



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, EXMOUTH

Minutes of the Local Governing Body



Online Meeting 103 – Part 1 Minutes

Date/Time	14 September 2021, 1pm	Location		Online	
Attendees	Initials		Attendees	Initials	
Nicola Taylor-Bashford	NTB	Headteacher	Saskia Hallett	SH	Parent Governor
Paul Byron	PB	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	
Lynn Cook	LC	Foundation Governor

Absent without Apology	Initials

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

Summary of Decisions

- Local Governing Board (LGB) elected LC as Chair of Governors and ND as Vice-Chair of Governors for 2021/22.
- LGB appointed and approved governor leads (Catholic Life & RE; Safeguarding & Pupil Welfare; Health & Safety, Premises and School Council; SEND; Statutory Funding; EYFS and Curriculum).
- LBG appointed and approved governor links for classes.
- Part 1 minutes of 7 July 2021 were proposed, seconded and agreed as a true record by all present.
- LGB approved the following policies: Behaviour (Sept. 2021); Attendance (Sept. 2021); Educational Visits and Outdoor Activities (2021-2023); Remote Education (Sept. 2021)
- LGB adopted the following CAST policies and procedures: Governor Visits to School – Primary (Feb. 2020) incl. checklists.

Summary of Actions

- Governors to confirm declarations in *GovernorHub*.
- Governors to sign annual return booklet at next face-to-face meeting in school (21/10/2021).
- LGB to approve Part 2 minutes of LGB meeting 18th May 2021 at next face-to-face meeting (21/10/2021).
- Clerk to confirm with LC about her lead/link governor roles.
- Clerk to collate information received from governors in skills audit and compile in one document.
- Governors to sign up for training sessions during 2021/22 offered by the Diocesan Education Service.
- Governors to record all completed training on *GovernorHub*.
- Schedule of Accountability: Governors to focus on the main checklists for their area and provide termly evidence in the same format than last year.
- NTB and CP (Health & Safety governor lead) to discuss Security review.
- Governors to complete the online refresher courses for Child Protection, PREVENT and Child Sexual Exploitation as soon as possible and email NTB and clerk the certificates.



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	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	Minutes of previous LGB meetings 7 July 2021	Chair
5	Actions from previous meetings	Chair
6	Election of Chair & Vice-Chair, Appointment of Lead Governors	Clerk
7	Governance updates	Chair/Clerk
8	Leadership report	NTB
9	Policies	Chair/Clerk
10	Date of next LGB meeting	Chair

Meeting ended 2:45pm