



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 10th September 2025**

Attendees: Sally Curtis (SC), Carmela Puccio (CP), Hayley Merry (HM), Amy Coleman (AC), Savio Luis (SL), Elizabeth King (EK), Steve Davidson (SD), Alan Middleton (AM) Shiana Monteiro (SM) Marie Stewart (MS)

Chair: Sally Curtis (SC)
Clerk: Maria Streeeter (MStr)

Item.	Person Responsible	Completion Date
1. Apologies for absence Godfrey Nooha Ursula Dike Andrew Peck Ryan Moore		
2. Declaration of Interest None declared.		
3. Election of Chair of Governors EK was nominated by SC and seconded by HM. All Governors present agreed to this election and congratulated EK.		
4. Any Other Business None		
5. Minutes of the Full Governing Body Meeting held on 9th July 2025 The minutes were passed as a true reflection of the meeting held on 9 th July 2025.		



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Item.	Person Responsible	Completion Date
<p>RSE – MS</p> <p>Well-being Governor - MS</p> <p>Child Protection / Safeguarding Governor – SC and GN</p> <p>Health, Safety & Premises Governor – SL, SD and AM</p> <p>Pupil Premium Governor – HM</p> <p>EYFS Governor – HM</p> <p>Sports Governor – SL</p> <p>PSFA Link Governors – SL & HM</p> <p>Governors were thanked for their continued support in the above roles.</p>		
<p>10. Review of Committee Members and Election of Chair</p> <p>The following governors requested to stay or join the following Committees:</p> <p><u>Admission Committee</u> Carmela Puccio, Sally Curtis, Savio Luis, Elizabeth King, Ursula Dike (Chair).</p> <p><u>Complaints Committee</u> Will be formed as and when needed.</p> <p><u>Curriculum Committee</u> Carmela Puccio, Sally Curtis, Hayley Merry (Chair), Elizabeth King, Marie Stewart, Steve Davidson, Shiana Monteiro, Andrew Peck, Amy Coleman, Ryan Moore.</p> <p><u>Finance & Personnel Committee (restricted to 5)</u> Carmela Puccio, Sally Curtis, Alan Middleton (Chair), Hayley Merry (Clerk), Savio Luis, Godfrey Nooha, Elizabeth King.</p>		



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Item.	Person Responsible	Completion Date
<p><u>Headteacher’s Performance Appraisal</u> Elizabeth King, Hayley Merry, Savio Luis.</p> <p><u>Health, Safety & Premises Committee</u> Carmela Puccio, Savio Luis (Chair), Steve Davidson, Amy Coleman, Alan Middleton (Paul Ryan).</p> <p><u>Safeguarding</u> Amy Coleman, Godfrey Nooha, Steve Davidson, Andrew Peck, Sally Curtis, Carmela Puccio</p> <p>Training available to governors to help develop their role will be discussed at the first meeting of each committee.</p> <p>Governors were thanked for their support in the above committees. Governors were also reminded that they could attend any committee meeting (by advising MStr beforehand).</p>		
<p>11. Terms of Reference</p> <p>Admissions – approved Curriculum – approved F and P – Approved Hayley Merry appointed clerk H and S – Approved Safeguarding – approved Complaints – Approved Headteachers performance appraisal – Approved</p>		
<p>12. Policies for approval</p> <p>Child protection – approved</p> <p>ACTION</p> <ul style="list-style-type: none"> • Upload to website 	CP	Immediate



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<p>13. AOB It was mentioned that the PSFA will be holding a coffee morning on 26/9/2025 at 8.45am. SL and HM were invited as link Governors.</p> <p>CP mentioned that she is now invited to all Academy meetings as we move forward with our process of becoming an Academy.</p>		

The meeting closed at 6.40pm.

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

Date