



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 11th January 2022**

Attendees: Sally Curtis (SC), Hayley Merry (HM), Carmela Puccio (CP), Bernie Hurley (BH), Savio Luis (SL), Elizabeth King (EK), Marie Stewart (MS), Femi Akintobi (FA),

Chair: Sally Curtis (SC)

Clerk: Maria Streeter (MStr)

	Person Resp.	Completion Date
1. <u>Apologies for absence</u> Andrew Peck, Ursula Dike, Jo Nicholls and Caroline Loake		
2. <u>Declaration of Interest</u> None declared		
3. <u>A.O.B. Notification</u> - RSE - Reception 2022 date for ranking meeting		
4. <u>Minutes of Meetings</u> a. <u>Full Governing Body meeting 16/11/21 and matters arising</u> It was agreed that the Governor open morning would be put on hold until the school is out of 'Outbreak Management' b. <u>Curriculum Committee meeting 24/11/21</u> No comments received Curriculum Committee were thanked for their Minutes. c. <u>Health and Safety Committee meeting 30/11/21</u> No comments received H & S Committee were thanked for their Minutes. d. <u>Finance & Personnel committee meeting 30/11/21</u> No comments received F & P Committee were thanked for their Minutes.		



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<p>e. <u>Admission Committee meeting held on 2/12/21</u> MS gave summary of Nursery offers, acceptances and declines.</p> <p align="center">Admission Committee were thanked for their Minutes.</p>		
<p>5. <u>Policies for Approval</u></p> <p>a. Admissions Policy (2023-2024) – Admissions Approved by the FGB.</p> <p>b. Nursery Admissions Policy (2023-2024) –Admissions Approved by the FGB.</p> <p>c. RSE Policy – Curriculum BH explained that this policy has been amended to incorporate the Summer 2021 changes. Due to the COVID situation the planned parents’ information evening will be replaced with a Powerpoint presentation and parents questionnaire which will be kept open for 6 weeks for parents to comment on. BH was thanked for her hard work. Approved by the FGB.</p> <p>d. Health & Safety Policy – H & S Approved by the FGB.</p> <p>e. Behaviour Policy Approved by the FGB.</p>		
<p>6. <u>Policies for Information</u></p> <p>a. Handwriting and Presentation Policy (Curriculum) b. SEND Offer (Curriculum) c. Health and Safety Checklist (H&S) d. Charging & Remissions Policy (F & P) e. Leave of Absence Policy (F & P)</p> <p>No questions or comments received</p>		



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<p>7. <u>COVID -19 update</u></p> <p>CP explained that when we returned after Christmas our plan was to remain in our 'outbreak management' for 2 weeks to be cautious. However, after just 4 days we had reached threshold and would have been back in 'outbreak' anyway. So unfortunately, we will now remain in 'outbreak' for 28 days.</p> <p>All staff continue to test twice a week.</p> <p>We have just received another delivery of Lateral Flow Tests.</p>		
<p>8. <u>Safeguarding Update</u></p> <p>Our Spring 2022 HIP visit is next week and this will include a review of the Single Central Record and a selection of personnel files.</p> <p>CP continues to meet with SC on a monthly basis and more often if required.</p> <p>Safeguarding will always remain on the agenda as a reflection of on-going updates.</p>		
<p>9. <u>SEF (Self-evaluation form)</u></p> <p>CP mentioned that there has not been much time between this meeting and the last FGB meeting to make many amendments.</p> <p>'Prove it' statements can now be backed up by both Parent and child questionnaire responses. Staff responses can also be fed into the SEF.</p> <p>The Behaviour Policy was discussed at the recent full staff inset training day.</p> <p>FA questioned the teaching of other faiths – CP confirmed that other faiths are taught throughout the school.</p> <p>SLT continue to use this as a working, live document.</p>		



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<p>10. <u>School Improvement Plan</u></p> <p>CP explained that this document runs alongside the SEF and both documents complement each other.</p> <p>The 4 objectives have not changed.</p> <p>Objective 1 CC has now taken over the RE lead from KB and has a Diocesan zoom meeting about the role within the school.</p> <p>Assemblies continue to be on Zoom.</p> <p>Objective 2 The computing review has been completed by AP.</p> <p>The HIP visit next week will include a Science deep dive also a Geography and History subject leader meeting.</p> <p>Objective 3 NELI assessments to be completed very soon.</p> <p>Objective 4 EN has spent time looking into a new phonics scheme. Library space is currently being reviewed to make better use of the space.</p>		
<p>11. <u>ISDR</u></p> <p>CP explained that this document is based on published data, which unfortunately due to COVID is out of date.</p> <p>The various areas of interest alongside the staff and financial sections create an overall picture of the school, this is a very useful document and can be found on Governor Hub should Governors wish to read it in detail.</p> <p>EK asked what the pupils forecast would be following all the missed learning, CP confirmed that we are awaiting further</p>		



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advice from the DfE. School has internal data to show current attainment.		
<p>12. <u>Governor Items</u></p> <p>a. Governor Vacancies – CL has decided to step down due to a change in family circumstances.</p> <p>An advertisement will be placed in the parish newsletter.</p> <p>b. Governor Training SC explained that the training for Governors on Governor Hub is valuable and that Governors are encouraged to review any topics that they may find useful. FA shared the findings of 2 recent courses that he took.</p> <p>c. Understanding your data Governors will need to be prepared and understand the language used, again Governor Hub has some very informative courses and documents to help with this.</p>	<p>CP/SC</p>	<p>ASAP</p>
<p>13. <u>AOB</u></p> <ul style="list-style-type: none">- RSE – covered earlier in item 5- Reception 2022 ranking meeting – date and time was agreed		

The meeting finished at 7.45pm

The Admission Governors stayed on zoom to arrange how and where the next Admissions meeting for Reception 2022 rankings could be conducted.

Thank you to the Admissions Governors

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

Sally Curtis

Date