



# ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, EXMOUTH

## Minutes of the Local Governing Body



### Meeting 106 – Part 1 Minutes

Date/Time	3 February 2022, 1pm	Location		Online (zoom)	
Attendees	Initials		Attendees	Initials	
Nicola Taylor-Bashford	NTB	Headteacher	Saskia Hallett	SH	Parent Governor
Lynn Cook	LC	Foundation Governor	Rebecca Lloyd	RL	Foundation Governor
Nicola Dustan	ND	Foundation Governor	Clive Pearcey	CP	Co-opted Governor
Karen Garraway	KG	Parent Governor	Kate Sillars	KS	Foundation Governor

Apologies	Initials	

Absent without Apology	Initials	

In Attendance	Initials		Minutes to
Samantha Owens	SO	Teacher / English Lead	Fr Philip
Iris Reiss-Golumbeck	IRG	Clerk	All members of LGB
			All in attendance
			Senior School Administrator
			Central Services, Plymouth CAST via GovernorHub

### Summary of Decisions

- Part 1 minutes of 2 December 2021 were proposed, seconded and agreed as a true record by all present.
- "Mental Health & Wellbeing" will be put as item on every agenda for future LGB meetings.
- ND appointed as nominated governor to meet with the designated teacher for looked after children (according to Policy for the Education of Looked After Children in Schools, Dec. 2021).
- LGB approved the following policy: Education of Looked After Children in Schools (Dec. 2021)
- LGB adopted the following CAST policies and procedures: Exclusion (Oct. 2021), Complaints, Governor Induction and Medical Conditions.

### Summary of Actions

- KS to organise meeting between herself in her role as "Parent & Community" lead with ND and NTB to review and monitor the culture of Safeguarding in the school.
- Clerk to file Note of Visit template on *GovernorHub*.
- SH in her role as "Curriculum" lead to meet with LC and NTB to look at the SIP (School Improvement Plan).
- Governors to sign updated Code of Conduct.

	Agenda	Led by
1	Chair's Welcome and Opening prayer	Chair
2	Apologies for absence and confirmation of quorum	Chair
3	Declaration of any (business) interests relevant to the meeting agenda	Chair
4	Leadership Report I: English Update	SO
5	Minutes of previous LGB meeting 2 December 2021	Clerk
6	Actions from previous meetings	Clerk
7	Governance updates	Chair/Clerk/Lead Governors
8	Leadership report II	NTB
9	Policies	Chair/Clerk
10	Date of next LGB meeting	Chair

Meeting ended 3:30pm