



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 8<sup>th</sup> November 2017**

Attendees: Sally Curtis (SaC), Carmela Puccio (CP), Karen Briscoe (KB), Sharna Jones (SJ), Hayley Merry (HM), Martina Volske (MV), Matt Dranse (MD), Karen Summers (KS), Caroline Loake (CL), Peter Fuller (PF), Esther Okwuolisa (EO)

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

Item.	Person Responsible	Completion Date
<p><b>1. Apologies for absence</b></p> <p>Savio Luis, Nicole Davids, and Connie Rega</p>		
<p><b>2. Declaration of Interest</b></p> <p>None declared.</p>		
<p><b>3. Any Other Business</b></p> <p>(a) Governor open morning (CP) (b) PSFA (SaC) (c) ND new baby (SaC)</p>		
<p><b>4. Minutes of meetings.</b></p> <p><b>Minutes of the Full Governing Body Meeting held on 12<sup>th</sup> September 2017 and matters arising (SaC)</b></p> <p>P4 - MS confirmed meeting dates are now on website P7 - EO still to complete Pecuniary Interest Form P10 – amend to PSHE P11 – showing SL in error P13 – spelling of academies corrected P14 - (e) and (f) should be ‘Costa’ instead of ‘Coats’ and ‘November’ instead of ‘October’</p> <p><b>ACTION –</b> EO to complete Pecuniary Interests Form</p> <p>MS to make amendments as above to the minutes</p> <p><b>The minutes were passed as a true reflection of the meeting held on 12<sup>th</sup> September 2017.</b></p>	<p>EO</p> <p>MS</p>	<p>ASAP</p> <p>Immediate</p>



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<p><b>Minutes of the Admissions meeting held on 19<sup>th</sup> September 2017.</b> No comments received Admissions were thanked for their minutes.</p> <p><b>Minutes of the F &amp; P meeting held on 5<sup>th</sup> October 2017.</b> No comments received F &amp; P were thanked for their minutes.</p> <p><b>Minutes of the Curriculum held on 5<sup>th</sup> October 2017.</b> AOB section - MD questioned evidence used for not taking children to London CP confirmed this was due to heightened terrorist alerts. Curriculum were thanked for their minutes.</p> <p><b>Minutes of the H &amp; S meeting held on 18<sup>th</sup> October 2017.</b> Clarification of canopy floor soft play area was given. H &amp; S were thanked for their minutes.</p>		
<p><b>5. Terms of Reference</b></p> <p><b>Admissions</b> – An updated TOR (incorporating the amendments made by the Admissions committee) was tabled. There were no comments or questions.</p> <p><b>Curriculum</b> – MD queried who approves policies, SaC explained. MD asked if items 3 &amp; 10 could be combined KB explained that 3 is curriculum based and 10 is not. When these TOR are looked at again next year we will look to clarify these points.</p> <p><b>H &amp; S</b> – item 7 amend ‘him’ to ‘her’.</p> <p><b>F &amp; P</b> – MD was formally appointed as clerk to the committee. MD was thanked.</p> <p>All Terms of Reference were approved by the Governing Body with the above amendment</p> <p><b>ACTION</b> Amend H&amp;S TOR as above</p>	MS	Immediate



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<p><b>6. Policies</b></p> <p>In an attempt to save on photocopying costs policies were not printed down but uploaded to the Governors area. All policies have been reviewed at Committee level. Governors were reminded that they were free to attend any committee meeting.</p> <p><b>Admissions</b> – CP provided update from Mary Ryan Re: slight wording changes for the School Admission Policy Nursery will be discussed further at next Mondays meeting.</p> <p>The School Admission Policy and the Nursery Admission Policy were approved by the FGB</p> <p><b>Curriculum</b> – SRE now to be called RSE (In line with new government guidelines) cannot be approved as it is not yet finished. This policy will be looked at the next Curriculum meeting with a view to approve it at the next FGB</p> <p><b>H &amp; S</b> – Intimate care appendix has been added for EYFS</p> <p>The Intimate Care Policy was approved by the FGB</p> <p><b>F &amp; P</b> –</p> <ul style="list-style-type: none"> <li>i. Pay Policy</li> <li>ii. Capability Policy and Procedure</li> <li>iii. Appraisal Policy and Procedures for Teaching Staff</li> <li>iv. Appraisal Policy and Procedure for Support Staff</li> <li>v. Complaints Policy</li> <li>vi. Sickness Absence Policy</li> <li>vii. Safer Recruitment Policy</li> <li>viii. Grievance Resolution Policy and Procedures</li> <li>ix. Disciplinary Policy and Procedures</li> </ul>		



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<p>All 9 policies are model policies taken from either the Diocese or local authority. They were all reviewed at committee level.</p> <p>All of the above policies were approved by the FGB</p> <p>A discussion took place at F &amp; P committee regarding which policies should be shown on the school website, F&amp;P looked to FGB for advice. HM suggested that we investigate what other schools are doing. SJ commented that maybe only the policies that are parent/child related to be on the website. SaC advised that there is an official list showing which polices need to be on the website.</p> <p>After much discussion it was decided that most if not all the 9 F&amp;P policies approved today should be shown on the school website.</p> <p>Moving forward SaC has drafted a workable table to assist in the policy review process this should help make it a manageable cycle. Once approved the Committee will decide which ones to show on the website</p> <p><b>ACTION –</b> Add RSE Policy to next Curriculum agenda and next FGB Agenda</p> <p>Review what policies are required to be on the school website.</p>	<p>HM/MS SaC/MS</p> <p>SaC</p>	<p>14<sup>th</sup> Nov 11<sup>th</sup> Jan</p> <p>Next FGB</p>
<p><b>7. Deanery Meeting Feedback</b></p> <p>CP &amp; SaC both agreed that these meetings are always very useful and they will continue to attend. CP and SaC invited questions from the governing body relating to the agenda from the Deanery meeting.</p> <p>MV asked for clarification of a Certificate of Catholicity, SaC provided this. All Governors agreed that it was interesting to see the agenda from the 10<sup>th</sup> October meeting.</p> <p>The next Deanery meeting is in April 2018</p>		



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<p><b>8. Academies</b></p> <p>The academies working party met on 2<sup>nd</sup> November and fed back their discussions to the FGB.</p> <p>The working party are keeping up to date with new information published by the Diocese and are talking to other local primary and secondary heads as well as looking at information received at the Deanery Meeting (10<sup>th</sup> October 2017).</p> <p>There is a meeting for our Family of Schools to be held in January, after this meeting, which is open to both the Headteacher and Chair of Governors of each school in our family, the academies working party will meet and continue with their discussions.</p> <p>They will feed back to the FGB at the next meeting</p> <p><b>ACTION –</b> Add Academies to the next FGB meeting</p>	SaC/MS	11 <sup>th</sup> Jan
<p><b>9. Headteacher report</b></p> <p>All Governor's had read this document so CP just highlighted certain areas, being:</p> <p>2.0 EYPP – CP explained about the new Early Years Portal, how information is gathered, entered and outcome reached.</p> <p>3.0 Attendance – CP has met with the Attendance Officer, they looked at low attendance (which is actually very good) and a special projection report which CP found to be an extremely useful tool.</p> <p>4.0 Exclusions – CP briefly touched upon a child that is at serious risk.</p> <p>7.0 SEN - Mrs O's ever increasing workload was discussed, MD questioned did she need extra staff? CP confirmed that this area is being monitored. Mrs O was</p>		



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<p>thanked by SaC for her continued dedication and hard work.</p> <p>8.0 Admissions - Reception admissions opened on 6<sup>th</sup> November. CP and KB confirmed how rewarding it is showing prospective parents/children around our wonderful school.</p> <p>9.0 Integrated Practice – School Family Worker (SFW) to meet with CP &amp; Mrs O. Behaviour Support Panel now being used for a child at risk.</p> <p>10.0 Child Protection – CP mentioned the new Single Central Record (SCR) which we will be audited on during week commencing 20<sup>th</sup> November 2017. CP explained the importance of this document and the recent changes to it. CP requested that all Governors bring in their most recent DBS if not already done so.</p> <p>11.0 Staffing update – DH position will be advertised again in January 2018. The F&amp;P committee will revisit the advert at their next meeting. CP advised governors of JB and CR resignations. JB position has already been advertised and applications are beginning to arrive. A recruitment process is in place in line with our Safer Recruitment policy. CR will leave at Christmas.–Due to the timing of this resignation an appointment will not be made until September 2018 as this will result in the least disruption for the children in the year 3 class. CR resignation remains confidential until next Monday 13<sup>th</sup> November. A letter will go to parents informing them of this staffing matter on Monday, 13<sup>th</sup> November.</p> <p>15.0 Standards – ASP is now used and replaces Raise Online.</p> <p>21.0 PSFA – Mr &amp; Mrs W have confirmed that they will be standing down at the end of the academic year.</p>		



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<p>22.0 Catholic Life of the School – KS requested more information on ‘Love in action’ as it may link with new RSE. CP &amp; KS agreed to meet at a separate time. TBC</p> <p>KS thanked CP for such a comprehensive report and appreciates the amount of time that goes into producing such a lengthy document</p>		
<p><b>10. Safeguarding</b></p> <p>MS apologised for page 2 of the agenda not being printed. KB will report on safeguarding at the next FGB.</p> <p><b>SaC and CP continue to meet regularly to discuss any Safeguarding issues</b></p>	<p align="center"><b>KB</b></p>	<p align="center"><b>Next FGB</b></p>
<p><b>11.SRE</b></p> <p>KS asked that we now call Sex and Relationships (SRE), Relationships and Sex Education (RSE) so that we are in line with new Government guide lines following the passing of the Children and Social Work Act in April 2017. This states that: <b>pupils will learn about:</b></p> <ul style="list-style-type: none"> <li>(i) safety in forming and maintaining relationships</li> <li>(ii) the characteristics of healthy relationships</li> <li>(iii) how relationships may affect physical and mental health and well-being.</li> </ul> <p>Implications for schools are: All secondary schools in England including faith schools, academies and independent schools will be required to teach Relationships and Sex Education and Relationships Education in primary school. Wording has changed to put ‘relationships’ as the focus: ‘RSE’ Teaching will begin in September 2019 The amendments also allow the government to make regulations requiring personal, social, health and economic education (PSHE) to be taught in all schools in England pending a consultation period The school’s RSE policy has been reviewed and will be discussed again at the next Curriculum gov’s meeting. KS has circulated the RSE</p>		



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<p>audit tool for governors which has been produced by the Catholic Education. This will be discussed at the next Curriculum gov's meeting in order to see if it can be of use to support and monitor RSE provision. Bernie Hurley (PSHE/RSE lead) has fed back to the Curriculum governors that staff feel that the faith dimensions of the RSE programme needed to be further developed (following a staff review at the end of the summer term). It is intended that the RSE overview of 2017-18 will address these concerns</p> <p>As part of the ongoing work in this area of school life, it is planned that a Parent Booklet will be created which will provide support to parents re talking to their children about RSE. The intention is for this to be ready for RSE Parents meeting scheduled on 7<sup>th</sup> February 2018 at 6.30pm.</p> <p>KS was thanked for her report and continued hard work.</p> <p>All Governors were invited to the next curriculum meeting on 21<sup>st</sup> November to review the RSE policy.</p> <p>All governors were invited to attend the RSE meeting for Parents on 7<sup>th</sup> February 2018 at 6:30pm</p> <p><b>Action –</b> Approve RSE policy at the next FGB on 18<sup>th</sup> January 2018.</p>		
<p><b>12.School Plan</b></p> <p>SaC asked that all Governors bring this document to the next FGB to save on extra printing, also as we make our own notes every time on this document.</p> <p>CP highlighted certain areas, being:</p> <ol style="list-style-type: none"> <li>1. Catholic Life – RE Inspection next School year</li> <li>2. Curriculum – New EYFS consultant and Blue Sky explanation.</li> <li>3. Monitoring – Single Central Record</li> <li>4. Personal Development – YLT, HM has confirmed she will be at the next meeting.</li> <li>5. Environment – gutters &amp; roofing remains an ongoing concern.</li> </ol>		





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<p><b>13. GDPR</b></p> <p>The Law that surrounds Data Protection will be changing next May 2018. We will need to appoint a Data Protection Officer. This item is to be added to the next F &amp; P agenda. It was suggested that maybe this role could be shared with St Vincent de Paul?</p> <p><b>Action –</b> Add GDPR to the next F&amp; P agenda.</p>	MD/MS	6 <sup>th</sup> Dec
<p><b>14. SBFC – North Stand Update</b></p> <p>This was covered in item 9. Headteachers report. PF is trying to obtain further information and is currently waiting for an update from his contact.</p> <p><b>Action –</b> We need to keep Parents updated.</p>	CP	Ongoing
<p><b>15. Governor Items</b></p> <p>Governor’s reference forms - 2 still needed for ND and 1 still needed for EO.</p> <p>DBS – Governors to locate their forms and provide issue date to MS.</p> <p>Training Dates – Thursday 11<sup>th</sup> January 2017, Ofsted Update at Robertson House 7pm-8.30pm CP, SC, HM &amp; SJ all to attend.</p> <p><b>Action –</b> MS to book above training</p>	MS	Immediate
<p><b>16. Term Dates</b></p> <p>2018/2019 have been approved. Consultation dates for 2019/2020 were handed out for information purposes.</p>		



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<p><b>17 A.O.B.</b></p> <p>(a) Governors open morning is tomorrow 9<sup>th</sup> November 2017, 4 Governors have agreed to attend – SaC, HM, SL &amp; CL.</p> <p>(b) PSFA – SL is our Governor link, he will be writing a piece to go in the Governors newsletter escalating their profile and congratulating them on their constant hard work. <b>Thanks were recorded for the work the PSFA do and for the support they give the school.</b></p> <p>(c) ND and her family was congratulated on the birth of their new baby boy.</p> <p><b>ACTION –</b>  <b>SL to write paragraph for Governor newsletter due to be sent to parents before Christmas</b></p> <p><b>CP Pass on thanks to the PSFA for their continued hard work</b></p>	<p>SL</p> <p>CP</p>	<p>ASAP</p> <p>Immediate</p>

The meeting closed at 8.45pm



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

*Sally Curtis*

Date