



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 6th July 2017**

Attendees: Sally Curtis (SaC), Peter Fuller, Sharna Jones (SJ), Jim Landers (JL), Caroline Loake (CL) Savio Luis (SL), Hayley Merry (HM), Esther Okwuolisa (EO), Carmela Puccio (CP), Connie Rega (CR), Martina Volske (MV), Margret Ukah (MU), Jon White (JnW)

Chair: Sally Curtis
Clerk: Sally Curtis

Governors met at 6pm for canapes and drinks and to say farewell to Jim and Jon.

Item.	Person Responsible	Completion Date
<p>1. Apologies for absence</p> <p>Matt Dranse and Karen Summers</p>		
<p>2. Declaration of Interest</p> <p>None declared.</p>		
<p>3. Any Other Business</p> <p>PSFA School fayre</p>	SaC	
<p>4. Minutes of meetings</p> <p>Minutes of the Full Governing Body Meeting held on 10th May 2017 and Matters arising (SaC)</p> <p>P2 – HM fed back to FGB regarding eSafety. A new school mobile phone had been purchased and procedure is in place (see eSafety policy) to ensure any photos of children are on school devices.</p> <p>P3 – SRE policy on agenda at next Curriculum meeting</p> <p>P8 – Academies on tonight’s agenda. CP to arrange a working party meeting once we return in September</p> <p>All other actions are completed; the minutes were passed as a true reflection of the meeting on 10th May 2017.</p> <p>Comments and questions are invited for the minutes from the committee meetings. These minutes will be passed when they are looked at by their committees at their next meetings.</p> <p>Minutes of Finance and Personnel dated 6th June (SaC) – No comments received as staffing on the agenda tonight. F&P were thanked for their minutes</p>		



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<p>Minutes of Health and Safety dated 13th June 2017 (PF) – It was noted that the title of the minutes was incorrect, it should read Minutes of Health and Safety Committee. H&S were thanked for their minutes</p> <p>Minutes of Curriculum dated 21st June 2017 (HM) – Heroic Lives in on the agenda tonight. No further comments were received. Curriculum were thanked for their minutes.</p> <p>Minutes of Finance and Personnel dated 29th June 2017 (MD) – No comments received. F&P were thanked for their minutes.</p> <p>ACTIONS Add SRE policy to next curriculum meeting Arrange Academies working party meeting date Amend H&P minutes to reflect H&S meeting not FGB</p>	<p align="center">CP HM SaC</p>	<p align="center">12th Sept 27th Sept Immediate</p>
<p>5. Policies for Approval</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>Behaviour (Curriculum)</p> <p>Attendance (Curriculum) The legislation was out of date in this policy, it has therefore been updated. In addition, Appendix 2 was added – Children Missing from Education Guidance and Referral Form.</p> <p>Safeguarding Statement (Safeguarding Governor) The Safeguarding statement is updated annually by the Safeguarding governor. Once we have details of the Safeguarding audit these will be added to the statement and it will be uploaded to the school website. Name changes will occur at the beginning of Sept.</p> <p>Restrictive Physical intervention in Schools (Headteacher)</p> <p>Whistleblowing Policy (Finance and Personnel)</p>		



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<p>Children Looked After (Safeguarding Governor)</p> <p>Anti-bullying (Curriculum)</p> <p>Equalities Policy and Scheme (Headteacher and Equalities Governor) This is a new policy that is owned by the head and the Equalities governor (KS)</p> <p>Governors were happy to approve the above policies</p> <p>In-line with guidance from the Local Authority, all policies relating to Safeguarding will be reviewed annually.</p> <p>ACTIONS Add Safeguarding Audit details to Safeguarding statement and upload to school website. Ensure name changes have occurred on safeguarding statement.</p>	<p>CP</p> <p>CP</p>	<p>By September</p> <p>By September</p>
<p>6. Policies for Information</p> <p>Critical Incident Plan (H&S) This is a live document and although reviewed annually by H&S committee CP and Maria Streeter (MS) are able to make changes to personnel as necessary. The CIP will need to be redistributed when changes to personnel occur. Changes will need to be made from 31st August 2017</p> <p>Harassment and Bullying (adults) This is a Herts County Council suggested policy. As the Diocese offers no such policy, Mike Pittendrigh (MP) from the diocese was consulted before StMC adopted this policy. MP happy with the policy.</p> <p>Accessibility Plan (H&S) This is updated annually and displayed on the school website.</p> <p>ACTIONS Name changes to CIP as necessary (remove JnW, and Jim Landers. Add Caroline Loake, add new nursery staff, add new TA's)</p>	<p>CP</p> <p>CP</p>	<p>Immediate</p> <p>Immediate</p>



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Ensure up to date Accessibility Plan is displayed on the school website		
<p style="text-align: center;">7. Headteacher’s Report Including Safeguarding Update</p> <p>JnW talked governors through his comprehensive head teacher’s report. It outlined –</p> <p>Pupil premium spending and the early year’s pupil premium.</p> <p>Attendance – A meeting with the LA attendance officer approved our change to our attendance policy. Punctuality has improved significantly due to this.</p> <p>Special Educational Needs – Thanks were record for Elaine Obuchowicz (EO) for her work with children with special educational needs. The number of children in school with an Education and Health Care plan is 3.4% of pupils, the national figure is 1.3% - this is partly due to our excellent results in this area.</p> <p>Admissions – CP talked governors through this year’s admissions process. It was noted that the appeal that was lodged with the LA for a place in our reception class has been withdrawn. Thanks were recorded for CP and Maria Streeter (MS) for their work on the appeal. The 30hrs nursery funding working party continue to meet.</p> <p>Child Protection – All staff have received an annual safeguarding update. This has provided a useful discussion for staff and an increase in records of concerns from staff. Our culture of “any concern pass it on” is very much present in the school. A comprehensive Safeguarding audit was carried out over 2 sessions. A details account can be seen in the Head’s report. Liz Neville used the latest safeguarding checklist and as such we can be sure that our safeguarding meets the highest standard.</p> <p>Staffing – Please see agenda item 9</p> <p>Standards – GLD in Reception is at 80% Phonics test is at 83% - meeting the current standard. All child who did not pass the test in Y2 last year have now successfully passed the test.</p>		



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<p>KS2 SATs results- it has been another successful year with Reading, Writing and Maths combined at 72%. The national figure is 61% and the Herts figure is 65%. Governors asked for congratulations to be passed on to all of the children who had their SATs test and thanks were recorded to their teachers and teaching assistants. Sporting Events – Thanks were recorded for Charlotte Mather (CM) PE lead for her work in this area this year.</p> <p>JnW ended by thanking governors for their time and commitment to the school.</p> <p>It was agreed that this is a very useful document for governors and JnW was thanked for his time and effort in putting this together.</p> <p>ACTION Pass on thanks to EO Pass on thanks to MS Pass on thanks to MS and staff for their work on Safeguarding Audit Pass on thanks to CM for her work with children in sporting events Pass on Congratulations to Y2 and Y6 Children Pass on thanks to Y2 and Y6 teachers and teaching assistants.</p>	<p>CP CP CP CP CP CP</p>	<p>Immediate Immediate Immediate Immediate Immediate Immediate</p>
<p>8. Academies Update (JnW)</p> <p>JnW attended a training afternoon at Vaughan House related to the academy conversion process. There were presentations from a company secretary, a financial auditor and an education solicitor. Presentations.</p> <p>Much paper work was shared detailing a significant amount of work that will need to be completed before the Diocese and the DfE agree to any conversion process. This will need to be looked at by the sub-committee in order to plan the work-stream and assess how many office hours this may take.</p> <p>It was suggested that a working party meeting was arranged for early September.</p>		



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<p>There are still no details about what our school family will definitely look like as yet but it is still possible that the current DOWAT structure could be adapted to accommodate new schools.</p> <p>Adrian from the Diocese is now leading the academisation process. He is willing to come out to schools and meet with those leading the process</p> <p>ACTIONS Add to F&P agenda to look at allocating finances Arrange Working party meeting</p>	<p align="center">SaC CP</p>	<p align="center">Sept 17 Sept 17</p>
<p>9. Staff Update (CP)</p> <p>There are a number of staffing changes that have taken place.</p> <p>Secretary Maria Streeter continues to cover for School Secretary. As per HfL HR advice an internal advert was placed for this position. We have had one applicant (MS) and an interview will take place on Thursday 13th July. It is hoped that MS will take on clerking for the GB as she would be an asset to the GB.</p> <p>TA Mrs Howard continues to cover as Y5 TA, it is hoped that this will be made a permanent position if MS is successful in her application for school secretary.</p> <p>EYFS Practitioner Role Two candidates were interviewed for this role, one candidate was successfully appointed and is due to start with us in September.</p> <p>ACTING DEPUTY HEADTEACHER Mrs Briscoe was appointed Acting Deputy Head following advice from the Diocese regarding advertising internally for the position.</p> <p>Teachers Mrs Obuchowicz and Mrs Hurley have increased their hours</p>		



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<p>Mrs White has increased her hours to full time on a temporary contract until September 2018. Mrs White has also taken on the role as Acting KS2 Lead.</p> <p>We will begin the recruitment process for a Deputy Headteacher when we return in September. It is hoped that an appointment will be made for a January 2018 start.</p> <p>All appointments that have been made are in-line with Safer Recruitment practices.</p> <p>Thanks were recorded to CP for her work in putting together the complex new staffing structure.</p> <p>Thanks were recorded to all staff for their support over the last few months.</p> <p>Parents are now aware of arrangements for classes in September. So far no comments have been received.</p> <p>ACTION Pass on thanks to all staff for their support and willingness to increase hours and change roles to ensure teaching and learning remains outstanding.</p>	<p align="center">CP</p>	<p align="center">Immediate</p>
<p>10. School Plan</p> <p><u>Catholic Life</u> This section has been completed. Future plan needs to include hymn books, RE without levels and new subject leaders.</p> <p><u>Curriculum</u> SRE scheme has now been delivered in all classes and feedback from teachers has been very positive. Feedback is being collected from children and parents. Hayley Merry and Sharna Jones are due to meet with EYFS leader next week. Phonics programme for KS1 has now finished and a positive impact has been reported.</p> <p><u>Monitoring Mechanisms</u> Pupil progress meetings have included teachers from the next class to support transition.</p>		



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<p>Future plan to include updating new Single Central Record.</p> <p><u>Personal Development and Wellbeing</u> First meeting of House Captains took place this term – must be included on future plan to happen in the Autumn Term. Protective Behaviours – one member of staff has been trained and is due to share training with all staff in September.</p> <p><u>Environment</u> Final whiteboard for the Nursery has been purchased and is due to be installed in the summer holidays. Painted walkway to the school is being sourced. New wooded door for the entrance to the kitchen is also being sourced. Include both on next school plan.</p> <p><u>Personnel and Structures</u> Staffing update and changes discussed.</p> <p>Thanks were recorded to CP for her work on the school plan.</p>		
<p>11. Heroic Lives Feedback (HM)</p> <p>HM feedback to governors on the recent Heroic Lives assembly.</p> <p>The assembly, led by CP, was slightly different to previous years as all children nominated for the award were winners this year. Also the children did not know they had been nominated until during the assembly. Their parents were invited to the assembly and it was tweeted about afterwards.</p> <p>It was decided that the view of the children winning the award would be sought</p> <p>ACTIONS Add Heroic Lives to Curriculum Agenda ion 27th September</p>	HM	27 th Sept
<p>12. Governor Information</p> <p>Election of Chair of Governors Sept 2017 SaC informed governors that after completing 4 years as chair of governors the role of chair was due for re-election in September. SaC would like to continue as chair however,</p>		



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<p>invited any governors wishing to learn more about the role in order that they put themselves forward for the role to discuss this with her.</p> <p>Dates for Meetings A set of meeting dates was distributed to governors. An additional Admissions date was added on 19th September. These dates are to be published on the governor page of the school website.</p> <p>Training Comprehensive training is available to governors. Once committees are reassigned in September training will be looked at again.</p> <p>Governor references In-line with latest advice, governors are requested to complete references before they appointed / elected governor. Governors were asked to complete these reference retrospectively in order that are safeguarding procedures are in-line with Hertfordshire's procedures. If able to, governors were requested to return the completed forms to the school office before the end of term, however if not possible this item will be brought to governor's attention at the first FGB meeting in September</p> <p>ACTIONS Ensure meeting dates are published on the school website Add Governor References to FGB meeting in September</p>	<p align="center">JnW SaC</p>	<p align="center">Immediate 12/9/17</p>
<p>13. PART TWO ITEMS</p> <p>Safeguarding Checklist – 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>Safeguarding Annual Report – 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.</p>		



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<p>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>Children Looked After (CLA) Annual Report – Thanks were recorded to EO for her work as the CLA designated Teacher</p> <p>ACTIONS Email Annual Safeguarding Report to the Governing Body on Safeguarding Children to cpsloadmin@hertfordshire.gov.uk Pass on thanks to EO for her work as the Designated Teacher</p> <hr/> <p>AOB</p> <p>Governors were warmly invited to attend the School Fayre on Saturday 8th July and support the PSFA</p>	<p align="center">JnW</p> <p align="center">JnW</p>	<p align="center">Immediate</p> <p align="center">Immediate</p>

The meeting closed at 8:40pm with an Our Father

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

Date