



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 10th January 2023**

Attendees: Sally Curtis (SC), Hayley Merry (HM), Carmela Puccio (CP), Bernie Hurley (BH), Savio Luis (SL), Elizabeth King (EK), Marie Stewart (MS), Andrew Peck (AP), Amy Coleman (AC)

Chair: Sally Curtis (SC)

Clerk: Maria Streeter (MStr)

| | Person Resp. | Completion Date |
|--|--------------|-----------------|
| 1. <u>Apologies for absence</u> Godfrey Nooha (GN), Jo Nicholls (JN), Femi Akintobi (FA), Ursula Dike (UD) | | |
| 2. <u>Declaration of Interest</u> None declared | | |
| 3. <u>A.O.B. Notification</u> a. Confirm date and time for Reception 2023 ranking. | | |
| 4. <u>Minutes of Meetings</u> a. <u>Full Governing Body meeting 15/11/22 and matters arising Item 16. AOB</u> It was discussed that instead of a Governor Open Morning, Governors would be invited to attend sessions during Feeling Good Week (6 th - 10 th February), our SENCO (AS) to invite Governors. No further comments received b. <u>Curriculum Committee meeting 22/11/22</u> Item 6. (CP) gave an update regarding the Parent Questionnaires that the Governors helped organise during the last Parents Consultation in October 2022. Overall results were very positive. Item 11. RSE Policy, (BH) explained that this now forms part of the Diocesan Inspection and that we are using the Ten Ten resources as advised by the Diocese. Writing Update (AP) advised that slight progress is being made which will eventually lead to good outcomes. No further comments received Curriculum Committee were thanked for their minutes. | AS/CP | ASAP |



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| <p>c. <u>Health and Safety Committee meeting 06/12/22</u> Item 4. The PE inspection for 12th December 2022 was postponed until 19th January 2023.</p> <p>No further comments received H & S Committee were thanked for their minutes.</p> <p>d. <u>Finance & Personnel committee meeting 06/12/22</u></p> <p>No comments received F & P Committee were thanked for their minutes.</p> | | |
| <p>5. <u>Policies for Approval</u></p> <p>a. RSE Policy – Curriculum Approved by the FGB.</p> <p>b. Health & Safety Policy – H & S Approved by the FGB.</p> | | |
| <p>6. <u>Policies for Information</u></p> <p>a. SEND Offer (Curriculum) b. Homework Policy (Curriculum) c. Health and Safety Checklist (H&S) d. Supervision Policy (H & S) e. Charging & Remissions Policy (F & P) f. Leave of Absence Policy (F & P) g. Grievance Resolution and Procedure (F & P) h. Governors Expense Policy (F & P) i. Complaints Policy (F & P)</p> <p>No questions or comments received</p> <p>(SC) reminded Governors that copies of all policies are available from the school office.</p> | | |



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| <p>7. <u>Admissions Update (MStr)</u></p> <p>Nursery 2023 25 places have been offered and 23 accepted, of which 19 are the full 30 hours with codes and 4 are mornings (15 hours) only.</p> <p>Reception 2023 The application process closes this Sunday, 15th January. Currently we have 90 online applications and 41 SIF's.</p> <p>In Year We currently have one space to fill in Year 5, the Admission Governors ranked applications earlier today. An offer will be made this week.</p> | | |
| <p>8. <u>Instrument of Government Safeguarding Update</u></p> <p>The Reconstitution of Governing Bodies document was shared with the Governors. After a lengthy discussion it was agreed by all to proceed with the first model shown - being 12 Governors. We have been without an up to date IOG for many years and we are now very keen to get this finally agreed.</p> <p>The revised Instrument of Government will be sent to the Diocese for the Bishop's approval.</p> <p>(SL) mentioned that he would be happy to approach our local Church and Priest to help advertise and recruit any new Foundation Governors needed.</p> | <p>CP/MStr</p> <p>SL</p> | <p>ASAP</p> <p>On going</p> |
| <p>9. <u>Safeguarding</u></p> <p>(SC) gave brief update regarding the Safeguarding Link Governor Report.</p> | | |
| <p>10. <u>Link Governor Feedback</u></p> <p>(EK) gave details of her meeting with AS which included the planning of Feeling Good Week and the SEND focus Additional Schools Visit on 19th February.</p> | | |



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| <p>(SL) mentioned the very positive feel from the PSFA organised Christmas Fair, with the reminder that the 'Alcohol form' should be completed and submitted if they wish to serve alcohol at any future events.</p> <p>(MS) gave an update of staff wellbeing within school and the items she has provided for staff comfort.</p> | | |
| <p>11. <u>Academies Update</u></p> <p>We still need to meet with the CEO from the DOWAT to discuss further the DOWAT and the benefits of joining. (CP) to email the DOWAT again with new dates.</p> | CP | ASAP |
| <p>12. <u>AOB</u></p> <p>Admission Governors agreed to meet next Tuesday, 17th January at 4.30pm to rank Reception 2023 applications.</p> | | |

The meeting finished at 6.50 pm

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

Sally Curtis

Date