



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 16<sup>th</sup> November 2021**

Attendees: Sally Curtis (SC), Hayley Merry (HM), Carmela Puccio (CP), Karen Briscoe (KB), Bernie Hurley (BH), Andrew Peck (AP), Savio Luis (SL), Jo Nicholls (JN), Ursula Dike (UD), Marie Stewart (MS), Femi Akintobi (FA), Elizabeth King (EK), Martina Volske (MV).

Chair: Sally Curtis (SC)  
Clerk: Maria Streeeter (mS)

The meeting started at 6.30pm after farewell celebration drinks for Karen and Martina

| Item.  | Person Responsible | Completion Date |
|--|--------------------|-----------------|
| <b>1. Apologies for absence</b><br>Caroline Loake  |                    |                 |
| <b>2. Declaration of Interest</b><br>None declared.  |                    |                 |
| <b>3. Any Other Business</b><br>None   |                    |                 |
| <b>4. Minutes of meetings.</b><br><br><b>The minutes of the Full Governing Body Meeting held on 7<sup>th</sup> September 2021 via Zoom were passed as a true reflection.</b> No comments received.<br><br><b>Minutes of the Admissions meetings held on 14<sup>th</sup> September 2021 via Zoom.</b> No comments received. <i>Admissions were thanked for their minutes.</i><br><br><b>Minutes of the Academies working party meeting held on 27<sup>th</sup> September 2021 via Zoom.</b> No comments received. <i>Academies were thanked for their minutes.</i><br><br><b>Minutes of the Curriculum meeting held on 5<sup>th</sup> October 2021 via Zoom.</b> No comments received. <i>Curriculum were thanked for their minutes.</i><br><br><b>Minutes of the H &amp; S meeting held on 12<sup>th</sup> October 2021 via Zoom.</b> No comments received. <i>H &amp; S were thanked for their minutes.</i><br><br><b>Minutes of the F &amp; P meeting including the appointment of clerk held on 12<sup>th</sup> October 2021 via Zoom.</b> No comments received. <i>F &amp; P were thanked for their minutes.</i> |                    |                 |



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 16<sup>th</sup> November 2021**

| Item.   | Person Responsible                                | Completion Date                                       |
|---|---|---|
| <p><b>5. Terms of Reference</b></p> <p><b>Admissions</b> – reviewed and approved.</p> <p><b>Curriculum</b> – reviewed and approved.</p> <p><b>H &amp; S</b> – reviewed and approved.</p> <p><b>F &amp; P</b> – reviewed and approved.</p>   |   |   |
| <p><b>6. Policies for approval</b></p> <p>All policies have been reviewed at Committee level.</p> <p><b>School Admission Policy 2023-2024 (Admissions)</b><br/>Approved by the FGB.</p> <p><b>Nursery Admission Policy 2023-2024 (Admissions)</b><br/>Approved by the FGB.</p> <p><b>Attendance Policy (Curriculum)</b><br/>Approved by the FGB.</p> <p><b>Pay Policy (F &amp; P)</b><br/>Approved by the FGB.</p> <p><b>Behaviour Policy (Curriculum)</b><br/>Approved by the FGB.</p> <p><b>Safer Recruitment (F &amp; P)</b><br/>Approved by the FGB.</p> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• Upload policies where applicable to the school website.</li> <li>• Update Policy Schedule to reflect FGB approval</li> </ul> | <p align="center">CP</p> <p align="center">SC</p> | <p align="center">ASAP</p> <p align="center">ASAP</p> |



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 16<sup>th</sup> November 2021**

| Item.   | Person Responsible | Completion Date |
|---|--------------------|-----------------|
| <p><b>7. Policies for information</b></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.<br/>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><b>8. Headteacher's Report</b></p> <p>1.0 Children on roll – CP explained that 6 children had left during the summer, they all relocated to other Counties or abroad and their places have all been filled.</p> <p>2.0 Pupil Premium – PP will be down this year due to children leaving the school. KB is currently working on the new strategy which must be shown on our website by the end of December 2021.</p> <p>3.0 Attendance – we are currently just above the Hertfordshire average. Letters were sent home to any child at 96% or below. This will continue every half-term.</p> <p>4.0 Behaviour &amp; Exclusions – CP is now able to welcome children to her office to receive HT awards.</p> <p>5.0 Bullying &amp; Racists incidents – FA suggested that maybe the slightly higher record of 6 Racial incidents for 20/21 could be a result of Covid lockdown and children not socialising as much.</p> <p>6.0 SEN – New funding structures proves to be difficult and as such funding has been reduced in certain areas.</p> <p>7.0 Admissions – We are now offering tours of the school to perspective parents. However, these are external tours only.</p> <p>8.0 Integrated Families – no families currently in need.</p> <p>9.0 Child Protection – 2 children on a Child Protection Plan, CPOMS continues to be used as a highly effective reporting tool.</p> <p>10.0 Staffing Update – sadly KB will be leaving us in December, we may have a teacher ready to start in January (sourced from the agency we used regularly).</p> |                    |                 |



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 16<sup>th</sup> November 2021**

| Item.  | Person Responsible | Completion Date |
|--|--------------------|-----------------|
| <p>The Year 2 TA position is still being advertised as we have been unable to find a suitable candidate.</p> <p>11.0 CPD – CP confirmed that this has continued well this term.</p> <p>12.0 Performance targets – CP advised Governors of these.</p> <p>13.0 Standards – The first full HIP visit since lockdown was extremely positive. Carole was able to meet with staff and children.</p> <p>14.0 Partnerships – We continue to work with a wide range of external agencies.</p> <p>15.0 Projects – CP gave update on all the summer projects.</p> <p>16.0 SLT – Continues to work on the SEF and School Plan in great depth.</p> <p>17.0 PSFA – The Governing Body agreed that the Christmas Market can go ahead on 11<sup>th</sup> December as it is an outdoor event and Covid rules can be met.</p> <p>18.0 School Life – Whole school assembly takes place weekly on Zoom. Key Stage assembly takes place in the hall. We have not yet met in the hall as a whole school. However, we did manage to meet as a whole school on the KS2 playground for our Act of Remembrance, Fr Michael joined us, the children and staff were very pleased to see him. Advent Mass this year will be for KS2 children only, no adults will be invited. Other Christmas plans regarding plays shared.</p> <p>19.0 Other – Rising Stars Wraparound Care is proving to be very successful with both Parents and children.</p> |                    |                 |
| <p><b>9. Safeguarding update</b><br/>CP &amp; SC continue to meet virtually and more recently in person.</p> <p>SC mentioned that the GovernorHub (Modern Governor) Safeguarding Training module is very useful and would encourage all Governors undertake this training.</p> <p>MS gave an update on the SCR which has now been sent to the HCC Safeguarding Team for audit purposes. FA raised questions with regards to how often DBS took place.</p>  |                    |                 |



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 16<sup>th</sup> November 2021**

| Item.  | Person Responsible | Completion Date |
|--|--------------------|-----------------|
| <p>CP confirmed that we recently took advice from HCC and there seems to be conflicting information.</p> <p>Governors were happy to follow the advice of the HCC Safer Recruitment team and not redo DBS's every year.</p>   |                    |                 |
| <p><b>10. Pupil Premium Report and feedback</b></p> <p>KB gave an explanation of the new strategy and how important it is to prove that funds received are actually spent in the correct area. The new strategy document is more useful for identifying the impact made and must be shown on the school website by the end of December 2021.</p> <p>KB explained that HM's challenging questions and involvement helped with the report writing process. A perfect example of good Governor practise.</p> <p>HM thanked KB for her dedication and hard work on this detailed report.</p>           |                    |                 |
| <p><b>11. School Improvement Plan</b></p> <p>This document works alongside the SEF. 4 new objectives have been set for 2021-2022.</p> <p>CP reminded Governors that this is a working, live document. Some actions shown are based on the proof we need to provide and sections are broken down,</p> <p>Reading within the school continues to be a priority and this could be an area that Ofsted will focus on during a visit.</p> <p>Questionnaires will be sent out to pupils, parents and staff before the end of this term.</p> <p>Further actions and objectives shared with Governors.</p> |                    |                 |



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 16<sup>th</sup> November 2021**

| Item.   | Person Responsible | Completion Date |
|---|--------------------|-----------------|
| <p><b>12. SEF (Self-evaluation form)</b></p> <p>Governors were reminded that this document gets fed into the School Improvement Plan and that both documents compliment each other.</p> <p>This is fully reflective of the new Ofsted Framework and links well. Each section worked through with key highlights shared. Governors will be given the opportunity to visit the school in the Spring Term.</p> <p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• Governor visit - date to be set.</li> </ul> | CP                 | ASAP            |
| <p><b>13. HTPA (SC)</b></p> <p>Staff members were asked to leave the meeting. More information is held in confidential part two minutes held by MS.</p>   |                    |                 |
| <p><b>14. Ofsted Information</b></p> <p>CP explained the exemption removal. We would expect a Section 5 full 2 day inspection. The new framework was explained within the SEF and School Plan section of this meeting.</p> <p>SC mentioned again that GovernorHub has many useful documents and that as a Governing body 'Ofsted' needs to become a priority.</p>   |                    |                 |
| <p><b>15. Governor Items</b></p> <ul style="list-style-type: none"> <li>a. Ofsted Framework – see above</li> <li>b. Governors training – mentioned earlier under GovernorHub.</li> </ul>  |                    |                 |



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 16<sup>th</sup> November 2021**

| Item.  | Person Responsible | Completion Date |
|--|--------------------|-----------------|
| <b>16. AOB</b> <ul style="list-style-type: none"><li>a. Arrange Governor Open Morning for Spring 2022.</li><li>b. SL will sell Raffle tickets at St Hilda's Church – JN and HM offered to help him.</li><li>c. All Governors are warmly invited to attend the Carol Concert at St Hilda's Church on 16<sup>th</sup> December at 6pm.</li></ul> |                    |                 |

The meeting closed at 8.30pm

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

*Sally Curtis*

Date