



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 26<sup>th</sup> April 2022**

Attendees: Sally Curtis (SC), Hayley Merry (HM), Carmela Puccio (CP), Andrew Peck (AP), Bernie Hurley (BH), Savio Luis (SL), Femi Akintobi (FA), Marie Stewart (MS), Jo Nicholls (JN), Ursula Dike (UD)

Chair: Sally Curtis (SC)

Clerk: Maria Streeter (MStr)

	Person Resp.	Completion Date
1. <u>Apologies for absence</u>  Elizabeth King		
2. <u>Declaration of Interest</u>  None declared		
3. <u>A.O.B. Notification</u>  None		
4. <u>Minutes of Meetings</u>  a. <u>Full Governing Body meeting held on 11/01/22</u> Date and focus for the Governor Open Morning still to be decided. CP to circulate a date after meeting As a Governing Body we are still missing an LA Governor, this will be worked on over the coming months.  b. <u>Admissions Committee meeting held on 18/01/22</u> MStr provided update on final allocations which were announced 19/04/2022 <u>Admissions Committee were thanked for their minutes.</u>  c. <u>Curriculum Committee meeting held on 25/01/22</u> HM gave feedback from meeting with Pupil Premium lead Amy Schofield (AS). HM has met with AS in school and then completed a walk around the school to see support that was in place for our pupil premium children. BH gave a RSE update with conclusions following recent consultation. AP gave questionnaire update. <u>Curriculum Committee were thanked for their minutes.</u>		



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<p>d. <u>Health &amp; Safety Committee meeting held on 08/02/2022</u> CP confirmed that the potholes have been repaired by the SBFC. Health &amp; Safety Committee were thanked for their minutes.</p> <p>e. <u>Finance &amp; Personnel Committee meeting held on 8/02/2022</u> The new Governor Induction document will be used when we appoint our next new Governor. Finance &amp; Personnel Committee were thanked for their minutes.</p> <p>f. <u>Finance &amp; Personnel Committee meeting held on 19/04/2022</u> No comments received Finance &amp; Personnel Committee were thanked for their minutes.</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"><li>• Look to appoint a LA Governor</li><li>• Circulate Open Morning date</li></ul>		
<p>5. <u>Policies for Approval</u></p> <p>a. Supporting Children with Medical conditions Policy (H &amp; S) This is a model HCC policy Approved by the FGB</p> <p>b. Restrictive Physical Interventions Policy (H&amp;S) This is a model HCC policy Approved by the FGB</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"><li>• Update above policies on School website</li></ul>	CP CP	ASAP ASAP
	CP	Immediate



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<p>6. <u>Policies for Information</u></p> <ul style="list-style-type: none"> <li>a. Governor Visits &amp; Code of Conduct (Curriculum)</li> <li>b. Volunteer Handbook (Curriculum)</li> <li>c. Accessibility Plan (H &amp; S)</li> <li>d. Travel Plan (H &amp; S)</li> <li>e. Harassment and Bullying Policy Adults (F &amp; P)</li> <li>f. Code of Conduct Policy employee (F &amp; P)</li> <li>g. Schedule of Financial Delegation Policy (F &amp; P)</li> </ul> <p>No questions or comments received</p>		
<p>7. <u>Heads Report, including COVID 19 updates (CP) provided a run through of the highlights</u></p> <p>CP talked governors through her detailed heads report drawing attention to the following points –</p> <ul style="list-style-type: none"> <li>1.0 Children on roll explained.</li> <li>2.0 Extra financial support for families just received and full details will follow in the next report.</li> <li>3.0 The Hertfordshire average is 96% and we are slightly above at 96.3%. Minutes late continues to be a concern. School working with agencies to support this.</li> <li>4.0 The achievement board was shown and explained to the Governors.</li> <li>5.0 Bullying and Racial incidents are logged using CPOMS and reviewed by SLT on a weekly basis. Racist incidents are also shared with safeguarding governor</li> <li>6.0 Current SEND numbers shared. Acknowledged that EHCP funding is increasingly difficult to obtain.</li> <li>9.0 CP meets with Senior Leadership Team (SLT) every Friday evening to review any Child Protection issues. SC and HM will start to join them once every half-term as part of Safeguarding Team . CP &amp; MS attended a SCR training session.</li> <li>11.0 Staff training outlined by CP. It has been a very busy term with regards to training for all staff.</li> <li>13.0 All usual assessments will be carried out this term.</li> <li>19.0 SL asked if he should try and organise Mini Police for this term CP agreed that we would find time in the diary as this is always very interesting.</li> </ul>		



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<p>8. <u>Safeguarding</u></p> <p>a. Termly report – this report will now be a termly report rather than end of academic year report. This will provide an important evidence trail. Any items will be minuted as a confidential Part 2. CP explained the various sections of the report and talked through the numbers and training that has taken place during the spring term.</p> <p>b. Safeguarding Link Governor Report to Governors – This report has changed to a minuted document for ease of reference. SC asked for a volunteer to step forward as our Wellbeing Governor, MS agreed to take on this role. Minutes and actions shared with the FGB and plans shared moving forward. Safeguarding team to meet each half term working through the safeguarding monitoring schedule.</p> <p>c. Training Thanks to all the Governors for enrolling on the Governor Safeguarding Training course on the 9<sup>th</sup> June. Please inform MS of any future training so that records can be updated.</p>		
<p>9. <u>SEF (Self-evaluation form)</u></p> <p>Most current SEF document shared with Governors.</p> <p>1. Quality of Education – We will use the Summer Term to prepare so that the school is ready to implement in September. The SEF and School Plan compliment and work alongside each other. Data has already been updated.</p> <p>2. Behaviour and attitudes – This is currently being work on and Governors are invited to be part of this. We plan to keep this item on the agenda at every FGB for the purpose of re-visit.</p>		
<p>10. <u>School Improvement Plan</u></p> <p>This document is a live, working document and has now been RAG rated which makes the sections easier to work through with</p>		



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<p>a main purpose of being transparent for all staff so that success can be delivered.</p> <p>It was agreed that the proposed Governor morning (in June) will help evaluate and validate that expectations are being met.</p> <p>Governors were asked to start completing the Governor Visit forms again as Covid did stop all visits in to school. All completed forms to be handed to MS.</p> <p>Governors were asked to feedback at future FGB meetings after any Governor link visits.</p>		
<p>11. <u>Academies update</u></p> <p>SC and CP attended a Deanery meeting at JHN this week. They both feel that we now should engage with the Diocese to make enquiries that will support the decision to become part of an Academy.</p> <p>Governors agreed a separate meeting would be beneficial, a date will be set for Governors and staff to meet and gather questions to present to the Diocese.</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Circulate date for Academies meeting with staff and governors</li> <li>• Share diocesan link with all governors</li> </ul>	<p>CP</p> <p>SC</p>	<p>ASAP</p> <p>ASAP</p>
<p>12. <u>Youth Leadership Team Minutes (YLT)</u></p> <p>Governors enjoyed reading the YLT's minutes. <i>Would the YLT like a Governor to attend the next meeting?</i> This item will be given a higher priority on the next FGB meeting.</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"> <li>• Thank YLT for their minutes</li> <li>• Send date of next meeting to HM to attend</li> </ul>	<p>CP</p> <p>CP</p>	<p>ASAP</p> <p>ASAP</p>



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<p>13. <u>Eco Council Minutes</u></p> <p>Governors enjoyed reading the Eco Council's minutes <i>Would the Eco Council like a Governor to attend the next meeting?</i> This item will be given a higher priority on the next FGB meeting.</p> <p><b>ACTIONS</b></p> <ul style="list-style-type: none"><li>• Thank Eco Council for their minutes</li><li>• Send date of next meeting to HM to attend</li></ul>	<p>CP CP</p>	<p>ASAP ASAP</p>
<p>14. <u>Governor Items</u></p> <p>SC, MS and CP have booked onto the Behaviour and Race Equality and Anti-Racism Briefing on 28<sup>th</sup> April at 6pm.</p> <p>SC informed governors that Modern Governor has moved from GovernorHub and can now be found at Moderngovernor.com Modern Governor has many useful online modules. Courses can still be booked via GovernorHub using school email address and password.</p> <p>FA mentioned that he has found useful governor information on 'The Hoot' website.</p>		
<p>15. <u>AOB</u></p> <p>None</p>		

The meeting finished at 8.30pm



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

Date