays for trips and nursery lunchtime sessions.</li> <li>- Attendance figures – school is receiving a number of holiday requests. All absences for holiday are recorded as unauthorised. School applied for a FPN for a family who met the threshold.</li> <li>- Reported racist incidents – SLT talked through how victims and perpetrators and their families are supported following an incident. School's curriculum gives the children the confidence to speak out against racism. These are also discussed with safeguarding link governor and will be added to the first curriculum meeting agenda to further investigate</li> <li>- SEND – CP talked through the support in place for children and how we manage the support as a school.</li> <li>- Staffing update – New Year 1 teachers have been acquired for September for 2 terms.</li> <li>- HIP visit – school have received two visits this term. One from the HIP for behaviours for learning in maths and one was a commissioned EYFS advisor visit. Reports shared with FGB.</li> </ul> <p>Any questions or comments were answered.</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Add Racist incidents to curriculum agenda</li> </ul>	<p>HM</p>	<p>Next curriculum</p>
<p><b>12. School Plan (CP/AC/AP)</b></p> <p>There have been no significant changes since the last report. The 2023 plan is being worked on with the 3 main objectives being:</p> <ul style="list-style-type: none"> <li>• Implement new the RE curriculum directory to improve religious literacy.</li> <li>• Strengthen the quality of writing to positively impact on outcomes across the school.</li> <li>• To secure accuracy of judgements – assessment</li> </ul>		



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<p><b>13. Admissions update (MStr)</b>            Reception 2023 – all 30 places have been offered and accepted by practising, Baptised Catholics. With a current waiting list of 11. There will be 9 new families to the school.</p> <p>Nursery 2023 – all 26 places are now full, 22 are all day with 4 morning only children.</p> <p>In year – One place to fill in Year 4 (Year 5 in September) this is a work in progress, and will be filled shortly.</p>		
<p><b>14. Open Morning Governor reports (Governors)</b>            See 5. b.i above for comments.</p>		
<p><b>15. Youth Leadership Team feedback</b>            AC continues to meet regularly with the YLT. This year they have implemented a new playground rota to ensure fairness with space and resources available and lunchtime clubs have been spread across both KSs.</p> <p>The cake sale was a great success raising funds for the children’s choice of charity ‘Feed up, Warm up’. This was part of the Stevenage School Parliament initiative as are the children’s plans for October 2023 Mental Health Awareness week.</p>		
<p><b>16. Meeting dates 2023-2024</b>  <b>(SC)</b> has streamlined the meetings for next year and these will soon be published on Governorhub. Streamlining the meetings has allowed more time for open morning and any academy meetings that may be required</p>		
<p><b>17. AOB</b>            SC thanked all the Governor’s for their commitment this year and looks forward to our first FGB on Wednesday, 13<sup>th</sup> September at 6pm</p>		

The meeting closed at 8.00pm



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

Date