



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 20th November 2018**

Attendees: Sally Curtis (SaC), Carmela Puccio (CP), Daniel Hewitt (DH), Hayley Merry (HM), Martina Volske (MV), Karen Summers (KS), Caroline Loake (CL), Peter Fuller (PF), Esther Okwuolisa (EO), Jo Nicholls (JN).

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

We met at 6pm for farewell drinks with Karen Summers

Item.	Person Responsible	Completion Date
<p>1. Apologies for absence</p> <p>Savio Luis, Nicole Davids, Sharna Jones and Bernie Hurley</p>		
<p>2. Declaration of Interest</p> <p>None declared.</p>		
<p>3. Any Other Business</p> <p>Instrument of Governors.</p>		
<p>4. Minutes of meetings.</p> <p>The minutes of the Full Governing Body Meeting held on 11th September 2018 were passed as a true reflection.</p> <p>Minutes of the Admissions meetings held on 18th September 2018 and 9th October 2018. No comments received. <i>Admissions were thanked for their minutes.</i></p> <p>Minutes of the H & S meeting held on 9th October 2018. No comments received. <i>H & S were thanked for their minutes.</i></p> <p>Minutes of the F & P meeting held on 9th October 2018. No comments received. <i>F & P were thanked for their minutes.</i></p> <p>Minutes of the Curriculum meeting held on 6th November 2018. No comments received. <i>Curriculum were thanked for their minutes.</i></p> <p><i>SC thanked all Committee Chairs for continuing their roles.</i></p>		



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<p>5. Terms of Reference</p> <p>Admissions - reviewed and approved.</p> <p>H & S - reviewed and approved.</p> <p>F & P - HM was formally appointed as clerk to the committee. Approved.</p> <p>Curriculum - reviewed and approved.</p> <p>All Terms of Reference were approved by the Governing Body with the above amendment.</p>		
<p>6. Policies</p> <p>Going forward all policies will be posted on Governorhub, this will save time and money in printing and posting costs. All policies have been reviewed at Committee level. Governors were reminded that they were free to attend any committee meeting.</p> <p>Admissions – The School Admission Policy and the Nursery Admission Policy were both approved by the FGB.</p> <p>Pay - Approved by the FGB.</p> <p>Safer recruitment - Approved by the FGB.</p> <p>RSE - Approved by the FGB.</p> <p>Handwriting & Presentation - This new policy was approved by the FGB.</p>		



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<p>7. Policies for information</p> <p>It was discussed and decided that all policies would remain on Governorhub and to leave on the Agenda as a standard item listed for any comments only, or even to be included as AOB at the start of the meeting.</p> <p>Policies must be uploaded after each Committee meeting with any amendments/additions to be highlighted for easy identification.</p> <p>Any queries should be emailed to the Committee Chair or CP.</p>	<p>CP</p>	<p>ongoing</p>
<p>8. Deanery Meeting Feedback</p> <p>CP & SC both agreed that these meetings are always very useful and they will continue to attend. CP and SC invited questions from the governing body relating to the agenda from the Deanery meeting.</p> <p>SC highlighted item 8 – DOWAT update, Governing Bodies of non-academy schools are asked to discuss whether moving to academy status is a current priority.</p> <p>It is possible that the working party will reform to discuss.</p> <p>The next Deanery meeting is in 7th May 2019.</p>		
<p>9. SEC48 Inspection Report</p> <p>CP explained the report and the grading system. CP and DH agreed it was a fair report and fair final outcome. They pointed out target to now work on also trialling new standards document received from the Diocese.</p> <p>SC complimented all staff on the tremendous sense of team work on inspection day and asked for thanks to be passed on. KS agreed with this.</p>		



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<p>10. RSE KS gave brief update in accordance with the Government issued draft regulations.</p> <p>KS highlighted the much publicised physical health, emotional wellbeing and mental health changes.</p> <p>SC thanked KS for all her support in this area.</p>		
<p>11. School Plan</p> <p>SC asked that all Governors bring this document to the next FGB to save on extra printing, or your named copy can be left with MS ready for the next meeting.</p> <p>CP highlighted certain areas, being:</p> <ol style="list-style-type: none"> 1. Catholic Life – Currently joint lead CP/NW, after Christmas a new joint lead will be assigned. School values have been re-introduced with copies of the values outside on the playground also. We are now using the Diocesan assessment standards. 2. Curriculum – now using Hfl essential maths. Making progress in greater depth and using teacher assessment frameworks. 3. Monitoring – Constantly looking at attendance, improvements to be made. Learning walks have been planned for the whole year. Hfl non-core assessment tracker has been purchased. 4. Personal Development – Making effort to blog more frequently, safe travel to school is better but still needs some improvement. 5. Environment – allotment area is being revived with a special grant being received from the local Co-op. 		



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<p>12. Heads report</p> <p>All Governor's had read this document so CP just highlighted certain areas, being:</p> <p>1.0 Children on roll – CP explained about the families who had recently moved out of the area.</p> <p>3.0 Attendance – CP continues to monitor the minutes late and talked through the figures shown.</p> <p>4.0 Exclusions – CP briefly touched upon a 1 day exclusion.</p> <p>7.0 SEN – Mrs O has now been replaced by AS, CP talked through her report. CL has now been appointed SEN Governor and is due to meet with AS very soon. CL has recently been on a SEN Governor training course and found this very useful. <i>AS was thanked by SC for her report.</i></p> <p>8.0 Admissions – Nursery and Reception admissions are now both open. CP confirmed how rewarding it is showing prospective parents/children around our wonderful school.</p> <p>10.0 Child Protection – CP mentioned that our Single Central Record (SCR) will be audited during the coming weeks. This is up to date with all new staff and volunteers included.</p> <p>14.0 Standards – CP pointed out that progress in writing is below standard and is being heavily scrutinised, much attention in now in this area.</p> <p>21.0 PSFA – We have a new PSFA committee and they are settling in well. SL & EO are link Governor with the PSFA.</p> <p>22.0 Catholic Life of the School – Remembrance Mass in November will become an annual Mass. The outdoor 'poppy field of remembrance' was a very special addition.</p>		



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<p>13.Safeguarding</p> <p>SC and CP continue to meet regularly to discuss any Safeguarding issues.</p>		
<p>14.Head teachers Performance Appraisal</p> <p>Staff members were asked to leave the room.</p>		
<p>15.Term dates</p> <p>Term dates for the 2019/2020 school year were approved. These can now be published on the website.</p>	CP	ASAP
<p>16.Governorhub</p> <p>We will now be using Governorhub for all future communication, it is a very quick and efficient method of sending documents. This will be under constant review until all Governors become confident.</p>		
<p>17.A.O.B.</p> <p>Instrument of Government – was signed by SC and HM for transmittal to the Diocese.</p>		



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A final farewell was made to KS who presented CP with gift for the School Grounds.

The meeting closed at 8.15pm

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

Sally Curtis

Date