



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 30th April 2019**

Attendees: Sally Curtis (SaC), Carmela Puccio (CP), Daniel Hewitt (DH), Sharna Jones (SJ), Bernie Hurley (BH), Esther Okwuolisa (EO), Ursula Dike (UD), Peter Fuller (PF), Savio Luis (SL), Caroline Loake (CL), Martina Volske (MV)

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

Item.	Person Responsible	Completion Date
1. Apologies for absence Hayley Merry, Jo Nicholls, Nicole Davids		
2. Declaration of Interest None declared.		
3. Any Other Business (a) Interviews (b) Sats week (c) Boxing at SBFC (d) Go Cardless (f) School hours		
4. Minutes of Meetings Minutes of the Full Governing Body Meeting held on 22nd January 2019 and matters arising (SaC) No comments received The minutes were passed as a true reflection of the meeting held on 22nd January 2019. Minutes of the H & S meeting held on 5th February 2019. No comments received. <i>H & S were thanked for their minutes.</i> Minutes of the F & P meeting held on 13th February 2019. No comments received <i>F & P were thanked for their minutes.</i> Minutes of the Curriculum meeting held on 5th March 2019. No Comments received <i>Curriculum were thanked for their minutes.</i>		



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<p>5. Policies for approval Supporting Pupils with Medical Conditions (H & S)</p> <p>Pay Policy (F & P)</p> <p>Safety (Curriculum) – all Governors signed the Acceptable Use Agreement.</p> <p>All policies were approved by FGB</p>		
<p>6. Policies for information The below policies have been discussed in depth at committee level and are information purposes only -</p> <ul style="list-style-type: none"> • Accessibility (H & S) • Harassment & Bullying (adults) (F & P) • Code of Conduct (employee) (F & P) • Leave of Absence (F & P) • Food Policy (Curriculum) • Home School Agreement (Curriculum) • Charging and remissions (F & P) This policy was added by CP as an extra paragraph was added to incorporate the Nursery 30 hours chargeable amounts if no code obtained. <p>The committees were thanked for their work on the policies</p>		
<p>7. Approval of Instrument of Government</p> <p>This was reviewed and formally approved by the FGB</p>		
<p>8. Safeguarding SC and CP continue to meet on a monthly basis or more frequently if the need arises. SC and CP provided the FGB with a brief written update. This report was shared with the FGB.</p>		



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<p>9. School Plan</p> <ol style="list-style-type: none"> 1. Catholic Life <ol style="list-style-type: none"> 2. Hymn books will be removed as we now have projector installed in the school hall. 4. Re Assessment, our RE advisor is due to visit in a couple of weeks. 5. Adoremus 2018, we will be attending the end of Adoremus Mass in Westminster later in the term and taking 5 pupils. 2. Curriculum <ol style="list-style-type: none"> 1. Writing remains a focus. 3. EYFS, we have signed up for the EFQS award. 4. SATs will take place during week of 13th May for Year 6 and Year 2 pupils. 3. Monitoring & Mechanisms <ol style="list-style-type: none"> 1. Safeguarding training complete for all staff, with the exception of 2, their training is booked for early June. 2. Risk Assessments, we have started to use Evolve for our summer trips. 6. Attendance Officer had telephone meeting with parent of persistent late pupils. 7. Assessment, AM7 will be used for non core subjects. 4. Personal Development & Wellbeing <ol style="list-style-type: none"> 2. YLT to meet with PSFA regarding recycling. 4. Safe travel to school, we are now using the Living Streets travel tracker with great results. 5. Environments <ol style="list-style-type: none"> 5. Work has begun on the outdoor garden areas. Year 6 and reception have both been refurbished over the Easter Holiday. 		



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<p>6. Personnel & Structures</p> <p>2. PE apprentice, it was decided to take this off the school plan.</p> <p>3. Governor Hub has now been successfully implemented.</p> <p>4. CP provided a staffing update regarding the KS2 teacher position, Nursery afternoon teacher and Nursery afternoon TA. Interviews will commence next week, SC to support CP.</p>		
<p>10. Academies No further information at this point. There may be extra information after the Deanery meeting next week.</p>		
<p>11. School day timings proposal School hours – a discussion took place regarding the current school hours. It was decided to continue this discussion at a separate meeting arranged for Thursday, 16th May at 6pm</p>		
<p>12. PSFA This item will be added to the next FGB as HM is not present to provide report.</p>		
<p>13. Governor items</p> <p>a. Link Governors – this will be reviewed at the next FGB.</p> <p>b. School visits – to be added to the next FGB.</p> <p>c. Open morning – date to be provided by CP.</p> <p>d. Training – SC asked if Governors were interested in attending the Safer Recruitment Course, this training would be very useful and lasts for 5 years. Training date would be in the Autumn Term. CL, UD, SJ and MV all expressed their interest.</p> <p>e. eSafety user agreements – now all signed.</p>	<p>CP</p>	<p>ASAP</p>



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<p>14 .AOB</p> <p>(a) Interviews – CP has given update.</p> <p>(b) Sats week – The following Governors have agreed to observe SC on Monday and Tuesday, CL on Wednesday, SJ on Thursday. The Governors were thanked for offering.</p> <p>(c) Boxing at SBFC – CP, SL & PF have been in discussion with the SBFC regarding the Boxing on 18th May 2019 and the impact on the school Car Park, a plan is currently being worked on.</p> <p>(d) Go Cardless – in the absence of JN, SL provided brief overview of this new system which will be put in place for collecting donations. It was agreed at F & P.</p>		

The meeting closed at 9.00pm with a Hail Mary

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

Date