



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 13th September 2023**

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

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

We met at 6pm to say farewell to (BH) and (FA), to welcome (RM) and congratulate (AC)

Item.	Person Responsible	Completion Date
1. Apologies for absence Ursula Dike		
2. Declaration of Interest None declared.		
3. Any Other Business PSFA update Governor Vacancy Meeting date change		
4. Minutes of the Full Governing Body Meeting held on 4th July 2023 CP gave an update of the cleaning situation with the new company, this will be addressed again at the next F & P meeting. Academies will continue to be on all FGB agenda's. Due diligence is in progress and should be completed this week and sent to the Diocese. The minutes were passed as a true reflection of the meeting held on 4 th July 2023.		



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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 to be completed either in person at the office or via Governor hub. This can be found in the Declarations section on Governorhub.</p> <p>ACTION Ensure all governors complete</p>	<p align="center">All Governors</p> <p align="center">MStr</p>	<p align="center">ASAP</p> <p align="center">Next FGB</p>
<p>6. Keeping Children Safe in Education Declarations</p> <p>Governors were asked to complete this declaration also in the Declaration section on Governorhub.</p> <p>ACTION Ensure all governors complete</p>	<p align="center">All Governors</p> <p align="center">MStr</p>	<p align="center">ASAP</p> <p align="center">Next FGB</p>
<p>7. Data Check of Governor details</p> <p>Governors were requested to advise MS if their Personal details have changed</p>		
<p>8. Review of Link Governor roles</p> <p>Link Governors were reviewed:</p> <p>RE Governor – UD and GN</p> <p>SEND Governor – EK</p> <p>Equalities Governor – MS</p> <p>PSHE Governor – MS</p>		



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<p>RSE – MS</p> <p>Well-being Governor - MS</p> <p>Child Protection / Safeguarding Governor – SC (GN to shadow)</p> <p>Health, Safety & Premises Governor – SL</p> <p>Pupil Premium Governor – HM</p> <p>EYFS Governor – HM</p> <p>Sports Governor – SL</p> <p>PSFA Link Governors – SL & HM</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>9. 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, Savio Luis, Elizabeth King, Ursula Dike (Chair).</p> <p><u>Complaints Committee</u> Sally Curtis, Hayley Merry, Elizabeth King.</p> <p><u>Curriculum Committee</u> Carmela Puccio, Sally Curtis, Hayley Merry (Chair), Elizabeth King, Marie Stewart, Andrew Peck, Amy Coleman, Ryan Moore, Godfey Nooha.</p>		



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<p><u>Finance & Personnel Committee (restricted to 5)</u> Carmela Puccio, Sally Curtis, Hayley Merry (Clerk), Savio Luis, Elizabeth King (Chair). Temporary treasurer: SC and CP until vacancies are filled.</p> <p><u>Headteacher's Performance Appraisal</u> Sally Curtis, Hayley Merry, Savio Luis.</p> <p><u>Health, Safety & Premises Committee</u> Carmela Puccio, Sally Curtis, Savio Luis (Chair), Ursula Dike, Amy Coleman, (Paul Ryan).</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>10. Terms of Reference</p> <p>a. Admissions</p> <p>b. Curriculum Amend the wording 'draft plan' to 'School improvement plan'</p> <p>c. Finance and Personnel - Items 8, 9, 12 & 13 to be included on all Terms of reference</p>	<p align="center">CP</p> <p align="center">CP</p>	<p align="center">Immediate</p> <p align="center">Immediate</p>
<p>11. Policies for approval</p> <p>a. Child Protection Policy - This policy was approved.</p> <p>b. Low Level Concerns Policy - This policy was approved.</p> <p>c. Behaviour Policy - This policy was approved.</p> <p>ACTION</p> <ul style="list-style-type: none"> • Upload to website 	<p align="center">CP</p>	<p align="center">Immediate</p>



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<p>12. Key Documents</p> <ul style="list-style-type: none">a. SEFb. School Improvement Plan <p>Both of these documents are live documents and are in constant use. They will remain on Governorhub.</p> <ul style="list-style-type: none">c. IDSR (Inspection data summary report) not yet available.		
<p>13. AOB</p> <p>PSFA update –CP gave a brief update, a coffee morning will be held later this week to promote the PSFA vacancies. Further information will follow.</p> <p>Governor Vacancy – Parent Governor nomination forms were sent to parents this week, the closing date is Monday, 18th September. Foundation Governor vacancy will be advertised at the three local parishes.</p> <p>Meeting date change - revised meeting dates were shared with the FGB.</p>		

The meeting closed at 7.20pm.

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

Date