



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 27<sup>th</sup> February 2018**

Attendees: Sally Curtis (SaC), Hayley Merry (HM), Carmela Puccio (CP), Karen Briscoe (KB), Sharna Jones (SJ), Matt Dranse (MD), Bernie Hurley (BH), Caroline Loake (CL), Esther Okwuolisa (EO), Nicole Davids (ND)

Chair: Sally Curtis (SaC)  
Clerk: Hayley Merry (HM)

As newly appointed staff governor, Bernie Hurley was welcomed to her first Governing Body meeting and thanked for putting herself forward for the position.

Item.	Person Responsible	Completion Date
<p><b>1. Apologies for absence</b></p> <p>Peter Fuller (PF) Savio Luis (SL) Martine Volske (MV) Karen Summers (KS)</p>		
<p><b>2. Declaration of Interest</b></p> <p>None declared.</p>		
<p><b>3. Any Other Business</b></p> <p>(a) Mass cancellation and Mass dates</p>	CP	
<p><b>4. Ratification of DHT recruitment panel recommendation</b></p> <p>A selection day took place today for the appointment of a DHT. SaC and CP were supported by Michael Corcoran, our education advisor from the diocese, and Liz Neville, our HIP, working on behalf of the Local Authority.</p> <p>Unfortunately on this occasion it is the panel's recommendation to the FGB that an appointment is not made.</p> <p>FGB ratified this recommendation</p> <p>Staff and parents will now be made aware of this decision.</p> <p>Thanks were recorded to all staff for their support throughout the day</p>		



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<p><b>5. Minutes of meetings</b></p> <p><b>Minutes of the Full Governing Body Meeting held on 19<sup>th</sup> January 2018 and matters arising (SaC)</b></p> <p><b>P1 - EO still to complete Pecuniary Interest Form</b></p> <p>P5 – Two typo’s – Stride and Practitioner</p> <p><b>ACTION –</b> <b>EO to complete Pecuniary Interests Form</b></p> <p>MS to make amendment as above to the minutes</p> <p><b>With the above amendment, the minutes were passed as a true reflection of the meeting held on 19<sup>th</sup> January 2018</b></p> <p><b>Minutes of the Curriculum meeting held on 25<sup>th</sup> January 2018</b> No comments received Curriculum committee were thanked for their minutes.</p> <p><b>Minutes of the Admissions meeting held on 5<sup>th</sup> January 2018</b> This meeting was to rank the children according to the Admissions Criteria. Each category has been further ranked according to distance (as supplied by County). This information has now been submitted to County. Admissions committee were thanked for their minutes. Thanks were recorded to Maria Streeter for her work on Admissions</p> <p><b>Minutes of the Health and Safety meeting held 8<sup>th</sup> February 2018.</b> MD has information relating to the hall capacity which he will forward to CP for information. The Diocese has taken on the boundary dispute; Governors will be updated with any developments. Maureen Fuller was thanked for preparing the H&amp;S minutes.</p> <p><b>Minutes of the Finance and Personnel meeting held on 8<sup>th</sup> February 2018</b></p>	<p>EO</p> <p>MS</p>	<p>Immediate</p> <p>Immediate</p>



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<p>These minutes will be presented at the next FGB meeting</p> <p><b>ACTIONS</b>  MD to forward hall capacity documents to CP  EO to forward F&amp;P minutes to MS for inclusion in next FGB agenda</p>	<p align="center">MD EO</p>	<p align="center">Immediate Immediate</p>
<p><b>6. Policies information</b></p> <p>The below policies have been discussed in depth at committee level and are information purposes only -</p> <ul style="list-style-type: none"> <li>• <b>Marking and Feedback Policy (Curriculum)</b></li> <li>• <b>Curriculum Statement (Curriculum))</b></li> <li>• <b>Day Trip Policy (Health and Safety)</b></li> <li>• <b>Asthma Policy (Health and Safety)</b></li> <li>• <b>Governors Expenses Policy – Finance and Personnel</b></li> <li>• <b>Charging and Remission Policy (Finance and Personnel)</b></li> </ul> <p>The committees were thanked for their work on the policies</p> <p><b>ACTIONS</b>  Ensure these policies, where applicable, are available on the school website</p>	<p align="center">CP</p>	<p align="center">Immediate</p>
<p><b>7. Heads Report</b></p> <p>CP talked governors through the Heads Report.</p> <p>Points to note –</p>		



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<ul style="list-style-type: none"> <li>• There have been a number of children leave the school since the last heads report. All leavers are either being home schooled or have relocated. MS has worked hard to fill the places available with the assistance of Admissions Governors. New children starting the school have all settled well.</li> <li>• Pupil Premium has dropped this year. F&amp;P governors are intending to send a letter parents regarding Pupil Premium, how to apply and the benefits for the school.</li> <li>• Authorised absence is higher than previously due to a bout of a sickness bug</li> <li>• Number of postcards home risen</li> <li>• Racial incidents figure was correct at time of print but is now 2</li> <li>• Mrs O leaving the school will be a massive loss. A recruitment plan will be underway shortly</li> <li>• Only 20 applicants have been received so far for our Nursery places. Applications close in 2 weeks</li> <li>• Safeguarding is key in the school and remains on the staff meetings agenda</li> <li>• KB and CP will be attending the HertsforLearning recruitment Fair in March</li> <li>• Early Years advisors visit has been postponed due to bad weather and cold conditions within the school</li> <li>• F&amp;P governors continue to look at GDPR legislation. The toolkit is now available. An extra F&amp;P meeting is to be arranged to work through this and look at staffing structures in the school.</li> <li>• Diocese have asked school for support on their RSE policy</li> <li>• Liz Neville due in to school on 16<sup>th</sup> March for JARVisit, the focus will be writing and data.</li> <li>• Boiler Update – works continue with the renewal of pipework throughout the school. Children are encouraged to wear layers to school, CP to send a further parentmail reminding parentmail of this. Advice from the LA is that if children are able to learn and teachers are able to teach then the school should remain open. Temperatures are being recorded daily and CP mindful of cold.</li> <li>• Mr Kilbey continues to support Mrs Mather with PE</li> <li>• YLT cake sale very successful</li> <li>• RSE evening was very positive (more feedback below)</li> </ul>		



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<p><b>ACTIONS</b> Send Parentmail regarding wearing layers</p> <p>Pass on congratulations to the YLT on their fundraising efforts</p>	<p>CP</p> <p>KB</p>	<p>Immediate</p> <p>ASAP</p>
<p><b>8. Feedback from RSE Parents evening</b></p> <p>RSE evening was a very positive evening with parents, staff, governors and representatives from the diocese attending. Feedback from parents was very positive with the exception of one parent with a concern that too much information was given too soon. This parent will be supported. Governors asked for information relating to attendance figures compared to the previous evening to ensure we are reaching all parents.</p> <p>Thanks were recorded to Karen Summers and Bernie Hurley for their work on the policy and throughout the RSE evening.</p> <p><b>ACTIONS</b></p> <p>Data relating to attendance at both RSE evenings</p>	<p>CP</p>	<p>Next Curriculum</p>
<p><b>9. Feedback from Westminster Education Forum</b></p> <p>Bernie and Carmela were invited by the PSHE Association to present our school case study at the Westminster Forum. Bernie presented our school case study and how we implemented RSE in our school. Bernie also had to take part in a Q&amp;A session from the floor.</p> <p>Thanks were recorded to Bernie Hurley for her preparations and for her presentation on the day!</p>		



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<p><b>9. Academies – Feedback from Academies Family of Schools meeting – 29<sup>th</sup> January 2018</b></p> <p>SaC and CP attended the Family of Schools meeting hosted by St Mary’s Royston on 29<sup>th</sup> January. JP Morrison, Director of Catholic Education presented at the meeting.</p> <p>SaC and CP meet with the Academies Working Party after the meeting to feedback to them.</p> <p>There are still a number of questions the school has but will continue to engage both with the diocese and our family of schools in order that we keep fully up to date with the academies agenda.</p> <p>JP Morrison was invited into school to discuss this further. We are currently waiting for a date to be set.</p>		
<p><b>10. Safeguarding</b></p> <p>Governors looked at the ‘Killer Questions’ as supplied at Safeguarding training KB recently attended. Governors were in agreement that this required a more in depth discussion and are hoping to organise an event with staff to ensure all governors are fully aware of the safeguarding ethos embedded in the school. To further ensure parents are aware of safeguarding and to ensure governors know children feel safe in school, a questionnaire will be devised at the next Curriculum meeting to be given to parents at parents evening.</p> <p><b>ACTION</b> Arrange a date for a Safeguarding Meeting with staff and governors</p>	CP	ASAP
<p><b>11.School Plan</b></p> <p>KB talked governors through key points in the school plan.</p> <p>Points to note –</p> <ul style="list-style-type: none"> <li>• Nicole White (RE Lead) is involved in the diocesan assessment pilot</li> <li>• RE week to be arranged once heating in school is fixed</li> </ul>		



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<ul style="list-style-type: none"> <li>• RSE Policy fully updated</li> <li>• Rose Blair is the new Early Years advisor</li> <li>• CP updated proforma for High Challenge Low Threat</li> <li>• School has been selected for the times tables trial due to take place on 28/2/18. Children will have 4 minutes to complete 25 questions. All data is anonymised</li> <li>• Athletics has not been renewed due to low uptake. KB currently looking at alternatives.</li> <li>• YLT involved in DHT interview process.</li> <li>• STEPS training has been provided to all staff</li> <li>• Gutters and roof repairs are ongoing</li> </ul> <p>KB was thanked for her work on the School Plan</p> <p><b>ACTION</b> Pass on thanks to YLT for their involvement in DHT interview process</p>	KB	ASAP
<p><b>12. Annual Health and Safety Checklist</b></p> <p>The annual Health and Safety checklist was presented to governors for their information</p>		
<p><b>AOB</b></p> <p>Mass on 28<sup>th</sup> February has been postponed due to the weather. It will now take place the following Thursday. All governors are warmly invited.</p> <p>An additional Mass date has been added on 10<sup>th</sup> May as this is a Holy Day of Obligation.</p>		

The meeting closed at 8.00pm with an Our Father



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

*Sally Curtis*

Date