



**St Margaret Clitherow Roman Catholic Primary School  
Minutes of the Governing Body dated 15<sup>th</sup> November 2022**

**Attendees:** Sally Curtis (SC), Hayley Merry (HM), Carmela Puccio (CP), Bernie Hurley (BH), Andrew Peck (AP), Amy Coleman (AC), Savio Luis (SL), Jo Nicholls (JN), Ursula Dike (UD), Marie Stewart (MS), Femi Akintobi (FA), Elizabeth King (EK), Godfrey Nooha (GN), Jo Nicholls (JN) via Teams

**Chair:** Sally Curtis (SC)  
**Clerk:** Maria Streater (mS)

Item.	Person Responsible	Completion Date
<b>1. Apologies for absence</b> None		
<b>2. Declaration of Interest</b> None declared.		
<b>3. Any Other Business</b> None		
<b>4. Minutes of meetings.</b>  <b>The minutes of the Full Governing Body Meeting held on 6<sup>th</sup> September 2022 were passed as a true reflection.</b> Link Governors error should read PSHE and not PHSE. No other comments received.  <b>Minutes of the Admissions meetings held on 13<sup>th</sup> September 2022.</b> MS gave update on current Nursery and Reception applications for September 2023. No comments received. <i>Admissions were thanked for their minutes.</i>  <b>Minutes of the Curriculum meeting held on 20<sup>th</sup> September 2022.</b> Item c.ii. CP gave an update of the new preventing and dealing with racist incidents form that is being trialled that will show the necessary follow-ups and outcomes. This will be on the agenda for the next Curriculum meeting. No comments received. <i>Curriculum were thanked for their minutes.</i>  <b>Minutes of the H &amp; S meeting held on 11<sup>th</sup> October 2022</b> CP gave brief explanation of what the Critical Incident Plan is and why we have one. No comments received. <i>H &amp; S were thanked for their minutes.</i>	        <b>MS</b>            <b>SC</b>	        <b>ASAP</b>        <b>22/11/22</b>





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<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>
<p><b>7. Policies for information</b></p> <p>Please refer to all 10 policies on the agenda.</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. 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. Safeguarding update</b></p> <p>CP &amp; SC continue to meet regularly.</p> <p>a. On 15<sup>th</sup> September 2022 we had a commissioned HCC visit by our HIP whereby our SCR record alongside employee files were reviewed. Anonymised open cases from CPOMS were opened and tracked. An exploration of the way in which leaders, including governors, monitor safeguarding arrangements and reassure themselves that school policy is enacted as they intend also took place. The full report and actions were shared with the Governors.</p> <p>b. i. SC talked through the safeguarding monitoring schedule that the Safeguarding Team work through.</p> <p>ii. SC confirmed that this report is constantly being updated and reviewed.</p> <p>c. Termly report to Governors explained and worked through. There has been an increase in Operation Encompass communication from the Police and school are supporting families when necessary.</p>		



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<p>d. AC explained the Monday morning safeguarding quiz with staff at briefing – this is a useful, drip feeding way to remind staff of certain aspects. Powerpoint shared with Governors and encouraged to complete themselves.</p> <p>All Governors were asked to look at their individual training needs and book onto any training that they may find useful via Governorhub.</p>		
<p><b>9. Headteacher’s Report</b></p> <p>1.0 Children on roll – Number is slightly higher than PAN due to afternoon Nursery children attending everyday.</p> <p>2.0 Pupil Premium – GN asked for clarification regarding PP, FSM &amp; CLA. HM due to meet with Amy Schofield (Pupil Premium Lead) tomorrow. HM to feedback to Curriculum Committee next week.</p> <p>3.0 Attendance – Figures were explained, illness was high throughout the school last week. SLT explained support in place for individuals with low levels of attendance, including Local Authority Attendance Office support.</p> <p>4.0 Behaviour &amp; Exclusions – Achievement assemblies continue to go well.</p> <p>5.0 Bullying &amp; Racists incidents – CPOMS continues to be a very useful and effective tool. No bullying incidents this term, 2 racist incidents and policy was followed.</p> <p>6.0 SEN – EYFS has a large level of high needs, this continues to be a challenge for staff members. High needs funding has been applied for. External support for children and families sought.</p> <p>7.0 Admissions – Update given earlier.</p> <p>8.0 Integrated Families – CP gave CLA update.</p> <p>9.0 Child Protection – Report shared earlier.</p>		



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<p>10.0 Staffing Update – CP mentioned the 2 current vacancies and 1 long-term illness.</p> <p>11.0 CPD – Listed for Governors to see. Linked to school improvement planning.</p> <p>12.0 Performance targets – CP advised Governors of these.</p> <p>13.0 Standards – AP talked through the end of KS results and the IDSR document for the Governors full understanding. IDSR to be emailed to FGB.</p> <p>14.0 Partnerships – We continue to work with many external agencies listed.</p> <p>15.0 Projects – The Inentry signing in system is a working well and is a valuable addition to school life. This was an action following safeguarding meetings.</p> <p>16.0 SLT – Continues to meet weekly and are working through a new book study model, aiming to triangulate the sequence of books, learning and lessons. This could be rolled out to all staff soon. SLT continue to work through school plan targets.</p> <p>17.0 PSFA – Update provided.</p> <p>18.0 Catholic Life of the School – CP confirmed a very busy start to the academic year with many of the activities highlighted. It was lovely to have our first whole school Mass for 3 years a few weeks ago for Harvest. Children also led our Act of Remembrance last week.</p> <p>19.0 Other – CP explained that ‘Little Wandle’ is our new phonics scheme and that staff have been trained and delivering the program well. A session for parents took place last half term and was well attended.</p> <p>Football training has started for upper KS2 and SL requested that we order some new footballs. CP agreed.</p>	<p align="center">CP</p>	<p align="center">ASAP</p>



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<p>Governors were reminded to read this report in advance and prepare any questions for CP to address during the FGB meeting.</p>		
<p><b>10. HIP Autumn Term Visit Report</b> As the visit was based around the EYFS, BH provided a brief overview of the report attached.</p> <p>It was recognised that EY has a high level of complex needs, both SPLD and social. The HIP was excited to observe what has been put in place already to support this cohort.</p>		
<p><b>11. SIP and Executive summary</b></p> <p>Executive summary shared with Governors which highlights context, areas of strength and weakness, impact of COVID and areas we would like to focus on.</p> <p>SIP also talked through with 4 objectives the school is working on.</p> <p>AP mentioned certain areas and explained the ‘Why are we not yet outstanding?’ question. As a school we are reviewing all the high-lighted areas and how improvements can be made.</p>		
<p><b>12. Academies update</b></p> <p>All previous questions from Governors and Staff have been sent to the Diocese of Westminster and responses have been returned. This document will be shared with staff and Governors. It was agreed that the next step is to invite a member of the Diocese (maybe the CEO from the DOWAT) to visit and help with further questions and advice regarding Academy status.</p>	<p>CP</p>	<p>Jan 2023</p>
<p><b>13. HTPA</b> Staff members were asked to temporarily leave the meeting. More information is held in confidential part two minutes held by MS.</p>		



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<p><b>14. Youth Leadership Team &amp; ECO-Committee update</b> AC explained that the ECO Committee along with our Year 1 teacher have been working on:</p> <ul style="list-style-type: none"><li>- Litter picking</li><li>- Posters to remind children to turn taps off</li><li>- Allotment area, growing vegetables to eat at snack time</li><li>- Fund raising to enhance the ECO in school</li></ul> <p>The YLT have been working with AC on various lunchtime clubs</p> <ul style="list-style-type: none"><li>- Art Club</li><li>- Drama</li></ul>		
<p><b>15. Term Dates</b> The 2023-2024 dates were agreed by the Governors</p>		
<p><b>16.AOB</b> Governor Open Morning to be arranged for Spring Term</p>	CP	Jan 2023

The meeting closed at 8.00pm

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

Date