

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

<b>FULL GOVERNING BOARD - VIRTUAL</b>		<b>DATE:</b>	<b>8<sup>th</sup> November 2021</b>
<b>CHAired BY: John Clements (JC)</b>		<b>CLERKED BY: Jacqueline Brooks (JB)</b>	
<b>GOVERNORS PRESENT:</b>		<b>Also Present:</b>	
John Clements (JC) Jason Knight (JK) Liz Kane (LK) Claire Morrison (CM) Melanie Jones (MJ) Gemma Tozer-Howe (GTH) Sam Jamieson (SJ) Russ Green (RG)		Brigid Thompson, School Business Manager (BT) - part	
<b>APOLOGIES:</b> Steph Harvey (SH), Jennifer Elliott (JE)			
<b>Absent without apology:</b>			

***Questions from governors are highlighted in grey***

<b>Agenda Items</b>	
<b>1.</b>	<p><b><u>Opening Prayer &amp; Welcome</u></b></p> <p>1. Opening Prayer taken by JC.</p> <p>2. JC welcomed all to the meeting and explained that it would not be possible to follow the agenda as planned due to SH being unable to attend due to being ill.</p>
<b>2.</b>	<p><b><u>Apologies and sanctions of absence.</u></b></p> <p>1. SH had sent apologies which were sanctioned by the GB. Due to technology issues, JE's apologies were not received until the end of the meeting.</p>
<b>3.</b>	<p><b><u>Declarations of Interest &amp; Correspondence</u></b></p> <p><u>1. Declarations of interest.</u> None.</p> <p><u>2. Correspondence.</u> None.</p>
<b>4 – 6 and 8-13</b>	<p><b><u>Postponement of agenda items</u></b></p> <p>Due to SH being unable to attend the meeting, it was agreed that these agenda items would be postponed until the meeting on the 6<sup>th</sup> December so that fuller discussions could be held.</p>

7.	<p><b><u>Staffing</u></b></p> <p>1. The discussion of the content of the Lead Governor report was agreed to be postponed until the 6<sup>th</sup> December GB meeting.</p> <p><u>2. Pay Policy.</u> A new model version had been published and has been tailored to St. Martin's by BT. The GB discussed that there is unlikely to be a pay award for teachers this year, so the same rates will apply. The temporary amendment allowing for the Acting Deputy Headteachers are retained but when a substantive Headteacher is appointed, the leadership structure will revert to Headteacher, Deputy Headteacher and the two Assistant Heads, all on the previously agreed pay scales.</p> <p><b>Decision: The GB agreed to adopt the 2021 Pay Policy.</b>  <b>Action: JB to update policy schedule and add new policy to website and school policy folder.</b></p> <p><i>(BT left the meeting)</i></p>
	<p><b><u>Headteacher Recruitment</u></b></p> <p>1. The interview days are to be held on 16<sup>th</sup> and 17<sup>th</sup> November. It was agreed that the GB meeting to ratify the selection panel's recommendation will be held on 17<sup>th</sup> November at 5.45pm.</p> <p>2. The GB discussed an enquiry from the Babcock Adviser to the HT Recruitment process as to whether the GB would accept any further applications for the post given the closing date has now passed. JB had sought advice from the HR Team regarding this and advised the GB that the guidance had been that the GB can choose to accept late applications but only if there is a sound business case for doing so and the basis for doing so is not discriminatory at all. The GB agreed that they would only consider this if a late application was actually received – there was no action needed from them at this stage.</p>

<b><u>ACTIONS FROM THIS MEETING</u></b>		
<b><u>Action</u></b>	<b><u>Person responsible</u></b>	<b><u>Date to be completed by</u></b>
1. Agenda items relating to Lead Governor reports and approval of previous minutes to be moved to 6.12.21 GB meeting.	JB	24.11.21
2. Update policy schedule and add new Pay policy to website and school policy folder.	JB	6.12.21

**SUMMARY OF DECISIONS**

- The GB agreed to adopt the 2021 Pay Policy.

**Next meeting: Monday, 6<sup>th</sup> December 2021 at 6.00 – 8.00pm**

Signed as accurate by the Chair: .....

Name of Chair: .....

Date: .....