



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 20th March 2024**

Attendees: Sally Curtis (SC), Hayley Merry (HM), Carmela Puccio (CP), Andrew Peck (AP), Amy Coleman (AC), Savio Luis (SL), Steve Davidson (SD), Shiana Monterio (SM), Elizabeth King (EK),

Chair: Sally Curtis (SC)

Clerk: Maria Streeter (MStr)

	Person Resp.	Completion Date
1. <u>Apologies for absence</u> Ryan Moore, Marie Stewart, Ursula Dike, Godfrey Nooha		
2. <u>Declaration of Interest</u> None declared		
3. <u>A.O.B. Notification</u> None		
4. <u>Minutes of Meetings</u> <ul style="list-style-type: none"> a. The minutes of the Full Governing Body Meeting held on 6th December 2023 were passed as a true reflection. New Governor declarations on Governorhub to be completed. No further comments received. The minutes were approved b. Minutes of the Admissions meetings held on 23rd January 2024. MStr gave an update on Reception 2024 applications and offers. No comments received. <i>Admissions were thanked for their minutes.</i> c. Minutes of the of the Curriculum meeting held on 24th January 2024. HM gave an update of her meeting with Pupil Premium Lead regarding Pupil Premium numbers and the importance of highlighting the areas where PP is used. Examples included in the half termly newsletter. HM to meet with PP lead Amy Schofield again in the summer term. No comments received. <i>Curriculum were thanked for their minutes.</i> d. Minutes of the H & S meeting held on 7th February 2024. SL confirmed that the new checklist was used this year, and that SD joined the inspection meeting. The sink areas in all classrooms will continue to be monitored. No further comments received. 		



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<p>H & S were thanked for their minutes.</p> <p>e. Minutes of the F & P meeting held on 7th February 2024. EK asked that we advertise the Governor vacancy with a financial background again – perhaps in the Easter newsletter. No comments received.</p> <p>F & P were thanked for their minutes.</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • Check declarations • Add Governor vacancy to the Easter Newsletter 	<p>SC SC</p>	<p>Immediate End of Spring term</p>
<p>5. <u>Policies for Approval</u></p> <p>The policies below are for FGB approval, they have been discussed in detail at committee level.</p> <ul style="list-style-type: none"> a. RSE Policy (Curriculum) b. Anti-Bullying Policy (Curriculum) c. Prayer and Liturgy Policy (Curriculum) New policy d. Bereavement Policy (Curriculum) New policy e. Health and Safety Policy (H & S) f. Supporting Pupils with medical conditions Policy (H&S) <p>Approved by the FGB</p> <p>ACTIONS</p> <ul style="list-style-type: none"> • Update above policies on School website 	<p>CP</p>	<p>Immediate</p>
<p>6. <u>Policies for Information</u></p> <ul style="list-style-type: none"> a. SEND Offer (Curriculum)) b. Learning and Teaching Policy (Curriculum) c. Volunteer Handbook (Curriculum) d. Governor Visits (Curriculum) e. Accessibility – a plan for inclusion (H & S) 		



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<p>f. Annual Review of Restrictive Physical Intervention Policy (H & S)</p> <p>g. Harassment and Bullying (Adults) Policy (F & P)</p> <p>h. Code of Conduct (Employee) Policy (F & P)</p> <p>i. Schedule of Financial Delegation (F & P)</p> <p>j. Leave of Absence Policy (F & P)</p> <p>There were no questions. The above policies were reviewed and approved at committee level and are for information only.</p>		
<p>7. <u>Safeguarding</u></p> <p>a. Link Governor safeguarding minutes (SC) SC and CP continue to meet regularly where the monitoring schedule is reviewed. Tasks and actions shared following the last safeguarding meeting. All Governors were invited to the Safeguarding training to be held on Wednesday, 1st May 2024 at 3.30pm</p> <p>The SLT meet every Friday and discuss the CPOMS for that week and discuss any next steps and actions.</p> <p>b. Termly safeguarding report to the governing body CP gave an overview of the Spring Term working through the statements for this term. AP and AC have completed their refresher training. CP completes daily filtering and monitoring. CP shared levels of filtering used by teachers and children and explained the difference.</p> <p>c. Safeguarding audit (Safeguarding Team) The safeguarding audit is linked to KCSIE and the RAG rating scheme. CP showed the audit that was used at the last meeting. An actions are revisited at the start of the next meeting.</p> <p>d. Safeguarding updates for staff (CP) CP gave an example of the weekly updates for staff, this can be in the form of Q & A, quiz or case notes. These are then shared with all staff on the board in the staffroom.</p>		



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<p>e. Safeguarding Training dates (SC) Governors were reminded that training can be obtained via GovernoHub or Modern Governor.</p>		
<p>8. <u>Head's Report (CP)</u></p> <p>CP discussed the report and shared some highlights with the governors.</p> <ul style="list-style-type: none"> • Vouchers for families are still available for Easter. Schools were initially informed by the County Council that the last set would be the final set given. • Attendance figures are above HCC threshold. Post COVID figures were shared and the school is maintaining and improving on figure from before COVID. • Minutes late were discussed and the support the school has put in place for families. It is a small group who impact on this figure. • EHCPs are lower than other schools of similar size. School shared impact of recent County Ofsted inspection on SEN support. • Staffing updates shared - SEN TA starting on Monday 25th March. Class teacher has returned from Maternity leave. Year 1 and 5 staffing update shared. • Focus for staff meetings and SLT meetings explored. • Catholic Life of the school shared. • Opportunities for children shared with the most recent 'Environmental Champion' award given to the school. 		
<p>9. <u>School Plan (CP/AP/AC)</u></p> <p>CP stressed the importance and value of the good relationships within the school between staff, children, families and Governors. The schools values, ethos and Catholic Identity encourage the children to be the best they can be. Our strong curriculum is always under review to incorporate positive outcomes.</p>		
<p>10. <u>SEF (CP/AP/AC)</u></p> <p>CP reminded Governors that this is a 'live' document and is constantly under review. Spring data has now been received and will be included. Evidence from recent reports is also included in</p>		



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<p>the SEF to support judgements. CP explained the use of this document to the new Governors and why it is such a valuable tool. CP talked through the sections and referenced the evidence the school has to support these judgements. Self-assessment judgements shared and how SLT have come to these decisions. The 'not yet outstanding' comments also shared.</p>		
<p>11. <u>Governor Visit Reports</u></p> <p>a. Hayley Merry – EYFS. HM gave a verbal report of her full day in Nursery and Reception. HM could see the differentiation in support and how Little Wandle has good learning outcomes for the children. She could see first hand that relationships are strong and the children are clear on their routines.</p> <p>HM commented on the amazing team work amongst the staff and appreciated the high level of need. The new outdoor learning area in Nursery (named 'the meadow' by the children) has added much needed space for the children to explore.</p> <p>b. Elizabeth King – SEND. EK met with our SENCO in December and had a valuable visit discussing the special resources needed for the early years and the various strategies used.</p> <p>Both HM and EK would like to pass on their thanks to the staff for their hard work and complete dedication in making every child count.</p>		
<p>12. <u>Academies update (SC/CP)</u></p> <p>Diocesan Report - this item was included in the Head's report. SC confirmed that we have completed our due diligence. We submitted the financial and standards reports to the project board and we are now waiting to hear from the Diocese.</p>		
<p>13. <u>Youth Leadership (AC/HM/SL)</u></p> <p>AC gave an update on the Go-Green month, which included the 'litter pick' that Stevenage Borough Council helped organise. The Feeling Good Week film that our children took part in which</p>		



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helped promote mental health wellbeing in children was also highlighted. The Governors would like to pass on their thanks to the YLT and Eco Committee for all their hard work.		
14. <u>AOB</u> SC mentioned that in the next FGB meeting the role of the Link Governor will be reviewed.		

The meeting finished at 7.35pm

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

Date