



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 7<sup>th</sup> September 2021**

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

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

Item.	Person Responsible	Completion Date
<p><b>1. Apologies for absence</b></p> <p>None</p>		
<p><b>2. Declaration of Interest</b></p> <p>None declared.</p>		
<p><b>3. Any Other Business</b></p> <p>(a) Child in Nursery</p>		
<p><b>4. Minutes of the Full Governing Body Meeting held on 6<sup>th</sup> July 2021</b></p> <p>It was agreed that an Academies Working Party should be formed.</p> <p>CP provided positive update on Wraparound Care.</p> <p>The minutes were passed as a true reflection of the meeting held on 6<sup>th</sup> July 2021.</p>		
<p><b>5. Pecuniary Interest</b></p> <p>Members of the Governing Body were asked to record, any pecuniary interests held either personally or through a company, relative or partner. An 'interest' is a situation where a member of the governing body may be affected personally or financially, directly or indirectly, or in some other way by a decision made at a meeting where the governor is present.</p>		



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All forms to be completed either in person at the office or online and sent via email to <a href="mailto:admin@clitherow.herts.sch.uk">admin@clitherow.herts.sch.uk</a>	All Governors	ASAP
<p><b>6. Data Check</b></p> <p>Governors were requested to advise MS if their Personal details have changed.</p>		
<p><b>7. Review of Link Governors</b></p> <p>Link Governors were reviewed:</p> <p>RE Governor – Ursula Dike</p> <p>SEND Governor – Caroline Loake</p> <p>Health, Safety &amp; Premises Governor – Savio Luis</p> <p>Equalities/PSHE Governor – Martina Volske (until Christmas)</p> <p>PHSE Ambassador Governor – Martina Volske (until Christmas) / Bernie Hurley</p> <p>Child Protection / Safeguarding Governor – Sally Curtis</p> <p>Pupil Premium Governor – Hayley Merry</p> <p>EYFS Governor – Hayley Merry</p> <p>Sports Governor – Savio Luis</p> <p>PSFA Link Governors – Savio Luis &amp; Hayley Merry</p> <p>SC outlined the role of the link governor. Governors were reminded they could feedback to the FGB at any meeting by asking for an agenda item to be added.</p> <p>Governors were thanked for their continued support in the above roles.</p>		



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<p><b>8. Review of Committee Members</b></p> <p>The following governors requested to stay or join the following Committees:</p> <p><u>Admission Committee</u> Carmela Puccio, Sally Curtis, Savio Luis, Hayley Merry, Elizabeth King, Ursula Dike.</p> <p><u>Curriculum Committee</u> Carmela Puccio, Sally Curtis, Bernie Hurley, Karen Briscoe, Hayley Merry, Elizabeth King, Marie Stewart, Andrew Peck.</p> <p><u>Health, Safety &amp; Premises Committee</u> Carmela Puccio, Sally Curtis, Savio Luis, Karen Briscoe, Elizabeth King, Marie Stewart, Ursula Dike, (Paul Ryan).</p> <p><u>Finance &amp; Personnel Committee</u> Carmela Puccio, Sally Curtis, Jo Nicholls, Hayley Merry, Savio Luis, Elizabeth King, Femi Akintobi.</p> <p><u>Headteacher's Performance Appraisal</u> Sally Curtis, Hayley Merry, Martina Volske (until Christmas).</p> <p><u>Academies Working Party</u> Carmela Puccio, Sally Curtis, Hayley Merry, Karen Briscoe, Bernie Hurley, Elizabeth King</p> <p>Training available to governors to help develop their role will be discussed at the first meeting of each committee.</p> <p>Governors were thanked for their support in the above committees. Governors were also reminded that they could attend any committee meeting (by advising MS beforehand).</p>		



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<b>Item.</b>	<b>Person Responsible</b>	<b>Completion Date</b>
<p><b>9. Policies for approval</b></p> <p>(a) Child Protection Policy - This policy was ratified.</p> <p>(b) Admissions Policy 2022-2023. This policy was amended over the summer break to include wording from the new Admissions Code. Admissions committee are meeting on 14<sup>th</sup> September to finalise the wording after feedback from HCC and the diocese. Governors approved this policy as wording changes were necessary to be in line with the new admissions code. If any other changes to the policy were necessary further approval from the FGB would be sought.</p>		
<p><b>10. Covid-19 update</b></p> <p>Our risk assessment has been updated to reflect current guidance for schools. School life is very different to that of last term with many of the control measures being removed.</p> <p>CP explained why certain control measures were removed.</p> <p>We have 3 positive cases in the first 4 days of term and may need to adopt our Outbreak Management Plan very soon.</p> <p>We have CO2 monitors available to the school. These have been used in spaces where large groups gather. They are currently showing low levels which indicates all areas are well ventilated.</p>		
<p><b>11. AOB</b></p> <p>(a) CP provided update on Nursery child family situation.</p>		

The meeting closed at 7.15pm.



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

*Sally Curtis*

Date