



**Full Governing Body Meeting  
9 September 2021 – 7.15 pm  
Held at Ladbroke JMI School  
Minutes**

**Present:** Mrs D Bedford, Mrs C Brazil, Mr A Corke, Mrs D Corke, Mrs L Gawen, Mr G Huntley, Mr J Mackley, Mr M Turner, Miss T Webster (Head)  
**Apologies:** Mr P Cunningham, Mr K Dobson,  
**Absent:**  
**In Attendance:** Mrs S Tiramani (Clerk)

No.	Item	Action
1.	<b>Welcome and sign in and Apologies for Absence.</b> Apologies for absence were received and approved from Mr P Cunningham and Mr K Dobson.	<b>Apologies approved</b>
2.	<b>Appointment of Chair and Vice Chair</b> <ul style="list-style-type: none"> <li>• PC unanimously elected Chair.</li> <li>• JM unanimously elected Vice Chair.</li> </ul>	
3.	<b>Reminder of conflict of interest/confidentiality</b> No conflicts arose during the course of the meeting.	
4.	<b>Notification of Any Other Business</b> a) A prior Governor (raised by LG)	
5. 5.1  5.2  5.3	<b>Governor Checks/Pecuniary Interests and Dates</b> The Clerk asked Governors to go on to GovernorHub to update and confirm their Pecuniary/Business Interests.  Governor details were circulated and amended by Governors as appropriate.  Discussion was had regarding meetings being held on a Thursday and it was noted that there may be some clashes for Governors due to their children now attending different schools.  <b>Agreed</b> Meetings to remain on a Thursday, but Governors to mention if there is a continued clash for them in attending.	Pecuniary Interests to be updated and confirmed on GovernorHub <b>Action: All</b>
6.	<b>Approval of the Minutes of the previous meeting on 1 July 2021.</b>  The Minutes of 1 July 2021 were agreed as a true and accurate record.	<b>Minutes approved</b>
7.  7.1	<b>Matters Arising not on tonight’s agenda</b>  <i>Minute 5.1 Safeguarding Training Completion – GH to complete</i> Outstanding for GH. TW advised that she is looking into staff training with an outside company (an online training course). One that she is looking at also has a Governor module. TW to provide further details in due course. LG stated that she would be interested in a Safeguarding Governor module if they had one.	<b>Outstanding Action: GH</b> Further details of outside co. training to be given <b>Action: TW</b>

<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p><b>Minute 5.5 – Clerk to upload GREAT Pathway training details</b> Uploaded to GovernorHub.</p> <p><b>Minute 5.6 Safeguarding Training – LG to send details of training completed to the Clerk</b> Outstanding.</p> <p><b>Minute 10.1 Comments on Governors’ Letter to Parents to be sent to PC by 8/7/21</b> Actioned. TW to check if on the website.</p> <p><b>Minute 10.3 Staff to attend School Improvement Committee</b> Ongoing.</p> <p><b>Minute 11.6 Gaps in training – training to be undertaken by all. Clerk to check online courses.</b> Outstanding. Governors were asked to look at training on GovernorHub. DB advised that she was booked on an exclusions course in October.</p>	<p><b>Actioned</b></p> <p><b>Outstanding</b> <b>Action: LG</b></p> <p><b>Actioned</b> TW to check if on website <b>Action: TW</b></p> <p><b>Ongoing</b></p> <p><b>Outstanding</b> <b>Action: All</b></p>
<p>8.</p> <p>8.1</p> <p>8.2</p>	<p><b>Governing Body Committee Update</b></p> <p>The Clerk reminded Governors that at their previous meeting in July they had discussed appointing JM as a Co-opted Governor at the end of his current term as a Parent Governor and that DB be appointed Local Authority Governor for another term, and that these needed formal approval. There would then be a Parent Governor vacancy.</p> <p><b>Agreed</b></p> <ul style="list-style-type: none"> <li>• JM appointed as a Co-opted Governor with effect from 9 October 2021</li> <li>• DB appointed LA Governor with effect from 16 October 2021.</li> <li>• TW be to advertise Parent Governor vacancy stating that this will be from 9 October 2021.</li> </ul> <p><b>Review of Committees</b></p> <p>The Clerk advised that she had asked KD to let her know which Committee(s) he wished to sit on. Governors reviewed the membership of each committee and membership was agreed as follows:</p> <ul style="list-style-type: none"> <li>• Resources – AC, PC, LG, GH, JM, MT (AC chair)</li> <li>• School Improvement – DB, CB, DC, PC, JM, MT (MT chair)</li> <li>• Staff Grievance – AC, PC, LG, MT, DB, JM</li> <li>• HT Performance Mgmt. – MT, DB - TW ran through the HT’s Performance Management process for DB’s information.</li> <li>• Pupil Discipline – AC, LG, GH, MT, DB, JM, PC– All Governors to ensure they are trained ASAP</li> </ul> <p>It was noted that there may be a conflict of interest for some Governors on the Staff Grievance/Pupil Discipline Committees, depending on the individuals involved, and that this would be taken into account when forming a panel.</p>	<p><b>JM appointed</b> <b>Co-opted</b> <b>Governor</b></p> <p><b>DB appointed</b> <b>LA Governor</b></p> <p>Parent Governor vacancy to be advertised <b>Action: TW</b></p>

<p><b>8.3</b></p> <p><b>8.4</b></p> <p><b>8.5</b></p>	<p><b>Link Governors</b></p> <ul style="list-style-type: none"> <li>• Safeguarding – LG.</li> <li>• Pupil Premium Governor – TW advised that having a PP Governor is mentioned on PP form and suggested that this could be combined with the SEN link Governor role. Governors agreed this was a good idea, and DB agreed to cover this.</li> <li>• Health &amp; Safety – JM. TW reported there is a new Caretaker, and this was added as AOB.</li> <li>• SEND – DB.</li> <li>• Autism lead – DC.</li> <li>• Education Visits –CB.</li> <li>• Equality – JM.</li> <li>• DPO – MT.</li> </ul> <p><b>Review Terms of Reference for all committees</b> The Terms of Reference for the Committees were agreed unchanged.</p> <p>Governors agreed that for each Committee, they would comply with the relevant guidance for that Committee/panel formed.</p>	<p><b>Terms of Reference approved</b></p>
<p><b>9.</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p>	<p><b>Safeguarding Update including:</b></p> <p><b>Keeping Children Safe in Education</b> Governors had been circulated with the updated version of KCSIE and were asked to go onto GovernorHub to confirm that they had read it.</p> <p>TW confirmed that the updated KCSIE had been circulated to staff. Once the online training is in place for staff, they will carry out the training and then sign to say they have done this and read KCSIE.</p> <p><b>Governor Code of Conduct</b> The Governor Code of Conduct had been circulated prior to the meeting and Governors were asked to go onto GovernorHub to confirm that they agree to abide by it.</p>	<p><b>Action: All</b></p> <p><b>Action: All</b></p>
<p><b>10.</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p>	<p><b>Any Other Business</b></p> <p><b>Prior Governor</b> LG advised that Ann Alexander, a former Governor at the school, had passed away recently. She had been on the GB for approx. 8 years. LG stated that she had given condolences on behalf of the GB.</p> <p><b>Caretaker</b> TW advised that the premises were starting to get a little tatty and that having a Caretaker for a couple of days a week wasn't working. An advert was put out and a new Caretaker appointed. The new Caretaker Michael is known to TW. He was a Caretaker at another school but was looking for a position closer to home and started with Ladbrooke on Monday 6 September 2021. PB has been brilliant in helping out with Michael's induction. Although it is costing more to employ Michael due to increased Caretaking hours, he used to be a painter and decorator</p>	

<p><b>10.3</b></p>	<p>and therefore money can be saved there. He is also very flexible with regard to his times on site. He has already started tackling the Owl House area which has not been used due to Covid. He has tidied the front entrance and is working his way round school. TW thinks it will work well.</p> <p><i><b>Q. How many hours a week is he working?</b></i>  A. 30 – 6 per day.</p> <p>Governors agreed that this appointment was good news.</p> <p><b>Meetings</b>  TW asked whether Governors were still happy to meet virtually for Committee meetings, and this was agreed.</p> <p>The meeting ended at 7.54 pm.</p>	
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