



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, EXMOUTH

Minutes of the Local Governing Body



Meeting 104 – Part 1 Minutes

Date/Time	21 October 2021, 6pm	Location		Staff Room	
Attendees	Initials		Attendees	Initials	
Nicola Taylor-Bashford	NTB	Headteacher	Rebecca Lloyd	RL	Foundation Governor
Paul Byron	PB	Foundation Governor	Clive Pearcey	CP	Co-opted Governor
Lynn Cook	LC	Foundation Governor	Kate Sillars	KS	Foundation Governor
Saskia Hallett	SH	Parent Governor			

Apologies	Initials	
Nicola Dustan	ND	Foundation Governor
Karen Garraway	KG	Parent Governor

Absent without Apology	Initials

In Attendance	Initials		Minutes to
Neil Maslen	NM	CAST ESM	Fr Philip
Chantelle Robertson	CR	Teacher / Maths lead	All members of LGB
Iris Reiss-Golumbeck	IRG	Clerk	All in attendance
			Senior School Administrator
			Central Services, Plymouth CAST via GovernorHub

Summary of Decisions

- Part 1 minutes of 14 September 2021 were proposed, seconded and agreed as a true record by all present.
- Part 2 minutes of 18 May 2021 were proposed, seconded and agreed as a true record by all present.
- LGB approved the following policies: Curriculum (Sept. 2021)
- LGB adopted the following CAST policies and procedures: SEND (version 3; June 2021); TOIL (Time off in lieu) (version 1.0, June 2021).

Summary of Actions

- Clerk to clarify if annual return booklets need to be signed.
- NTB and CP (Health & Safety governor lead) to discuss Security review.
- PB to evaluate data from Skills audit until next LGB meeting (2 Dec. 2021).
- Clerk to email governors about upcoming CAST and Diocese governor training events.
- Governors to update their profiles on the website.

	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	Introduction CAST Education & Standards Manager	NM
5	Leadership report I: Maths Update	CR
6	Minutes of previous LGB meetings 14 September 2021	Chair
7	Actions from previous meetings	Chair
8	Policies	Chair/Clerk
9	Leadership report II	NTB
10	Governance updates	Chair/Clerk
11	Date of next LGB meeting	Chair

Meeting ended 8:05pm