



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 22<sup>nd</sup> January 2019**

Attendees: Carmela Puccio (CP), Daniel Hewitt (DH), Peter Fuller (PF), Sharna Jones (SJ), Savio Luis (SL), Martina Volske (MV), Caroline Loake (CL), Jo Nicholls (JN).

Chair: Hayley Merry (HM)  
Clerk: Maria Streeter (MS)

We started by welcoming Ursula Dike (UD) who attended tonight's meeting as an observer, Ursula will become a Foundation Governor once all Diocese procedures have been completed. CP explained there has been a delay at the Diocese.

The meeting was held in Year 6 classroom so that the whiteboard could be used to show all Governor Hub documents. It was snowing at the start of the meeting but the decision was made by Governors present to start the meeting and monitor the snow fall.

	Person Resp.	Completion Date
1. <u>Apologies for absence</u>  Sally Curtis, Esther Okwuolisa, Nicole Davids		
2. <u>Declaration of Interest</u>  None declared		
3. <u>A.O.B. Notification</u>  Attendance Policy (CP)		
4. <u>Minutes of Meetings</u>  a. <u>Full Governing Body meeting held on 20/11/18 and matters arising</u> 1. Item 15 - Term dates (CP) action now complete.  The Minutes were agreed as an accurate record of the meeting and were signed by (HM) in (SC) absence  b. <u>Admission Committee meeting held on 27/11/18</u>  There were no questions from governors regarding these minutes. The Admission Committee were thanked for their Minutes.		



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<p>c. <u>Health and Safety Committee meeting held on 4/12/18</u></p> <p>There were no questions from governors regarding these minutes. The H &amp; S Committee were thanked for their Minutes.</p> <p>d. <u>Finance &amp; Personnel Committee meeting held on 10/12/18</u></p> <p>There were no questions from governors regarding these minutes. The F &amp; P Committee were thanked for their Minutes.</p> <p>e. <u>Curriculum Committee meeting held on 15/01/18</u></p> <p>There were no questions from governors regarding these minutes. The Curriculum Committee were thanked for their Minutes. (CP) will send email to all Governors reminding them of the RSE parents evening on Tuesday, 12<sup>th</sup> February.</p>	CP	01/02/2019
<p>5. <u>Updated Terms of Reference</u></p> <p>(CP) explained that following advice from the Diocese all Terms of Reference needed to now include the Diocese Protocols.</p> <p>(CP) and (SC) met to review and add all Protocols to current Terms of Reference in line with the Diocese.</p>		
<p>6. <u>Policies for Approval</u></p> <p>a. Schools Admissions Policy 2020-2021 - (CP) to check this has been sent to the Diocese. Approved by the FGB.</p> <p>b. Nursery Admissions Policy 2020-2021 Approved by the FGB.</p> <p>c. Health &amp; Safety Policy – Lock down procedure should be tested in the same way as fire drill. Approved by the FGB.</p>	CP   CP	ASAP   Spring Term



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<p>7. <u>Policies for information</u></p> <p>a. Asthma Policy (H &amp; S) b. Supervision Policy (F &amp; P) c. Governors Expenses (F &amp; P) d. Charging and Remissions Policy (F &amp; P)</p> <p>The above policies have been reviewed at Committee level. (PF) wished to praise the school's excellent medical procedures and the detail that the school goes to, to care for children with medical needs. No other comments were made.</p>		
<p>8. <u>Safeguarding</u></p> <p>(SC) continues to meet with (CP) every month for updates. (CP) also wished to make it known that (SC) is available at any time should an issue arise.</p> <p>(CP) advised that our Single Central Record (SCR) was sent to the Safe Staffing Team at the Local Authority offices in November for audit. We are awaiting their audit results and comments.</p> <p>Level 1 Safeguarding training for ALL staff is due in April of this year. We are currently awaiting available dates from the Local Authority. All Governors will be invited to attend as soon as the date is known. (MS) to email Governors.</p>	<b>MS</b>	<b>ASAP</b>
<p>9. <u>Standards Visit</u></p> <p>(CP) gave brief overview of the report, two main areas for review being attendance and curriculum. (HM) who was at this visit expressed how impressed she was with the format and content of the meeting.</p> <p>Targets will be set during the next visit which is scheduled in March.</p>		



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<p>10. <u>School Plan</u></p> <p><u>Catholic Life</u></p> <ul style="list-style-type: none"> <li>• 2. Hymn books no longer needed with new hall projector</li> <li>• 3. School Values – new Altar back drop being worked on.</li> <li>• 5. Adoremus celebration later in the Summer Term.</li> </ul> <p><u>Curriculum</u></p> <ul style="list-style-type: none"> <li>• 1. Writing moderation arranged next week with teachers.</li> <li>• 5. Each subject leader to organise and run a staff meeting.</li> </ul> <p><u>Monitoring Mechanisms</u></p> <ul style="list-style-type: none"> <li>• 5. GDPR (DH) taken over this role and to provide update later in this meeting.</li> </ul> <p><u>Personal Development &amp; Wellbeing</u></p> <ul style="list-style-type: none"> <li>• 2. The Youth Leadership Team are rearranging the library area and sorting books and displays.</li> <li>• 4. Living Streets – ‘WOW’ initiative (DH) gave overview and was able to show the data on class whiteboard.</li> <li>• 5. Mini-police, a year 5, 6 week programme which (SL) sourced the contact. The programme will start on 25<sup>th</sup> February and future discussions will include anti-social behaviour and online safety.</li> </ul> <p><u>Environment</u></p> <ul style="list-style-type: none"> <li>• 4. Allotment area, a £4000 grant from the Co-op initiative will enable us to complete this area.</li> <li>• Re-decoration of 2 classrooms has been agreed and work should go ahead during the Easter Holidays.</li> </ul> <p><u>Personnel and Structures</u></p> <ul style="list-style-type: none"> <li>• 3. Governor hub is finally in use and we continue to find easy ways in which to use it.</li> </ul> <p>(CP) was thanked for the updates.</p>		
<p>11. <u>Governor Open Morning</u></p> <p>(CP) advised that this would be organised for the Summer Term.</p>		



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<p>12. <u>Governor items</u></p> <ul style="list-style-type: none"><li>• Link Governors – (HM) met with (DH) to discuss pupil premium and how to evidence that PP has made an impact. (CL) met with the new SENCO.</li><li>• School visits – (PF) H &amp; S visit (PF) mentioned the water pump failure situation and how the sanitisation may impact on cost.</li><li>• Training (JN) is booked on Governor Induction and Governor Finance courses.</li></ul>		
<p>13. <u>AOB</u></p> <ul style="list-style-type: none"><li>• GDPR (DH) asked Governors to complete the online poll/questionnaire via ipad. 7 key questions needed to be answered by Governors to prove we are on the road to compliance. (DH) was thanked for his time and input.</li><li>• Attendance Policy – Governors needed to agree the new policy which amends the 'minutes late' section from 8.55am to 9.15am.</li></ul>		

The meeting finished at 8.10pm – the snow fall was not an issue.

These minutes are a true and accurate record of the discussions.  
Signed by Mrs Hayley Merry (in the absence of Mrs Sally Curtis) Chairperson

Date