



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 23rd May 2018**

Attendees: Sally Curtis (SaC), Hayley Merry (HM), Carmela Puccio (CP), Karen Briscoe (KB), Sharna Jones (SJ), Matt Dranse (MD), Bernie Hurley (BH), Esther Okwuolisa (EO), Peter Fuller (PF), Savio Luis (SL)

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

Item.	Person Responsible	Completion Date
1. Apologies for absence Nicole Davids (ND), Karen Summers (KS), Caroline Loake (CL)		
2. Declaration of Interest None declared.		
3. Any Other Business (a) Safeguarding (b) Sats (c) Sports		
4. Minutes of Meetings Minutes of the Full Governing Body Meeting held on 27th February 2018 and matters arising (SaC) Outstanding minutes from F & P will remain outstanding. EO has now completed Pecuniary Interests Form. The minutes were passed as a true reflection of the meeting held on 27th February 2018. Minutes of the Curriculum held on 8th March 2018. No comments received. <i>Curriculum were thanked for their minutes.</i> Minutes of the Admissions meeting held on 19th March 2018. No comments received <i>Admissions were thanked for their minutes.</i> Minutes of the H & S meeting held on 24th April 2018. Remove child's name. <i>H & S were thanked for their minutes.</i>	MS	Immediate



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<p>Minutes of the F & P (Year end) meeting held on 16th April 2018. No comments received F & P were thanked for their minutes.</p> <p>Minutes of the F & P meeting held on 24th April 2018. No comments received F & P were thanked for their minutes.</p> <p>Minutes of the F & P meeting held on 2nd May 2018. No comments received F & P were thanked for their minutes.</p> <p>Minutes of the Extra Ordinary FGB meeting held on 1st May 2018. No comments received</p>		
<p>5. Policies for approval eSafety – PF asked for VDU check to be added, SC suggested that it be left separate. This will be reviewed at the next H & S meeting.</p> <p>MD asked if differences between model policy and updated policy could be shown, CP suggested a front sheet showing the amendments.</p> <p>Policy approved by FGB</p>	CP	By next FGB
<p>6. Policies for information The below policies have been discussed in depth at committee level and are information purposes only -</p> <ul style="list-style-type: none"> • Monitoring and Evaluation(Curriculum) this policy is not statutory, MD asked if this policy was actually needed, SC suggested that this be added to next curriculum – maybe add elsewhere. • Food Policy (Curriculum) amend spelling of ‘to’ on page 3 	MS	Immediate



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<ul style="list-style-type: none"> • Home School Agreement (Curriculum) page 4 amendment – ‘be proud of my faith’ take out ‘Catholic’ – to be reviewed at next curriculum. • Supporting Pupils with Medical Conditions (Health and Safety) – No comments • Accessibility (Health and Safety) – shows some inconsistencies, dates to be moved into columns <p>The committees were thanked for their work on the policies</p>	MS	immediate
<p>7. GDPR KB provided update of our position so far:</p> <ul style="list-style-type: none"> - DPO post has been assigned to (KB) and Deputy DPO (HM). - GDPR email address is now live, if parents have any concerns. - KB has made many changes to the HFL model policy to adapt to Primary school use. The policy is in draft format, a vote was taken and it was agreed that this will be reflected on the school website to show that we are working towards compliancy. - Privacy notices will be issued to all staff, parents and Governors once our GDPR audit has been completed. - Two further policies will be needed to support our GDPR policy these being a Data Security Policy and a CCTV Policy. HFL are still to produce a model policy for both. - A working party will be formed, KB, CP, HM and SJ, first meeting date to be confirmed. - It was agreed that there will be a knock on effect with the Critical Incident Plan, this will also be reviewed at working party level. <p>KB was thanked for her work on GDPR.</p>		



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<p>8. Safeguarding SC confirmed that meetings with CP are still on a regular basis. A recent Safeguarding walk was held with KB, recent interview process has provided the perfect opportunity for these walks.</p> <p>SC confirmed that are statutory safeguarding obligations are being met.</p> <p>A full staff and Governor safeguarding training update has been organised for 13th June 2018. All governors have been invited to attend.</p>		
<p>9. SEF SC asked for any questions or observations, none were raised. CP advised that this document has been 'slimmed down and condensed'. However, it is still very useful and is always reviewed by LN when she visits.</p>		
<p>10. School Plan KB highlighted certain areas, being:</p> <ol style="list-style-type: none"> 1. Catholic Life – RE lesson observations are underway in readiness for the Inspection next year. There has been a reduction in Hymn book price (SL). Love in Action focus week scheduled for week commencing 25th June, all Governors were invited to mass on the 28th June and the open morning on 29th June. 2. Curriculum – We have been to visit Reception class in Bayford Primary school and their Reception teacher is due to visit us. We are also making plans to visit Reception in Royston Primary School to view outside areas. <p>EYFS due to have external moderation visit tomorrow, KS2 external moderation due next month.</p> <p>Subject leaders have all been given ½ day to spend time focusing on their subject and developing their action plan.</p>		



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<p>3. Monitoring – We have had many opportunities during the interview processes to perform learning walks.</p> <p>4. Safe travel to school has been reinforced with the children designing banners to be placed along the hedge. These have now in place.</p>		
<p>11. Staffing update</p> <p>CP advised that we have successfully appointed a Deputy Headteacher and a part-time SENCO they will both start in September 2018. Arrangements have been made for them to visit on various occasions during the Summer Term.</p> <p>CP also confirmed that we have made an appointment for the maternity cover position, for 2 days of the week. SC asked that we advertise again for the remaining 3 days.</p> <p>Positions above have all been filled in line with our Safer Recruitment Policy.</p> <p>CP expressed her thanks to CM, managing so well with Year 6, Sats and recent health condition. Governors agreed and asked that their appreciation also be passed on.</p> <p>Final arrangements are being made for staff movement in September, this may result in some TAs being moved to a different class.</p>	<p>CP</p>	<p>Immediate</p>
<p>12. Governor Items</p> <p>There has been a vacancy for a Foundation Governor for sometime, SC was approached and met with a keen parent, this has been passed onto the Diocese and we are now waiting for their advice.</p> <p>As MD (Co-opted Governor) will be stepping down after 8 years, we were approached by a relative of the school to take over. She will be shadowing MD and Governors agreed that we could invite her to the next FGB meeting.</p> <p>SC has asked that we review all Governor training in September.</p>		



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<p>13.AOB</p> <p>(a) Safeguarding SC asked for Governors to confirm if they would be available to attend the staff and Governor update on 13th June at 4pm. SC, HM, MV available. SL, EO, PF, SJ, to confirm.</p> <p>(b) Sats tests CP advised that the KS2 children were well prepared, they worked hard and that the papers were fair.</p> <p>MV and SC were both thanked for her involvement in observing the tests.</p> <p>KB confirmed that the Year 2 children all completed their end of KS1 tests, they too worked hard and were well prepared.</p> <p>(c) Sports CP confirmed that this is a busy term with Sporting activities. We have been entered into Dragon and Bell Boat racing for the third year running.</p> <p>We have entered a team into the Athletics, Netball and rounders festival.</p> <p>CP thanked SL for his involvement with the boys football team which resulted with SMC winning the local schools league. SL gave very positive feedback after working with the Boys football team all year. He commented on their manners, great attitude and growing confidence.</p> <p>SL was thanked for all his hard work.</p> <p>SMC have offered to host the Bishop's Cup this year. Both football and netball competitions will be held on Friday 22nd June.</p>	<p align="center">SL, EO, PF, SJ</p>	<p align="center">Asap</p>



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The meeting closed at 8.00pm with a Hail Mary

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

Sally Curtis

Date