



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Full Governing Body 26th November 2025**

Attendees: Amy Coleman (AC) Sally Curtis (SC) Steve Davidson (SD) Ursula Dike (UD) Elizabeth King (EK), Savio Luis (SL) Hayley Merry (HM) Alan Middleton (AM) Shiana Monteiro (SM) Ryan Moore (RM) Godfrey Nooha (GN) Andrew Peck (AP) Carmela Puccio (CP) Marie Stewart (MS)

Chair: Elizabeth King (EK)
Clerk: Sally Curtis (SC)

The meeting commenced with the Opening Prayer

| | Person Resp. | Completion Date |
|---|---------------------|------------------------|
| 1. <u>Apologies for absence</u> Alan Middleton Ryan Moore Godfrey Nooha | | |
| 2. <u>Declaration of interest</u> None | | |
| 3. <u>AOB</u> None | | |



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| <p>4. <u>Minutes of meetings</u></p> <p>Minutes of Full Governing Body Meeting held on 10th September (EK)</p> <p>Reminder to governors to complete pecuniary interest declaration on GovernorHub.</p> <p>All other actions complete</p> <p align="center">Governors happy to approve minutes</p> <p>Committee minutes below for info only and will be approved at next committee meetings.</p> <p>Minutes of Admissions meeting held on 17th September (SC)</p> <p>Minutes of Admissions meeting held on 26th November (SC)</p> <p>Today's ranking meeting discussed and CP gave update on number of places allocated against each of our oversubscription criteria.</p> <p>Minutes of Curriculum meeting held on 24th September</p> <p>Minutes of Curriculum meeting held on 12th November</p> <p>Minutes of Health and Safety meeting held on 1st October</p> <p>Screening for the fence on the field is in hand and on order. CP talked through the lockdown procedure and reflected on the recent lockdown drill that took place in School</p> <p>Minutes of Finance and Personnel meeting held on 1st October</p> | | |



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| <p>5. <u>Policies for approval</u></p> <p>The below policies have been looked at and approved at committee level -</p> <ul style="list-style-type: none"> a. Admissions to School policy (Admissions) b. Admissions to Nursery policy (Admissions) c. Attendance policy (Curriculum) d. RE Policy (Curriculum) e. RSE Policy (Curriculum) f. Safer Recruitment Policy (F&P) g. Prevent Policy - New policy for approval h. Behaviour and self regulation Policy (F&P) i. Low level concerns policy (F&P) <p>Governors happy to approve</p> <p>ACTIONS Relevant policies to be updated on website Update Policy Schedule</p> | <p>CP SC</p> | <p>ASAP ASAP</p> |
| <p>6. <u>Safeguarding</u></p> <p>CP talked governors through the termly Safeguarding report to Governors which includes information on -</p> <ul style="list-style-type: none"> Whole school safeguarding arrangements Safeguarding individual children Attendance, managed moves and exclusions <p>SC talked Governors through the minutes of Safeguarding meeting with CP and the Safeguarding Monitoring schedule.</p> | | |



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| <p><u>7.Term Dates</u></p> <p>Governors were happy to approve the term dates for the next academic year. These will now be communicated to parents.</p> | | |
| <p><u>8 Headteachers Report to Governors</u></p> <p>CP talked Governors through the Headteachers report to Governors, answering questions and highlighting key information.</p> <p>Class sizes and recent inter admissions were discussed. Pupil Premium numbers have increased this year. A number of strategies are in place for our PP pupil, our Senco is working on our Pupil Premium Strategy and governor will be kept updated. SEN feedback was given Holy Communion feedback from HM was given</p> <p>Governors thanked CP for her work on this document</p> | | |
| <p><u>9. HTPA</u></p> <p>Staff left the room while EK feedback to governors on CP's HTPA which took place in September</p> | | |



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| <p><u>10. Academies Update</u></p> <p>Letter from Cardinal Nicholls available on GovernorHub</p> <p>Jackie McTait is working on our due diligence, this will be completed and submitted by the end of the week.</p> <p>CP is to meet on Friday with the director of education of the DoWat and the Academy Implementation Officer. CP is already attending the trust meetings in preparation for us becoming an academy. The timescale we are aiming for is to convert in Autumn 2026. As soon as more information is available it will be communicated to parents.</p> | | |



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| <p><u>11. Pupils Roles and Responsibilities</u></p> <p>AC fed back to governors events happening in school and the local area that pupils are involved in, including litter picking.</p> <p>The Eco committee have engaged with ‘Switch Off’ fortnight and have questioned the use of electricity in school.</p> <p>Pupils have expressed a wish to work more outside and have a sensory garden area, possibly where the flower beds in the Prayer Garden are. This led to a discussion with governors about funding to enable this - do we need wellies in school? Where would we store them? This was passed to the F&P committee for discussion and allocation of funds.</p> <p>A parent who runs a volunteer group for adults attended school to do a bird feeder workshop with the children this was very well received. She would possibly be able to co-ordinate planting of the sensory garden,</p> <p>The eco committee are keen to improve recycling in school.</p> <p>Governors wish to offer their thanks and appreciation to pupils.</p> <p>ACTION</p> <p>Add to F&P Committee agenda to discuss and allocate fund for the outside area.</p> | EK | Next F&P |
| <p><u>12. AOB</u></p> <p>None</p> | | |



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Meeting ended at 7:30pm