



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 12th September 2016**

Attendees: Sally Curtis (SaC), Sharna Jones (SJ), Jim Landers (JL), Savio Luis (SL), Hayley Merry (HM), Esther Okwuolisa (EO), Carmela Puccio (CP), Martina Volske (MV), Margret Ukah (MU), Jon White (JnW)

Chair: Sally Curtis
Clerk: Michelle La Sala (MLS)

Item.	Person Responsible	Completion Date
<p>1. Apologies for absence</p> <p>Matt Dranse, Peter Fuller and Karen Summers</p>		
<p>2. Declaration of Interest</p> <p>None declared.</p>		
<p>3. Any Other Business</p> <p>(i) Admissions Update (JnW) (ii) Faith Schools (JnW) (iii) Governor's Visits (SL)</p>		
<p>4. Minutes of the Full Governing Body Meeting held on 5th July 2016</p> <p>Governors were asked for any comments on the following pages:</p> <p>Page 1. A safeguarding course has been arranged for Karen Summers to attend on the 11th October 2016.</p> <p>SaC is waiting dates to be released for safer recruitment training.</p> <p>The Youth Leadership Team meeting was added to the diary in July 2016.</p> <p>Page 2. The Attendance Policy is an action on today's Agenda and will be discussed later at the meeting.</p>	<p>MLS</p> <p>SaC</p> <p>MLS</p> <p>JnW</p>	<p>Complete</p> <p>Ongoing</p> <p>Complete</p> <p>Complete</p>



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 12th September 2016**

Item.	Person Responsible	Completion Date
<p>Page 3. The Attendance Policy is an action on today's Agenda and will be discussed later at the meeting.</p>	JnW	Ongoing
<p>Page 4. No comments.</p>		
<p>Page 5. The role of a PHSE ambassador is on today's Agenda and will be discussed later in the meeting.</p>	SaC	Complete
<p>SaC shared with the Governing Body a list of abbreviations found in the HertsforLearning Governor's Induction Book. It was agreed to duplicate this list and add to it at each meeting with any new abbreviations that may be helpful to a new governor that will be included in an induction pack.</p>	FGB	Ongoing
<p>SaC thanked governors who had emailed a short biography to be included on the website. SaC will send an email to everyone to include the biographies whilst awaiting the remaining couple to be sent.</p>	SaC	Immediate
<p>Governors were reminded to send to HM any new ideas and/or suggestions regarding Heroic Lives for this academic year.</p>	FGB	Immediate
<p>Page 6. Terms of Reference will be uploaded once governors have chosen their committees.</p>	MLS	Immediate
<p>It was agreed that a short paragraph detailing the role and work of each committee should be added to the website and Governor Induction Pack.</p>	JnW / Chair of Committee	First meeting of committee
<p>Governors were reminded to make full use of their 'Clitherow' email account and check at least twice weekly.</p>	MLS	Closed
<p>Page 7. No comments.</p>		



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 12th September 2016**

Item.	Person Responsible	Completion Date
<p>Page 8. JnW confirmed the information held in his email to Governors last week regarding the TA position in Year 6.</p> <p>The minutes were passed as a true reflection of the meeting held on 5th July 2016.</p>		
<p>5. Register of Pecuniary Interest</p> <p>Members of the Governing Body were asked to record, any pecuniary interests held either personally or through a company, relative or partner. An 'interest' is a situation where a member of the governing body may be affected personally or financially, directly or indirectly, or in some other way by a decision made at a meeting where the governor is present.</p> <p>Governors were handed a Register of Pecuniary Interest form to complete. PF has signed his RPI form prior to this meeting. MD and KS will be sent their RPI Forms to complete.</p>	<p>MLS</p>	<p>Immediate</p>
<p>6. Review of Link Governors</p> <p>The following governors requested to be Link Governors for:</p> <p>RE Governor – Karen Summers SEND Governor – Jim Landers Health, Safety & Premises Governor – Peter Fuller Equalities / PSHE Governor – Karen Summers PHSE Ambassador Governor – Martina Volske Communication Governor – Savio Luis Child Protection / Safeguarding Governor – Sally Curtis Pupil Premium Governor – Hayley Merry EYFS Governors – Sharna Jones and Hayley Merry Sports Governor – Matt Dranse</p> <p>A Youth Leadership Team Governor will be nominated at the next Curriculum Committee Meeting.</p> <p>Governors were thanked for their support in the above roles.</p>		



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 12th September 2016**

Item.	Person Responsible	Completion Date
<p>7. Review of Committee Members The following governors requested to be Link Governors for:</p> <p><u>Admission Committee</u> Margaret Ukah, Hayley Merry, Sharna Jones, Esther Okwuolisa, Martina Volkse, Savio Luis, Matt Dranse, Sally Curtis, Carmela Puccio, Jon White</p> <p><u>Curriculum Committee</u> Margaret Ukah, Hayley Merry, Sharna Jones, Esther Okwuolisa, Martina Volkse, Savio Luis, Sally Curtis, Jim Landers, Karen Summers, Carmela Puccio, Jon White</p> <p><u>Health, Safety & Premises Committee</u> Peter Fuller, Savio Luis, Sally Curtis, Carmela Puccio, Jon White</p> <p><u>Finance & Personnel Committee</u> Matt Dranse, Hayley Merry, Esther Okwuolisa, Savio Luis, Jim Landers, Sally Curtis, Carmela Puccio, Jon White</p> <p><u>Headteacher's Performance Appraisal</u> Sally Curtis, Hayley Merry, Karen Summers</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 giving MLS one week's notice).</p>		
<p>8. Data Check for Governors</p>		



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 12th September 2016**

Item.	Person Responsible	Completion Date
<p>Governors were requested to check their details on the Governor's Database and initial approval or add any amendments. PF has confirmed his details prior to this meeting.</p> <p>MD and KS to check at next committee meeting.</p>	<p align="center">MLS</p>	<p align="center">Ongoing</p>
<p>9. Child Protection Policy</p> <p>The Governing Body made a decision during the last academic year to adopt the Local Authority's Child Protection Policy. There has been an update and governors were asked to consider these minor changes. The Designated Senior Person (DSP) or their Deputy should always be available regardless of what is happening in school. This has always been the case at school. The DSP and Deputy's names are detailed in the policy. Staff are requested to sign a form to confirm they have read and understood their responsibilities and implications detailed the Child Protection Policy. Staff will be given the form together with the policy and will be requested to return the form within a week. This will give staff time to raise any concerns or questions regarding the policy's contents with the DSP. The policy and form are to be updated annually.</p> <p>DSPs are requested to update their training annually (i.e., through accessing emails, online documentation or newsletters) along with updated training every 2 years.</p> <p>Full training for staff is to take place every 3 years alongside an annual update.</p> <p>The Governing Body agreed that the policy was easier to navigate and is set out clearer.</p> <p>This Policy will be looked at during a safeguarding meeting between SaC, CP and JnW this week (16/9/16).</p> <p>The Governing Body agreed to adopt this policy.</p> <p>The updated policy will be uploaded to the school website</p>	<p align="center">MLS</p>	<p align="center">Immediate</p>



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 12th September 2016**

Item.	Person Responsible	Completion Date
<p>10. Academies Update</p> <p>A consultation document was expected during the summer holidays. Unfortunately this has not been forthcoming. The consultation has been before the Education Commission and work was still being carried out on it. Schools will be told when the document is ready.</p> <p>The Diocese has included in its strategic plan for the year assistance for schools to convert to academy status between 2017-2020.</p> <p>The Governing Body will be informed as soon as information is received from the Diocese.</p> <p>This item will remain on future agendas.</p>		
<p>11. Attendance Update</p> <p>The school has a new attendance officer. JnW will be meeting with her shortly whereupon the paragraph regarding 'travellers' children' and walking to the nearest school will be discussed.</p> <p>JnW discussed with the attendance officer the time in which the school closes its register. The matter has arisen since teachers have been using the electronic register this term. This system has worked very well so far. JnW is able to see immediately which children are absent or late. MLS can carry out first day response and follow up attendance issues.</p> <p>A majority of children are in school at 8.45am. Currently with the attendance policy a child can register up until 9.10am and thereby miss up to 25 minutes of learning. The school wants to encourage excellent attendance and punctuality and show the value of work carried out during this time.</p> <p>The main gate is closed at 9am. JnW believed that the register should reflect this and proposed that the register is taken at 8.55am and close the register at 9am. This would mean teachers would not take the register after 9am. It would be saved at 9am and any child arriving after this time</p>		



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 12th September 2016**

Item.	Person Responsible	Completion Date
<p>will be recorded, along with the amount of minutes, as late with the reasoning or the approved authority of being late.</p> <p>This is the message we give to parents and it was agreed that the policy should reflect this.</p> <p>A consultation is not needed for this change. Parents would be sent an explanation as to the change and a date would be given when this would be implemented.</p> <p>It was suggested to start the paragraph that school officially starts at 8.50am and classroom doors open at 8.45am. 8.45am is considered a soft opening to help ease the congestion in the car park. This has worked well for both the children and teachers. <i>If there was a computer error, do you have a back-up plan? Teachers have a paper copy of their register.</i></p> <p>A discussion regarding fire evacuations and the availability of registers was discussed. Dinner registers are returned to classrooms after the dinners have been uploaded to the computer system and teachers will take this register out during a fire evacuation. The office will print a register at this time if accessible. A discussion regarding registers recorded on iPads was discussed and this may take place in the future.</p> <p>Governors were happy for JnW to take implement the changes.</p> <p style="color: red;">JnW to send the policy and explanation to parents and implement the policy the following Monday.</p> <p style="color: red;">The new policy will be uploaded to the website</p>	<p style="color: red; text-align: center;">JnW</p> <p style="color: red; text-align: center;">MLS</p>	<p style="color: red; text-align: center;">Immediate</p> <p style="color: red; text-align: center;">19/9/16</p>
<p>12. Outlook update</p> <p>MLS showed Governors the group section on their outlook emails:</p> <p>Conversation tab – emails can be sent and replied to when creating a new conversation ('email').</p>	<p style="color: red; text-align: center;">Governors</p>	<p style="color: red; text-align: center;">Immediate</p>



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 12th September 2016**

Item.	Person Responsible	Completion Date
<p>Governors were asked to 'like' or respond to emails on the 'conversation' tab.</p> <p>Calendar tab – this will list all important events at school and in relation to the Governing Body</p> <p>Files tab – this will hold in folders documents relating to the group's meetings.</p> <p>Notebook tab – notes can be made in here for agenda items.</p> <p>Governors were requested to see MLS if they needed any further assistance.</p>	<p>Governors</p>	<p>Ongoing</p>
<p>13. Any Other Business</p> <p>(i) Admission Update</p> <p>At the beginning of this academic year the school had two vacancies. One in Reception and one in Year 2. Both vacancies have been filled today.</p> <p>(ii) Faith Schools</p> <p>It has been recently announced by the government that the faith cap on Catholic schools will be lifted. Any new schools that are set up are only allowed to be an academy or a free school unless it is an independent school. Initially the government said that if a new school was to be a faith academy and it was going to be oversubscribed and then they could only fill up 50% of their places with the faith element. At the Bishops Conference it was agreed that they would not open any schools where there would be a diluted faith element if they were going to be Catholics that could not get into a faith school. Once Catholic children have places, then the school would be happy to open their places to people who supported the ethos of the school and want to be in that school of a non-Catholic background. The government has now agreed to relax this commitment. This opens the</p>		



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 12th September 2016**

Item.	Person Responsible	Completion Date
<p>possibility of new schools being opened where there is a need.</p> <p>(iii) Governors' Visits</p> <p>Governors were told that SHINE week would present an opportunity for visits in the Autumn Term.</p> <p>JnW to send Governors a list of dates for visits.</p>	<p>JnW</p>	<p>Immediate</p>

The meeting ended with a reflection on the Catholic community in Stevenage, our schools and families in particular our friends, pupils and colleagues at St Vincent de Paul School at their time of loss.

The meeting closed at 8pm.

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

Date 14/11/16