



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 6<sup>th</sup> December 2023**

Attendees: Sally Curtis (SC), Carmela Puccio (CP), Andrew Peck (AP), Amy Coleman (AC), Ryan Moore (RM), Savio Luis (SL), Ursula Dike (UD), Marie Stewart (MS), Elizabeth King (EK), Godfrey Nooha (GN), Shiana Monteiro (SM), Steve Davidson (SD)

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

Item.	Person Responsible	Completion Date
<b>1. Apologies for absence</b> Hayley Merry		
<b>2. Declaration of Interest</b> None declared.		
<b>3. Any Other Business</b> Schools Parliament feedback (MS)		
<b>4. Appointment of LA Governor</b> Steve Davidson was approved and welcomed as LA Governor by all Governors present.		
<b>5. Minutes of meetings</b>  <b>The minutes of the Full Governing Body Meeting held on 13<sup>th</sup> September 2023 were passed as a true reflection.</b> Governors were reminded to complete all Declarations on Governorhub. (Ms) to check. No further comments received.  <b>Minutes of the Admissions meetings held on 20<sup>th</sup> September 2023.</b> No comments received. <i>Admissions were thanked for their minutes.</i>  <b>Minutes of the H &amp; S meeting held on 4<sup>th</sup> October 2023.</b> Confirmation that the school has no RAAC has been received from the Diocese. No further comments received. <i>H &amp; S were thanked for their minutes.</i>  <b>Minutes of the F &amp; P meeting held on 4<sup>th</sup> October 2023</b> CP gave update on the current school cleaning situation. No comments received. <i>F &amp; P were thanked for their minutes.</i>	<p>Ms</p>	<p>Ongoing</p>



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<p><b>Minutes of the Curriculum meeting held on 8<sup>th</sup> November 2023</b> No comments received. Curriculum were thanked for their minutes.</p> <p><b>Minutes of the Admissions meeting held on 30<sup>th</sup> November 2023</b> No comments received. Admissions were thanked for their minutes.</p> <p><b>Minutes of the F &amp; P meeting held on 30<sup>th</sup> November 2023</b> Date of the meeting to be amended. No further comments received. F &amp; P were thanked for their minutes.</p>	CP	ASAP
<p><b>6. Policies for approval</b></p> <p><b>School Admission Policy 2024-2025 (Admissions)</b> Approved by the FGB.</p> <p><b>Nursery Admission Policy 2024-2025 (Admissions)</b> Approved by the FGB.</p> <p><b>Pay Policy (F &amp; P)</b> Approved by the FGB.</p> <p><b>Safer Recruitment (F &amp; P)</b> Approved by the FGB.</p> <p><b>Attendance Policy (Curriculum)</b> Approved by the FGB.</p> <p>All policies can now be added to the website.</p>		
<p><b>7. Policies for information</b> Please refer to all 9 policies on the agenda.</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. Policies must be uploaded after each Committee meeting with any amendments/additions to be highlighted for easy identification.</p>		



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Any queries should be emailed to the Committee Chair or CP.		
<p><b>8. Safeguarding update</b> CP &amp; SC continue to meet regularly.</p> <p>a. Link Governor safeguarding minutes No comments or questions.</p> <p>b. Termly safeguarding report to Governors. CP talked through this document and asked Governors to complete the new Prevent training on ModernGovernor. CP spoke about the training in place this term and live figures for CP. Discussion held about consent from parents for referrals and consultation with the hub.</p> <p>c. Safeguarding Audit. CP and GN worked through this document together. CP commented that it was a very useful session.</p> <p>d. Safeguarding updates for staff. During Monday morning staff briefing - Safeguarding is always highlighted with example scenarios, updates or questions to raise awareness and share training updates.</p>		
<p><b>9. HTPA</b> Staff members were asked to temporarily leave the meeting. More information is held in confidential part two minutes held by Ms.</p>		
<p><b>10. Heads Report</b> Governors were reminded to read this report in advance and prepare any questions for CP to address during the FGB meeting.</p> <p>CP gave an overview on sections: 2.0 Pupil Premium – how money is spent will be added to Christmas newsletter. 3.0 Attendance – lateness continues to be an issue for a</p>		



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<p>small number of families, letters will be issued before the Christmas break. CP talked about FPN being applied for. CP also explained the measures the school has in place to ensure attendance remains high.</p> <p>6.0 SEN – 3 children are being reviewed under EHCP. Support in place for our youngest children currently who are our highest need within the school.</p> <p>10.0 Staffing – UD asked how we can we further support staff wellbeing.</p>		
<p><b>11. Preparing for Ofsted</b></p> <p>As we are expecting Ofsted any time soon, a small example of Ofsted type ‘questions for Governors’ was shared, this provided a thought provoking message to our Governing Board. Governors were asked to reflect on what they know about our school, improvements made, impact of improvements and how do they know, what’s their evidence.</p>		
<p><b>12. Open morning report</b></p> <p>The Governors were thanked for their attendance at the Open Morning on 9<sup>th</sup> November. They were thanked for their comprehensive, well written report and for taking part so enthusiastically in all the classroom based activities. Written report has been shared with all staff.</p> <p>Provisional dates for the next open mornings are: Tuesday, 5<sup>th</sup> March and Thursday, 20<sup>th</sup> June.</p>		
<p><b>13. Academies update</b></p> <p>We have just received confirmation from the Diocese that our Due Diligence is complete and has been accepted. We are now entering Phase 2. Governors were asked to complete the Governor’s skills audit.</p> <p>SC will send the link out again.</p>	SC	ASAP
<p><b>14. Youth Leadership Team</b></p> <p>AC gave a YLT update. The children enjoyed organising the classroom based mindfulness sessions during ‘Feeling Good Week’. The children were filmed for a promotional video which is soon to be released in Hertfordshire.</p>		



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<p>Next term YLT will be involved and help lead the 'Who Am I' school wide art project.</p> <p>In February 2024 they will join with other schools to take part in a local community 'Litter Pick'.</p>		
<p><b>15. Governor Audit</b> See 13 Academies</p>		
<p><b>16.AOB</b> MS gave feedback from the recent School's Parliament trip that she attended, with 2 children from Year 6 and CP. MS commented on how well our children spoke in such a public environment. A very enjoyable, worthwhile morning and happy to attend again next year.</p>		

The meeting closed at 8.00pm

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

Date