



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 14th November 2016**

Attendees: Sally Curtis (SaC), Matt Dranse (MD), Jim Landers (JL), Hayley Merry (HM), Esther Okwuolisa (EO), Carmela Puccio (CP), Constance Rega (CR), Karen Summers (KS), Margret Ukah (MU), Jon White (JnW)

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

	Person Resp.	Completion Date
<p>1. <u>Apologies for absence</u> Sharna Jones – the Governing Body congratulated Mr and Mrs Jones upon the birth of their daughter today.</p> <p>Savio Luis, Peter Fuller and Martina Volkse</p>		
<p>2. <u>Declaration of Interest</u> None declared</p>		
<p>3. <u>A.O.B. Notification</u> None declared</p>		
<p>4. <u>Minutes of Meetings</u></p> <p>a. <u>Full Governing Body meeting held on 12/9/16 and matters arising</u> SaC confirmed that there are 4 dates for safer recruitment training. The local session will take place on Wednesday, 1st March at 9.30am-4.30pm. Any governor wanting to attend the course should contact MLS.</p> <p>Book HM, MD and EO on the above course.</p> <p>The Attendance Policy has been amended and uploaded to the Website.</p> <p>Chairs of Committees are to submit a short paragraph detailing the duties of their committee to MLS for inclusion on the website.</p> <p>CR, MD and KS to complete their RPI Forms</p> <p>The Child Protection Policy has been uploaded to the</p>	<p>MLS</p> <p>MLS</p> <p>Chairs of Comm.</p> <p>MLS</p> <p>MLS</p>	<p>Immediate</p> <p>Complete</p> <p>Immediate</p> <p>Immediate</p> <p>Complete</p>



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 14th November 2016**

	Person Resp.	Completion Date
The Finance & Personnel Committee were thanked for their Minutes.		
<p>5. <u>Policies for approval</u> JnW informed the governing body that by implementing the Diocesan policies, the Diocese will support the school if needed.</p> <p>a. <u>Capability Policy and Procedures</u> HM enquired whether the footer is relevant to the Diocese. SaC replied that it is. The footer contains information regarding the update date.</p> <p style="color: red;">Add Statutory to the cover sheet.</p> <p>b. <u>Appraisal Policy and Procedures for Teaching Staff</u> A discussion was held regarding interim meetings and definition of companions.</p> <p style="color: red;">Add Statutory to the cover sheet.</p> <p style="color: red;">Ask Mike Pittendreigh of the Diocese if an 'Appraisal Appeal Policy' exists and if there was a problem with an appraisal, should this be dealt with under the Grievance Policy.</p> <p>c. <u>Appraisal Policy and Procedures for Support Staff</u> JL asked if the above policies named in (b) and (c) could be amalgamated. The Diocese maintains these policies separately as they may be updated at different times.</p> <p style="color: red;">Add Statutory to the cover sheet.</p> <p>d. <u>Disciplinary Policy and Procedures</u> Delete the highlighted words on page 10, 6.4.3 (a)</p> <p style="color: red;">Add Statutory to the cover sheet.</p> <p>e. <u>Sickness Absence Procedure</u> Change the review date to every 3 years</p> <p>The above policies were all agreed with amendments.</p>	<p style="color: red;">MLS</p> <p style="color: red;">MLS</p> <p style="color: red;">MLS JnW</p> <p style="color: red;">MLS</p> <p style="color: red;">MLS</p> <p style="color: red;">MLS</p> <p style="color: red;">MLS</p>	<p style="color: red;">Immediate</p>



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 14th November 2016**

	Person Resp.	Completion Date
<p>6. <u>Policies for Information</u> Complaints Policy - This is a Diocesan policy, which should be approved by the Governing Body.</p> <p>Add Statutory to the cover sheet.</p> <p>The policy was approved.</p>	MLS	Immediate
<p>7. <u>Terms of Reference</u> The Committees and the full governing body review the Terms of Reference annually.</p> <p>MD enquired whether the governing body should have terms of reference. SaC responded that the Instrument of Government sets out the terms in which the governing body act along with the Governor's Code of Conduct.</p> <p>a. <u>Admission Committee</u> Terms of Reference were discussed and approved.</p> <p>b. <u>Appeals Committee</u> Terms of Reference were discussed and approved.</p> <p>c. <u>Curriculum Committee</u> Delete "curriculum" on page 1 Change "draft plan" to read "draft School Plan"</p> <p>MD enquired whether No 11 should be on the HSP terms of reference rather than the curriculum. SaC responded that this has been discussed at the curriculum meeting and it was agreed that there was a cross over in duties and would therefore be included on both Terms of Reference.</p> <p>Terms of Reference were approved with above amendments.</p> <p>d. <u>Finance & Personnel Committee</u> Terms of Reference were discussed and approved.</p>	MLS	Immediate



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 14th November 2016**

	Person Resp.	Completion Date
<p>Under these Terms of Reference it was noted that Matt Dranse had been appointed as Clerk to these meetings (as detailed in 4(d) above).</p> <p>e. <u>Health, Safety & Premises Committee</u> Include No 11 from the Curriculum Terms of Reference to HSP's Term of Reference.</p> <p>Terms of Reference were approved with above amendments.</p> <p>f. <u>Pupil Discipline Committee</u> The governing body discussed exclusion training and agreed that an update would be beneficial.</p> <p>Arrange for Diocesan training to take place at the school.</p> <p>The Terms of Reference were approved.</p> <p>Add to each Term of Reference "To produce clear accurate minutes and report back to the Full Governing Body".</p> <p>Add to each Term of Reference points 6 and 7 from the F&P Terms of Reference.</p> <p>Each Terms of Reference once amended should be signed by the Chair of Governors.</p>	<p>MLS</p> <p>MLS</p> <p>MLS</p> <p>MLS</p>	<p>Ongoing</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p>
<p>8. <u>Headteacher's Report</u></p> <p>Typos to be made: Page 1: Children on Roll November 2016 Page 1: Delete NQT after Miss Rega's name</p> <p><u>Children on Roll</u> The school is full allocated. There are currently 40 children on the Waiting List.</p>		



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 14th November 2016**

	Person Resp.	Completion Date
<p><u>Pupil Premium (PP)</u> The school receives £1,320 for each child who has been registered for Free School Meals at some point during the past 6 years. PP funding is down significantly this year. Interventions have remained in place for specific children who require it. The F&P Committee is monitoring the budget in relation to this. Savings may have to be made elsewhere in the budget. A discussion was held regarding incentives for parents to apply for Free School Meals in KS1. The school's PP is significantly lower than the national percentage. Last year the government introduced EYFS PP that is worth £300 per child. So far we have not had any successful applications.</p> <p>Write to parents explaining the advantages of PP funding.</p> <p>It was agreed to make this a focus point at the next parent consultation evening highlighting the positive outcomes of PP funding.</p> <p><u>Attendance</u> Governors compared attendance data during three terms over three academic years. A discussion was held regarding parents taking their children out of school for holidays during term times even if the holiday has not been agreed.</p> <p>Unauthorised absence in relation to lateness was discussed. Since recording the lateness in minutes from September 2016, 1200 minutes have been missed by children being late. When pupils arrive late it disrupts the class and they also miss out on early learning work.</p> <p>This will be reflected in future data and school reports.</p> <p>The benefits of an automated signing in system were discussed in particular with regard to safeguarding and office hours saved with the data (late book, medical appointments book which all have to be added to the system).</p> <p><u>Behaviour and Exclusions</u> No exclusions since September 2016.</p>	<p>SaC JnW JnW/CP /HM</p>	<p>Immediate March 17</p>



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 14th November 2016**

	Person Resp.	Completion Date
<p><u>Pupil awards</u> There have been 9 postcards sent home since September 2016 and 75 Headteacher awards given.</p> <p><u>Bullying and Racist Incidents</u> No bullying or racial incidents recorded. The school is accurately monitoring incidents and they have been resolved. SHINE week raised awareness with regard to tolerance, understanding, uniqueness and individuality.</p> <p><u>Special Educational Needs</u> There are a growing number of Statements and Educational Health Care Plans for a school of this size. The governing body congratulated EO for completing her Level 5 Certificate in SPLD. Intervention strategies and their benefits were discussed.</p> <p><u>Child Protection</u> Karen Briscoe will be undertaking training as a Designated Deputy Person so that all members of the SLT are trained.</p> <p><u>Staffing Update</u> Mrs Mather has now returned from maternity leave. Miss Jones has joined Nursery and Mr Kilbey has joined Year 6 as teaching assistants. Karen Edmonds has recently left for a change of career direction.</p> <p><u>Outreach work</u> In the summer, JnW, CP and SaC delivered a presentation at a 'Champion for Excellence' course run by HertsforLearning. Their focus was outstanding leadership. Leadership through effective governance was an important strand. The school continues to work with another Catholic school in the Diocese.</p> <p><u>Standards</u> A Standards Visit is due next week and the results of this will be reported back to the governing body.</p> <p>A discussion was held regarding RAISEonline data. This will be looked at during the next Curriculum committee meeting.</p>		



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 14th November 2016**

	Person Resp.	Completion Date
<p><u>Capital Projects – priorities</u> The new intruder alarm has been fitted and is working well. Interactive screens have been fitted in KS1 and KS2 over the summer. The school hopes to be able to install the boards in EYFS and a mobile one in the hall by the end of the academic year.</p> <p>An LCVAP bid for toilet refurbishment has been applied for.</p> <p>The heating system has caused problems this term. It is likely that two pumps and an electronic board may need replacing. JnW is awaiting quotes.</p> <p><u>Catholic life of the school</u> CP expressed that the Inset day with local Catholic schools was very instructive. The guest speakers were very enthusiastic and motivating.</p> <p><u>SHINE week</u> JnW explained the objectives of the week and the focuses for each day. It was a fantastic week shared with the school’s community in celebrating its diversity and building relationships. The week helped children understand more about the people in their community (ie, other classes, families, neighbours etc). The children focused on what makes them important and special. The school had a number of visitors: Father Michael, Amanda Crowley (Deputy Director of Education, Diocese of Westminster), Deacon Brian and over 150 parents.</p> <p>Year 6 attended St Hilda’s Church for Mass.</p> <p>The school’s blog had 250 visitors over the week with 5,000 hits to different links over the week. These visitors ranged from the UK, France, Korea, USA, Poland and Italy, possibly with extended family of pupils taking an interest.</p> <p>Governors were encouraged to decorate a ‘wooden heart’ to hang on the SHINE tree.</p> <p>The governing body thanked JnW for his detailed report and clarifications.</p>		



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 14th November 2016**

	Person Resp.	Completion Date
<p>9. <u>Youth Leadership Team Minutes</u> The members had been selected and have had their first meeting. The latest Minutes were tabled. The next meeting will take place on 15th November. The YLT were thanked for their Minutes.</p> <p>Notify HM and MD of future YLT meeting dates</p>	CP/MLS	Immediate
<p>10. <u>Deanery Meeting Minutes held on 11/10/16</u> Deanery meetings take place twice a year. The Minutes were for governors' information.</p>		
<p>11. <u>Deanery INSET day feedback</u> Discussed during item 8 above.</p>		
<p>12. <u>Headteacher's Performance Appraisal</u> All members of staff were asked to leave the meeting whilst the Headteacher's performance appraisal was discussed. This has been recorded in Part 2 Minutes.</p>		
<p>13. <u>End of term early school closure</u> This has been discussed at a curriculum meeting and it was agreed that it should be discussed further at a full governing meeting.</p> <p>JnW drew the governing body's attention to the proposed 17/18 term dates for the school. Herts County Council has changed the setting of dates this year. A discussion was held regarding the changes. Where possible the school dates correspond with JHN's beginning and end of term dates.</p> <p>Early finishing times for the end of terms were discussed. JnW will write to parents explaining the reasons for the early finishing time. This would start at the end of Easter Term 2017.</p> <p>Term dates for 2017/2018 were agreed. Early finishing times for end of terms starting from Easter Term 2017 were agreed. JnW to write to parents regarding early finishing times and 2017/2018 academic dates.</p>	JnW	Autumn Term 2016



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 14th November 2016**

	Person Resp.	Completion Date
<p>14. <u>School Plan</u> This is a working document, which will be annotated during the academic year. The Plan is set out to be strategic and objective driven rather than operational. Each committee reviews the plan at their meetings. Any future spending would have its own action plan.</p> <p>Add the 5-year financial plan to the end of the document.</p> <p>The governing body thanked CP for her input.</p>	CP	Immediate
<p>15. <u>SHINE week feedback</u> Discussed during item 8 above.</p>		
<p>16. <u>Safeguarding update</u> JnW and SaC continue to meet up to discuss any safeguarding issues. A safeguarding walk has been arranged for this term at which CP will also join JnW and SaC. HM declared she would be happy to join safeguarding meetings.</p>		
<p>17. <u>Academies Update</u> JnW shared two documents with the governing body being (1) Academy Policy statement and (2) FAQs Briefing 30th October 2016. JnW explained that academies were likely to be set up as geographic groups of schools with up to 10,000 pupils in the Trust. The Trust will be the employer of all staff. The Diocese will offer certain services and any financial risks should not affect the schools in the Trust. The Watford deanery will convert first.</p> <p>Governors were encouraged to see the Academies agenda as a positive move to protect Catholic Education for future generations. Financial benefits relate to capital works. This year £4million was shared between Diocesan schools for LCVAP work. As academies this would have been £4billion! JnW and SaC have been invited to attend the launch of the Academy Policy Strategy and Development Programme for the Diocese on Thursday, 1st December. His Eminence Cardinal Vincent Nichols will be attending. Bishop Wilson, Chair of the Education Commission, Headteacher and Foundation Governor from the Diocesan's current Academy schools will also be in attendance. It will be an opportunity for all schools to see how</p>		



**St Margaret Clitherow Roman Catholic Primary School
Minutes of the Governing Body dated 14th November 2016**

	Person Resp.	Completion Date
and why the families of schools have been arranged in the way they have and their opportunities. An academies committee meeting was scheduled for Monday, 5 th December at 5.30pm so that JnW and SaC can report back after their meeting on the 1 st December.		
18. Governor Items Governors were reminded of training courses available and requested to contact MLS if they required booking on a course.		

The meeting finished at 9.10pm

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

Date 18/01/2017