

**Excerpts from the Minutes of Full Governing Board Meeting held on 19<sup>th</sup> September 2023**  
**If you would like a copy of the complete Minutes of this meeting please ask for one at the office**

|                     |                 |                  |
|---------------------|-----------------|------------------|
| <b>PRESENT:</b>     |                 |                  |
| Nicola Sheerin      | Thomas Lloyd    | Jenny Horton     |
| Helen Driscoll      | Greg Potter     | Aneta Kopiczko   |
| Peter Whelan        | Chantel Johnson | Richard Brighton |
| <b>NOT PRESENT:</b> |                 |                  |
| James Gibson        |                 |                  |
|                     |                 |                  |

| <b>1.00</b> | <b>Apologies For Absence</b>  | <b>Actions</b>  |
|-------------|---|---|
|             | JG unable to attend due to LA commitment – apology accepted   | JB update the attendance register   |
| <b>2.00</b> | <b>Membership Matters</b>   |   |
| <b>2.01</b> | PW asked for an update regarding the vacant Co-Opted position and upcoming Parent Governor vacancies.   |   |
| <b>2.02</b> | NS told governors that all parents had received a letter regarding the Parent Governor positions and were given the opportunity to nominate themselves. One application received by deadline (19 <sup>th</sup> September) and as there are two positions to fill the applicant will automatically be appointed. | NS/JB agree the most appropriate form of communication to encourage a 2nd application |
| <b>2.03</b> | It was agreed that a further communication should be sent to parents regarding the remaining vacancy.   |   |
| <b>2.04</b> | Regarding the Co-Opted vacancy, JB has registered on the Inspiring Governance website and agreed to use the site to check for potential local candidates – feedback at next Full GB meeting.  | JB check the website for potential applicants   |
| <b>3.00</b> | <b>Declarations Of Interest</b>   |   |
| <b>3.01</b> | Attending governors completed a Register of Governors Interests form. Hardcopies are held in the school office and details published on the school website, governor section.   | JB update the register and put on website.  |
| <b>3.02</b> | TL who attended virtually agreed to forward a signed form to JB<br>JG will need to complete a form  | TL / JG to forward signed document to JB  |
| <b>4.00</b> | <b>Elect A Chair &amp; Vice Chair and agree terms of office</b>   |   |
| <b>4.01</b> | <b>Chair</b><br>JH proposed PW to remain as Chair for a further year and this was seconded by TL.   | JB update appropriate records   |
| <b>4.02</b> | <b>Vice Chair</b><br>JH proposed TL to remain as Vice Chair for a further year and this was seconded by CJ  |   |
| <b>5.00</b> | <b>Confirm Code of Conduct</b>  |   |
| <b>5.01</b> | All governors were given a copy of the Code Of Conduct to read and sign. Hardcopies are held in the school office.  | JB update appropriate records   |
| <b>5.02</b> | TL who attended virtually agreed to forward a signed form to JB<br>JG will need to complete a form  | TL / JG to forward signed document to JB  |