



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 5<sup>th</sup> July 2018**

Attendees: Sally Curtis (SC), Peter Fuller (PF), Sharna Jones (SJ), Caroline Loake (CL), Savio Luis (SL), Hayley Merry (HM), Esther Okwuolisa (EO), Carmela Puccio (CP), Bernie Hurley (BH), Karen Briscoe (KB), Matt Dranse (MD), Jo Nicholls (JN).

Chair: Sally Curtis  
Clerk: Maria Streeter

**Governors met at 6pm for canapes and drinks and to say farewell to Matt and Karen and to welcome Jo.**

Item.	Person Responsible	Completion Date
<p><b>1. Apologies for absence</b></p> <p>Martina Volske, Nicole Davids and Karen Summers</p>		
<p><b>2. Declaration of Interest</b></p> <p>None declared.</p>		
<p><b>3. Any Other Business</b></p> <p>St Josephs Drama Group (CP) School dinner debt (SL) School Fayre (CP)</p>		
<p><b>4. Minutes of meetings</b></p> <p><b>Minutes of the Full Governing Body Meeting held on 23<sup>rd</sup> May 2018 and matters arising (SC)</b></p> <p><b>All actions completed; the minutes were passed as a true reflection of the meeting on 23<sup>rd</sup> May 2018.</b></p> <p><b>Minutes of Curriculum meeting held on 12<sup>th</sup> June 2018.</b> No comments received. <i>Curriculum were thanked for their minutes.</i></p> <p><b>Minutes of Health and Safety meeting held on 26<sup>th</sup> June 2018.</b> No comments received. <i>H&amp;S were thanked for their minutes</i></p> <p><b>Minutes of Finance and Personnel meeting held on 26<sup>th</sup> June 2018.</b> No comments received. <i>F&amp;P were thanked for their minutes.</i></p>		



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<p><b>5. Policies for Approval</b></p> <p>The below policies have been looked at in detail by either the committee they are owned by, the head teacher or the governor they are owned by.</p> <p><b>Children Looked After model policy (Safeguarding Governor) – approved.</b></p> <p><b>Safeguarding Statement (Safeguarding Governor) – approved.</b></p> <p><b>Equalities Information, Policy and Scheme (Headteacher and Equalities Governor).</b> It was questioned – why the need for both ? Equalities Information is statutory information requested by the LA. (KB) explained why both were needed. %’s to be checked.</p> <p><b>Anti-bullying (Curriculum)</b> Date on front cover to be amended to 12<sup>th</sup> June 2019</p> <p><b>Attendance (Curriculum)</b> Re-number appendices so that the document reads in order</p> <p><b>Behaviour (Curriculum)</b></p> <p><b>SEND Policy</b> Pg 9 remove apostrophe, amend staff names in readiness for this document going on the website in September 2018.</p> <p><b>Physical Restrictive intervention in Schools (Health &amp; Safety)</b></p> <p><b>Whistleblowing Policy (Finance and Personnel)</b> Need to investigate if this is HCC Model policy or CES.</p> <p><b>Governors were happy to approve the above policies</b></p>	<p>CP</p> <p>CP</p> <p>CP</p> <p>CP</p> <p>CP</p> <p>CP</p>	<p>Immediate</p> <p>immediate</p> <p>immediate</p> <p>immediate</p> <p>immediate</p> <p>immediate</p>



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<b>ACTION</b> Put above policies on the school website SEND policy to go on from September	CP	Immediate
<p><b>6. Policies for Information</b></p> <p><b>Code of Conduct ( Finance and Personnel)</b>            Questions were raised that this should be a CES Policy – after investigation it was found that CES do not have one. This Policy can go on the website.</p> <p><b>Leave of Absence (Finance and Personnel)</b>            It was agreed that this policy should not go on the website.</p> <p><b>Harassment and Bullying (adults) (finance and Personnel).</b> No comments received.</p> <p><b>ACTION</b>            Put above policies, where relevant, on the school website</p>	CP	Immediate
<p><b>7. SEF 48</b></p> <p>This was included for information purposes only. CP gave overview of recent visit from Michael Corcoran, our education advisor from the Diocese. Whereby the SEF 48 was reviewed with the prospect of an RE inspection due anytime from September 2018 onwards. This was found very useful.</p> <p>CP and Nicole White (RE leads) are now reviewing further with an RE focus Staff inset already planned for September.</p> <p><b>8. Headteacher’s Report</b></p> <p>CP gave overview and highlighted certain areas:  <b>Pupil premium</b> FAQ’s to be sent to parents to hopefully draw attention to this area again.  <b>Attendance</b> – Overall attendance figures are now mentioned in school assemblies and on the website this is done to raise its profile.</p>		



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<p><b>Staffing update</b> – All September staffing updates have now been shared with Parents. CP expressed her relief at being fully staffed in September.</p> <p><b>Standards</b> – External writing moderators visited in June, with very pleasing results.</p> <p><b>PSFA</b> – CP thanked the PSFA for their exceptional work over the past years. SC to thank PSFA in Governor newsletter. We hope to have a new PSFA formed in the Autumn term.</p> <p>It was agreed that this is a very useful document for governors and CP was thanked for her time and effort in putting this together.</p> <p><b>ACTION</b>  <b>Send parents Pupil Premium FAQ's</b>  <b>Thank PSFA in Governors newsletter</b></p>	<p align="center">CP SC</p>	<p align="center">Immediate End of term</p>
<p><b>9. Safeguarding (SC)</b></p> <p>SC confirmed that she meets monthly with CP to constantly review and discuss any safeguarding concerns. SC will also visit school as and when needed should any issues arise.</p> <p>There was an annual, full staff and Governors training/update on 13<sup>th</sup> June. This proved to be an excellent opportunity to all be together to share in such an important topic. Due to the great success of this update it was agreed that this will be the way forward in future.</p>		
<p><b>10. Love in Action week (CP)</b></p> <p>Focus week in June was a great success. There were daily assemblies where we shared our work and activities with each other, we hosted a Grandparents' tea party, ex-pupils from JHN joined us for their work experience week and we took delivery of 6 duckling eggs which the children were able to watch hatch. A visitor from the Diocese shared a special day with us. Holy Communicants Mass took place where our Holy communicants wore their Holy Communion outfits. The Governors hosted an assembly where special groups within</p>		



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<p>the school were recognised for their commitment in various ways. A very busy, enjoyable week, with amazing feedback from Parents and other special visitors.</p> <p>Governors that attended during the week were asked to complete 'visit forms'.</p> <p><b>ACTION</b> Email governor visit forms Governors to complete Gov visit forms</p>	<p>CP Governors</p>	<p>Immediate ASAP</p>
<p><b>11. School Plan</b></p> <p>KB provided brief overview:</p> <p><u>Catholic Life</u> See 'Love in action' above</p> <p><u>Curriculum</u> KB recently attended a Pupil Premium conference 'Closing the Gap' – thought to be very useful. CP has been covering classes to give teachers valuable Subject Leadership time allowing them to focus.</p> <p><u>Personal Development and Wellbeing</u> STEP On training to be arranged for next year. NSPCC visited this term and delivered some very appropriate assemblies and workshops sessions for different year groups, a valuable resource that we will use again next year.</p> <p>KB was thanked for her work this year on the school plan</p>		
<p><b>12. Staffing update (CP)</b></p> <p>This has been covered in Headteachers report.</p>		
<p><b>13. Governor Items</b></p> <p><b>Dates for Meetings</b> A set of meeting dates will be to governors as soon as possible. These dates are to be published on the governor page of the school website.</p>	<p>CP/MS</p>	<p>ASAP</p>



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<p><b>Training</b> Comprehensive training is available to governors. Once committees are reassigned in September training will be looked at again.</p> <p><b>Governor Hub</b> To be re-visited again in the Autumn term as a way of distributing lengthy documents to the Governing body.</p>		
<p><b>14.AOB</b></p> <ul style="list-style-type: none"><li>a. <b>St Joseph's Drama group have asked to use our school hall for an evening adult practice session, all Governors agreed to this.</b></li><li>b. <b>School dinner debt was raised, as the amount seems to be on the increase. This is an area that will be looked at again over the coming months.</b></li><li>c. <b>Governors were warmly invited to attend the School Fayre on Saturday 7<sup>th</sup> July and support the PSFA</b></li></ul>		



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<p><b>15. PART TWO ITEMS</b></p> <p><b>Children Looked After (CLA) Annual Report</b> – No comments so this report can now be sent to the Virtual School.</p> <p><b>Safeguarding Annual Report</b> – The purpose of this document is to provide a report to the Governing Body on safeguarding practice that enables the GB to monitor compliance with the Education Act 2002 Section 175, and identify areas for improvement. The GB were satisfied that the school complies with their duties under legislation. The report will now be emailed to the Local Authority for their information.</p> <p><b>Safeguarding Checklist</b> – The Safeguarding checklist is used as an auditing tool. The head teacher, deputy safeguarding lead and Safeguarding governor work on this throughout the year.</p>	<p>CP</p> <p>CP</p>	<p>ASAP</p> <p>ASAP</p>

The meeting closed at 8:30pm with an Our Father

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

Date