



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL, EXMOUTH

Minutes of the Local Governing Body



Meeting 105 – Part 1 Minutes

Date/Time	2 December 2021, 1pm	Location		Online (zoom)	
Attendees	Initials		Attendees	Initials	
Lynn Cook	LC	Foundation Governor	Rebecca Lloyd	RL	Foundation Governor
Nicola Dustan	ND	Foundation Governor	Clive Pearcey	CP	Co-opted Governor
Saskia Hallett	SH	Parent Governor	Kate Sillars	KS	Foundation Governor

Apologies	Initials	
Karen Garraway	KG	Parent Governor
Nicola Taylor-Bashford	NTB	Headteacher

Absent without Apology	Initials	

In Attendance	Initials	
Paul Byron	PB	Foundation Governor until 28 th Nov. 2021
Iris Reiss-Golumbeck	IRG	Clerk

Minutes to
Fr Philip
All members of LGB
All in attendance
Senior School Administrator
Central Services, Plymouth CAST via GovernorHub

Summary of Decisions

- Part 1 minutes of 21 October 2021 were proposed, seconded and agreed as a true record by all present.
- Governor links to subject leads will be aligned with class links.
- Governor Action Plan / Tasks 2021-22 was confirmed.
- Seven governor lead roles as defined in Schedule of Accountability have been finalised and confirmed.
- LGB adopted the following CAST policy: Governor Visits (Oct. 2021).

Summary of Actions

- NTB and CP (Health & Safety governor lead) to discuss Security review.
- Clerk to update governor profile PB on the website.
- Notes from Chair meeting (29th Nov. 2021) to be filed on *GovernorHub*.
- Chair will prepare list of subjects, lead governor and class links and circulate to all governors.
- Governor action plan/tasks will be emailed to all governors and filed on *GovernorHub*.
- Governors to fill out visit forms retrospectively for meetings/talks etc. that have happened in autumn term. Governors to regularly fill out visit forms in the future.
- LC to do Central Record Check for the autumn on behalf of ND.
- Chair and clerk to liaise and organise for Christmas messages to be sent to parents/carers and staff on behalf of governors.

	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 meeting 21 October 2021	Chair
5	Actions from previous meetings	Chair
6	Governance updates	Chair/Clerk/Lead Governors
7	Leadership report	Clerk (provided by NTB)
8	Policies	Chair/Clerk
9	Date of next LGB meeting	Chair

Meeting ended 3:05pm