



Ladbroke JMI School
Minutes of Full Governing Body Meeting
Thursday 14th September 2023 at 7.15pm

Attendees:

Debbie Bedford (DB); Claire Brazil (CB); Alex Corke (AC); Donna Corke (DC); Phil Cunningham – CoG (PC); Jaime De Verteuil (JDV); Kevin Dobson (KD); Jon Mackley (JM); Tracey Webster – Head (TW)

Apologies:

Mark Turner (MT);

In Attendance:

Nicola Thrussell – Clerk (NT)

Item	Description	Action
1. 1.1	Apologies for Absence & PC Welcomed all. There was one apology for absence which was approved.	
2. 2.1 2.2	Appointment of Chair and Vice-Chair of Governors PC happy to remain as Chair of Governors, a role he has been in for ten years. Unanimously approved. JM happy to continue as Vice-Chair. Unanimously approved.	
3. 3.1	Declaration of Interests There were no Declarations of Interests.	
4. 4.1	Notification of Any Other Business Staffing Update – See Item 12.	
5. 5.1 5.2	Governor Declarations and GovernorHub Governor Declaration Forms were signed and handed in. All governors reminded to complete their Declarations within their personal profiles on GovernorHub. NT to check Governor Term of Office dates on GovernorHub to ensure all Governors are able to review their profiles.	Action All Action NT
6. 6.1	Minutes of the Meeting Held on 6th July 2023 Accepted and signed as accurate.	
7. 7.1 7.2 7.3 7.4 7.5	Matters Arising 6th July Item 5.3 - Governor Visits. All Governors asked to pencil in date for one visit this term and reminded there is a guidance proforma available for their use to complete their visit reports. Item 7 - Lettings. Ongoing There are a number of updates that will be made on the website in the coming days, including Lettings. Item 11.3 - Accessibility Plan – As Lettings above. Item 13 - Term Dates. All now on the website including provisional dates for 2024/25. Item 14 - Governor Letter. Completed.	Action All Action TW Action TW

<p>8. 8.1</p>	<p>Confidential Part 2 Minutes of the Meeting Held on 6th July 2023 Accepted and signed as accurate.</p>	
<p>9. 9.1 9.2 9.3 9.4 9.5 9.6 9.7 9.8</p>	<p>Governing Body Committee Update and Committee Terms of Reference As noted at the last meeting Lesley Gawen (LG) has stood down from the Governing Body. Mrs Sara-Jane Tiramani (SJT) has expressed an interest in becoming a co-opted governor, potentially replacing LG. All governors happy for this appointment. TW will contact SJT. Committee membership will remain the same as last year with potential for SJT to take LGs position on the Resources Committee should she become a governor, as this will fit in well with her strengths and experience. MT and GH will undertake the Headteacher’s Performance Management which has been scheduled for the afternoon of 12th December 2023. Unanimously Approved. AC, GH, JM and MT are exclusion Governors with AC booked on training. KD to take on role of Safeguarding Governor. All Governor Subject Links to remain the same as last year with JDV taking on RE which was previously LGs subject. Governors were advised that there had been some teacher changes to Subject Leadership. All governors happy with the existing Terms of Reference. Unanimously Approved.</p>	<p>Action TW Action AC</p>
<p>10. 10.1 10.2</p>	<p>Safeguarding All governors have read KCSIE and signed declaration. All Governors reminded to update GovernorHub with their KCSIE declaration.</p>	<p>Action All</p>
<p>11. 11.1 11.2 11.3 11.4 11.5 11.6 11.7 11.8</p>	<p>Staffing Update TW updated governors. One teacher will be leaving at the end of this term as their husband has taken a job out of the area meaning she will be moving away. There is potential that a current part-time teacher may go back to full-time teaching which will cover this role. There are vacancies for Teaching Assistants (TAs). There are a number of children with EHCPs including three in the Year 6 class and a new child in Year 5 creating a greater need for TAs. There are three applications for other EHCPs being submitted. DC has stepped in to support and there are interviews next week. There is also a TA on long term sick (at least six weeks) having recently had surgery. The surgery was due to be done over the summer but was cancelled due to NHS strike action. The SENCO is also on long-term sick leaving TW to cover the role. There are also MSA vacancies for two members of staff who left at the end of last term. There have been a number of Fair Access requests from County with one Managed Move last year. The new Year 2 and 4 teachers have made a very good start.</p>	

12	Dates of Next Meetings	
12.1	<ul style="list-style-type: none"> • FGB Meetings: 7th December 2023; 7th March 2024; 16th May 2024 (Budget Ratification 8pm); 4th July 2024 	
12.2	<ul style="list-style-type: none"> • Resources Meetings: 19th October 2023; 1st February 2024; 13th June 2024 	
12.3	<ul style="list-style-type: none"> • SIC Meetings: 23rd November 2023; 11th January 2024; 25th April 2024 	

The Meeting closed at 8pm.