



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 12<sup>th</sup> September 2017**

Attendees: Sally Curtis (SaC), Carmela Puccio (CP), Karen Briscoe (KB), Sharna Jones (SJ), Savio Luis (SL), Hayley Merry (HM), Martina Volske (MV), Nicole Davids (ND), Matt Dranse (MD), Karen Summers (KS), Connie Rega (CR), Caroline Loake (CL)

Chair: Sally Curtis  
Clerk: Maria Streeter (MS)

Item.	Person Responsible	Completion Date
<p><b>1. Apologies for absence</b></p> <p>Peter Fuller and Esther Okwuolisa</p>		
<p><b>2. Declaration of Interest</b></p> <p>None declared.</p>		
<p><b>3. Any Other Business</b></p> <p>(a) Admissions Update (CP) (b) PSFA (CP) (c) Admin position (CP) (d) training (CP) (e) Park &amp; stride (CP/SL) (f) Governor open morning (CP) (g) St Josephs drama group (MD) (h) Meeting date amendments (CP)</p>		
<p><b>4. Minutes of the Full Governing Body Meeting held on 7<sup>th</sup> July 2017</b></p> <p>Connie Rega was missing from the minutes – apologies were made to Connie for this oversight. Minutes were amended to reflect CR's attendance.</p> <p>Meeting dates to be listed on website</p> <p><b>The minutes were passed as a true reflection of the meeting held on 7<sup>th</sup> July 2017.</b></p>	<p align="center">MS</p>	<p align="center">ASAP</p>



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<p><b>5. Election of Chair of Governors</b></p> <p>Sally Curtis expressed interest in standing again for another term. Sally was proposed by Matt and seconded by Sharna.</p>		
<p><b>6. Associate Member</b></p> <p>Governors agreed to appoint KB as associate member to the Governing Body while undertaking her role as acting deputy Headteacher.</p> <p>KB was welcomed as new Associate Member.</p>		
<p><b>7. Pecuniary Interest</b></p> <p>Members of the Governing Body were asked to record, any pecuniary interests held either personally or through a company, relative or partner. An 'interest' is a situation where a member of the governing body may be affected personally or financially, directly or indirectly, or in some other way by a decision made at a meeting where the governor is present. All forms were completed and handed in.</p> <p>PF completed his prior to the meeting. <b>EO still to complete.</b></p>		ASAP
<p><b>8. Data Check</b></p> <p>Governors were requested to check their details – all are correct with the exception of SJ new address (to follow once she moves).</p>		
<p><b>9. Governor References</b></p> <p>All Governor's must now obtain 2 references. It was agreed that this will be completed by the next FGB meeting.</p>		8/11/2017



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<p><b>10. Review of Link Governors</b> The following governors requested to be Link Governors for:</p> <p>RE Governor – Karen Summers SEND Governor – Caroline Loake Health, Safety &amp; Premises Governor – Peter Fuller (PF expressed his wishes prior to the meeting) Equalities / PSHE Governor – Karen Summers PHSE Ambassador Governor – Martina Volske Communication Governor – Savio Luis Child Protection / Safeguarding Governor – Sally Curtis Pupil Premium Governor – Hayley Merry EYFS Governors – Sharna Jones Sports Governor – Matt Dranse PSFA Link Governor – Savio Luis</p> <p>Governors were thanked for their continued support in the above roles.</p>		
<p><b>11. Review of Committee Members</b> The following governors requested to stay or join the following Committees:</p> <p><u>Admission Committee</u> Carmela Puccio, Karen Briscoe, Sally Curtis, Matt Dranse, Savio Luis, Sharna Jones, Hayley Merry, Esther Okwuolisa.</p> <p><u>Curriculum Committee</u> Carmel Puccio, Karen Briscoe, Connie Rega, Sally Curtis, Savio Luis, Sharna Jones, Hayley Merry, Esther Okwuolisa, Martina Volkse, Karen Summers, Nicole Davids, Caroline Loake.</p> <p><u>Health, Safety &amp; Premises Committee</u> Carmela Puccio, Karen Briscoe, Sally Curtis, Peter Fuller, Savio Luis, Hayley Merry.</p>		



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<p><u>Finance &amp; Personnel Committee</u></p> <p>Carmela Puccio, Karen Briscoe, Sally Curtis, Matt Dranse, Hayley Merry, Savio Luis, Caroline Loake, Esther Okwuolisa.</p> <p>MD stated that with a maximum of only 2 more years to serve on F &amp; P, perhaps it would be a good idea for anybody who was interested in taking over the Finance Governor role to consider joining the Committee and perhaps shadowing. CL expressed an interest and has since joined the Committee.</p> <p><u>Headteacher's Performance Appraisal</u> Sally Curtis, Hayley Merry, Karen Summers</p> <p>Training available to governors to help develop their role will be discussed at the first meeting of each committee.</p> <p>Governors were thanked for their support in the above committees. Governors were also reminded that they could attend any committee meeting (by giving MS one week's notice).</p>		
<p><b>12. Child Protection Policy</b></p> <p>This policy was agreed</p>		
<p><b>13. Academies</b></p> <p>The Governing Body were all given a copy of the Families of Schools document – The implementation of Catholic Academies Trust (CATS).</p> <p>This rather lengthy document has now highlighted the need to reform the Academies working party. CP, KB, SC &amp; SJ all agreed join, MD asked if he could attend (when available) as he was interested from an F &amp; P perspective.</p>	<p align="center">CP</p>	<p align="center">Immediate</p>



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<p>CP to email dates for working party to meet.</p> <p>Working party to provide feedback at the next FGB.</p> <p><b>Action – Add Academies to next FGB agenda.</b></p>	<p>Sac/MS</p>	<p>8/11/2017</p>
<p><b>14. Any Other Business</b></p> <p>(a) CP provided a brief admissions update, further information to follow at the next meeting on 19<sup>th</sup> September 2017.</p> <p>(b) PSFA - The PSFA want to enter a completion for a new playground. The T &amp; C's were handed out for review. All Governors approved these. The closing date to enter is 28/9/2017.</p> <p>(c) Staffing update – CP reported that the new EYFS practioner had settled in well.</p> <p>The office admin position had been advertised on Teachinherts website and all the local churches newsletters, 10 applicants so far, closing date 22<sup>nd</sup> September 2017. Interviews on 26<sup>th</sup> September 2017.</p> <p>The Deputy Head position has been advertised on Teachinherts website, parish newsletters and Catholic Teachers Gazette, 1 applicant so far, closing date 4<sup>th</sup> October 2017.</p> <p>New 1:1 position to be advertised within the next month for EYFS child.</p> <p>(d) All Governors were invited to training at St Vincent de Paul School on 13<sup>th</sup> September – Governors roles and responsibilities by Mary Ryan.</p>		



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<p>(e) SL gave an overview of his research so far. He is having ongoing discussions with Debenhams, Coats and other retailers with regards to promoting our walk to school project. The local safety officer has walked the route with SL and we look forward to the possible Dinosaur launch later this term.</p> <p>SL was thanked for all his hard work with the 'red safety route'.</p> <p>(f) Governors open morning – 2 dates were suggested being the 9<sup>th</sup> &amp; 16<sup>th</sup> October. Governors were asked to check their diaries and email which date would be suitable.</p> <p>(g) St Joseph's Drama Group – MD is appearing in the local production of 'Joseph'. All the Governors were invited to the show on 12<sup>th</sup>, 13<sup>th</sup> &amp; 14<sup>th</sup> October, cost £6 adult and 3£ child. All proceeds to go to the new Church rebuilding debt.</p> <p>(h) Meeting date amendments - Confirmation of Admission meeting on 19<sup>th</sup> September and Curriculum meeting date change to 5<sup>th</sup> October 2017.</p>		

The meeting closed at 8pm.



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

*Sally Curtis*

Date