



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 25th April 2023**

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

Chair: Sally Curtis (SC)
Clerk: Hayley Merry (HM)

	Person Resp.	Completion Date
1. <u>Apologies for absence</u> Maria Streeter, Jo Nicholls, Ursula Dike		
2. <u>Declaration of Interest</u> None declared		
3. <u>A.O.B. Notification</u> IOG update (MStr) Training (SC) Menu (EK)		
4. <u>Minutes of Meetings</u> a. <u>Full Governing Body meeting held on 10/01/23</u> All actions complete b. <u>Health & Safety Committee meeting held on 7/02/23</u> No questions raised. Health & Safety Committee were thanked for their minutes. c. <u>Finance & Personnel meeting held on 7/02/23</u> No question's raised. Finance & Personnel Committee were thanked for their minutes. d. <u>Curriculum Committee meeting held on 28/02/2023</u>		



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<p>Curriculum open morning on the 16th May. All governors are warmly invited.</p> <p>Curriculum Committee were thanked for their minutes.</p> <p>e. Finance & Personnel Committee meeting held on 18/04/2023</p> <p>Meeting was cancelled. Meeting was held on the 25/04/2023 and the minutes will be reviewed at the next meeting.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> Add F&P Minutes from 25th April to next FGB agenda 	SC	Next FGB
<p>5. <u>Policies for Approval</u></p> <p>a. Anti Bullying (Curriculum) b. Supporting Pupils with medical conditions (H&S) c. Annual review of Restrictive Physical Interventions (H&S)</p> <p>Approved by the FGB</p> <p>ACTIONS</p> <ul style="list-style-type: none"> Update above policies on School website 	CP	Immediate
<p>6. <u>Policies for Information</u></p> <p>a. Harassment and Bullying (F&P) b. Code of Conduct (employee) (F&P) c. Learning and Teaching Policy (Curriculum) d. Volunteer Handbook (Curriculum) e. Governor Visits & Code of Conduct (Curriculum) f. Food Policy (Curriculum) g. Home School Agreement (Curriculum)</p>		



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There were no questions. The above policies were reviewed and approved at committee level and are for information only.		
<p>7. <u>Admissions Update (CP)</u></p> <p>Reception 2023 - 30 places have been offered, and accepted. 7 children from our Nursery have not been offered a place. We currently have 17 children on our first run of the continued interest list.</p> <p>Nursery 2023 - we currently have 21 x 30 hour children and 4 x 15 hour children. 1 space still to fill.</p>		
<p>8. <u>Head's Report (CP)</u></p> <p>CP discussed the report and made note of some highlights she wanted to share with the governors.</p> <p>CP talked through the attendance and the reason why it has been low due to lots of illness.</p> <p>CP will be liaising with the attendance officer regarding fining a family who are taking holiday during term time.</p> <p>Teachers shared figures with parents at the parent consultations.</p> <p>Transition from year 6 to secondary schools has started to be implemented.</p> <p>The children have raised £2,200 this will be split between the Catholic Children's Society and Father Kakuba's Kanyike Project.</p> <p>During lent giving week the food given was shared between St Hilda's food bank and Feed Up Warm Up.</p> <p>Each class have submitted their wish lists that the Governors and the PSFA are going to pay for. Some of the items have started to be purchased.</p> <p>The school now have a new cleaning company Avalon and are in the settle in period and a new grounds company - John O'Conner they have started working with the school already.</p>		



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<p>9. <u>Safeguarding</u></p> <p>a. Safeguarding Link Governor Report to Governors (SC)</p> <p>i. Minutes dated 12th January 2023</p> <p>ii. Minutes dated 13th March 2023</p> <p>The SLT meet every Friday and look through the CPOMS for that week and discuss any next steps.</p> <p>b. Termly audit (Safeguarding team)</p> <p>The safeguarding team review the audit termly. Spring update was shared with Governors. This shows what the school has implemented for safeguarding, any training etc. Also shows number of referrals and requests the school has received from Children’s Services.</p> <p>There were no questions.</p> <p>c. Example of weekly quiz to staff (AC)</p> <p>Amy showed the governors an example of the quiz that is shared with the staff team.</p> <p>SC reminded Governors that there is a staff safeguarding refresher training Wednesday 26th 3.45pm – 4.45pm and all governors are welcome to attend.</p>		
<p>10. <u>Academies (SC/CP)</u></p> <p>SC and governors reflected on the visit from the CEO.</p> <p>SC asked the governing body to vote on if they would like the school to progress to the next stage of becoming an academy. 11 out of the 11 that attended the meeting agreed.</p> <ul style="list-style-type: none"> CP to inform diocese and Department for Education that it is our intention to convert to an academy 	CP	Immediate
<p>11. <u>HIP visit and ASV reports</u></p> <p>CP talked through the HIP visit from HfL. The focus of the visit was reading and time was spent in all of the classes. Reading sessions were observed, phonic interventions, hearing a child read, phonic lessons and reading lessons in the Juniors. School have already</p>		



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<p>started implementing the actions. It was an opportunity for Lizzie (Reading Subject Leader) to talk through the steps taken with Little Wandle and the impact it has had.</p> <p>School also had an additional School's visit with a focus on SEN. Time was spent observing the SEN support school has put in place for certain children. A meeting was held with parents, and they were asked about the SEN support. EK the link governor reported that it was a really positive visit and that Amy is doing a lot to support the children's needs.</p>		
<p>12. <u>School Plan (CP/AC/AP)</u></p> <p>Focus for the term is the curriculum, so from September there is full coverage in each subject. Subject leaders have spent time looking at their subjects</p>		
<p>13. <u>AOB</u></p> <p>CP reported that our revised Instrument of Government has been approved by the Diocese of Westminster and is now with the local authority legal department for signing.</p> <p>Action IOG to be put on Septembers Agenda</p> <p><u>Training</u> The diocese have updated their training and it is on Governor hub. SC suggested governors look on the site and can book through MS onto any courses they want to attend.</p> <p>Menu EK asked if there was a menu on the website that stated allergens. CP said that parents have to directly contact Herts catering. It was decided that who to contact should be added to the website.</p> <p>Action Add Herts catering contact details to website.</p>	<p>SC</p> <p>CP</p>	



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The meeting finished at 7:10pm

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

Date