

Our Lady of Lourdes Catholic Primary School

Minutes of a meeting of the Full Governing Body held on Thursday 2 May 6.30pm

The three core strategic functions of the Governing Body:

- a. Ensuring clarity of vision, ethos and strategic direction
- b. Holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff
- c. Overseeing the financial performance of the school and making sure its money is well spent

In this meeting governors will be mindful of equalities issues in all agenda items

Present: Pier Anscombe, Sandra Hogan, Clive Müdd, Adrienne Nnadi, Giulia de Rosa (Chair), Peter Tierney, Ian Watson, Lara Williams

Apologies: Paul Beverton (Headteacher), Noreen Buckley, Mel Fane, Dee Simson, Helen Snow

Not present: Zouhour Robinson-Zaabar

Quorum: Seven governors. Eight governors were present. The meeting was quorate throughout.

Minutes signed by: _____ Agreed on: _____

1.	<p>Welcome</p> <p><i>1.1 Prayers</i></p> <p>The chair opened the meeting with Hail Mary.</p> <p><i>1.2 To consider Apologies for Absence</i></p> <p>Apologies were received and accepted from Paul Beverton, Noreen Buckley, Mel Fane, Dee Simson and Helen Snow. No apologies were received and therefore not accepted from Zouhour Robinson-Zaabar.</p> <p><i>1.3 Declaration of business interests or interests of loyalty in agenda items</i></p> <p>None.</p> <p><i>1.4 Introduction to the purpose of this meeting</i></p> <p>The chair explained that, due to the resignation of the Headteacher, this must now be communicated to the parents, and the letter should be agreed at this meeting.</p> <p>A Governors' Briefing by the LA and the Diocese for next steps in recruiting will be held on 16 May, to ensure governors follow the legal process.</p>	Actions
2.	<p>Resignation</p> <p><i>2.1 To discuss and agree draft letter to stakeholders</i></p> <p>The Chair had prepared a draft, which governors considered and amended accordingly.</p> <p>Although this would not be explicitly mentioned in the letter, the Chair agreed to be available to answer any questions parents may have.</p> <p>In the case of the vacancy not being filled for September, the Strategic Group had considered that the Deputy Headteacher will be Acting Headteacher, and the INCO be Acting Deputy Headteacher, supported by the EYFS lead during her absence. Although the governors agree to this in principle, they would</p>	

	<p>like this to be subject to governors' conversation with the two staff members. It was agreed that the chair should speak with them informally.</p>	
3.	<p>Strategic Discussion <u>3.1 To finalise School Development Plan</u> Final point was agreed and added: "We encourage all in our school community to listen and care for each other and to be a happy family who celebrate difference in our community." <u>3.2 To approve School Development Plan</u> The School Development Plan was unanimously approved.</p>	
4.	<p>Recruitment – next steps <u>4.1 To understand the purpose of the forthcoming Briefing meeting with LA and Diocese</u> Governors were asked to consider any questions they would like to have answered at the Briefing Meeting. One suggested question was whether the governing body will pay relocation expenses if recruiting someone from another part of the country. The Chair will in the meantime ask the Diocese which responsibilities in connection with recruitment lie with FGB and which with the recruitment panel. <u>4.2 To discuss possible composition of Selection Panel (number, diversity, skills, training) – to be appointed at next meeting (Briefing Meeting with LA and Diocese)</u> Some governors have already expressed an interest (Giulia, Adrienne, Mel and Sandra). As all are female, to ensure diversity on the panel, male members of the governing body were invited to consider whether they could be involved. Peter and Ian expressed an interest. <u>4.3 To agree what budget is available for recruitment (budget says £500 for staff advertising)</u> Governors discussed where the vacancy was likely to be advertised. There are a number of cost free options, both locally and nationally. The Catholic Teachers Gazette was also considered, but cost may be prohibitive, if the advert was to run over several weeks. <u>4.4 To discuss any other questions/comments</u> None.</p>	
5.	<p>End</p> <ul style="list-style-type: none"> • <u>Prayers</u> <p>Giulia closed the meeting in prayer.</p>	