



ST ALBAN'S CATHOLIC PRIMARY SCHOOL GOVERNING BOARD
Love one another as I have loved you

The meeting opened with the special prayer sourced by the Headteacher, followed by the prayer, Our Father.

MINUTES OF A VIRTUAL MEETING OF THE GOVERNING BOARD
WEDNESDAY, 30 SEPTEMBER 2020

PARTICIPANTS: John McDonald [Headteacher and Host of meeting]
Nicola Boyd
Claire Connor
Pat Duprey
Kevin Doogan
Colette Haig
Pat Higgins
Lucy Lowe
Teresa Marnell
Peter Matthews
Bridget Pullen
Marie Wolfe

Non Participant: Bernie Mooney

In attendance: Ann Evans, Deputy Headteacher
Fleur McAlevey, Assistant Headteacher
Eileen Coyle, Clerk to Governors]

1 WELCOME

The Headteacher welcomed and thanked everyone for their participation in the virtual meeting of the Governing Board.

He expressed his gratitude to the Governors for agreeing to hold the extra meeting, which would serve as an induction to the new Committee system, in advance of the main Board meeting in November.

2 MEMBERSHIP OF THE GOVERNING BOARD

The terms of office of Pat Duprey, Lucy Lowe, Louise Mulhern, and Colette Haig had expired on 31 August 2020.

The Diocese had appointed Pat Duprey and Lucy Lowe Foundation Governors for a further period of four years to 31 August 2024.

Colette Haig had been re-elected, unopposed, Staff Governor for a further period of four years to 31 August 2024.

Louise Mulhern had stated that work commitments prevented her from devoting the time required to the role of Governor, therefore she had stepped down as Foundation Governor from 31 August 2020.

RESOLVED: unanimously to –

- i. congratulate Pat Duprey and Lucy Lowe on their re-appointment as Foundation Governor for four years to 31 August 2020, and thank them for their support and commitment;**
- ii. congratulate Colette Haig on being re-elected Staff Governor;**
- iii. ask the Headteacher to arrange for flowers to be sent to Louise Mulhern as a token of the Governors' appreciation for her support and involvement as a Governor and Vice Chair.**

VACANCY FOR FOUNDATION GOVERNOR: Clare Suffield, a recently retired Headteacher, had agreed to join the Board as Foundation Governor. The Diocese is processing her appointment.

HEALTH & SAFETY GOVERNOR: As directed by the Steering Group on 6 July 2020, the Headteacher had approached the person referred to, and she had expressed interest in becoming an Associate Governor for Health & Safety.

RESOLVED: To invite the person to meetings of the Assets Committee to advise on Health & Safety matters, without voting rights.

3 ELECTION OF CHAIR AND VICE CHAIR 2020/21

Pat Duprey stated that having been Chair of Governors for the previous two/three years, and performing several other roles and responsibilities connected with Governance, in 2019, she had announced her intention to step down as Chair in 2020.

After obtaining his agreement in advance, she nominated Kevin Doogan as Chair of the Governing Board in 2020/21. Kevin Doogan accepted the nomination.

Pat Higgins proposed, and Nicola Boyd seconded, Lucy Lowe as Vice Chair. Lucy Lowe accepted the nomination.

RESOLVED: unanimously, to -

- i. elect Kevin Doogan Chair of the Governing Board, and Lucy Lowe Vice Chair in 2020/21.**
- ii. congratulate Kevin and Lucy and thank them for accepting the role of Chair and Vice Chair, respectively;**
- iii. thank Pat Duprey for leading the Governing Board in many different contexts throughout her tenure as Chair, and for continuing as a Foundation governor.**

KEVIN DOOGAN in the CHAIR

4 DECLARATIONS OF INTEREST

4.1 PROFORMA FOR COMPLETION AND RETURN: Each Governor participating agreed to complete, sign and return electronically to the school office, a Declaration of Interests proforma. In accordance with DfE guidance, the information provided would be posted on the school's website

4.2 DECLARATIONS – CURRENT AGENDA: Having reviewed the agenda, the Governors confirmed that they had no personal, pecuniary or prejudicial interest in any item on the agenda for this evening's meeting.

4.3 DECLARATIONS FOR SCHOOL WEBSITE: Each Governor participating agreed to complete, sign and return electronically to the school office a declaration concerning their membership of other Governing Boards, and any personal relationships with other governors or members of the school staff.

4.4 CONFIDENTIALITY STATEMENT: Each Governor participating agreed to adhere to the confidentiality statement circulated with the agenda of meeting.

4.5 GOVERNORS' CODE OF CONDUCT: Each Governor participating agreed to adopt the Code of Conduct, based on a version published by the Catholic Education Society, and to sign and return the document electronically to the school office.

4.6 GOVERNORS' ATTENDANCE AT MEETINGS. Schools are required to publish on their website information on Governors' attendance at meetings during the previous academic year. A schedule of dates and names showing attendance in 2019/20, had been sent to the Governors for information, with the agenda of meeting.

5 THE SCHEME OF DELEGATION

5.1 COMMITTEE STRUCTURE: At its meeting on 6 July 2020, the steering group had recommended that the Governing Board adopts the new Committee structure from September 2020.

RESOLVED, unanimously, to adopt the Committee structure recommended by the Steering Group on 6 July 2020.

5.2 COMMITTEES TERMS OF REFERENCE: Terms of reference for the Governors' Committee had been distributed with the agenda for meeting.

The Headteacher described the remit of each Committee, drawing particular attention to the roles and responsibilities of the two Statutory Committees.

As an alternative to nominating a small number of governors to fulfil certain functions, all the Governors, apart from the Headteacher and staff governor, would be named Governors on the First and the Second Committee. The First Committee, comprising the Vice Chair and two named Governors chosen according to their availability on the day, would deal with matters relating to staff discipline, dismissals, redundancies and complaints. The Second Committee, comprising the Chair of Governors and two named Governors chosen according to their availability on the day, would deal with appeals against the decisions of the First Committee.

RESOLVED, unanimously, to

- i. adopt the Terms of Reference for Governors' Committees;**
- ii. request that each Committee reviews its terms of reference at its first meeting.**

5.3 ASSIGN GOVERNORS TO COMMITTEES:

RESOLVED: The Headteacher, the Chair and the Vice Chair to assign Governors to the Committees, based on their Skills Audits.

6 NOMINATED GOVERNOR: SAFEGUARDING CHILDREN 2020/21

Pat Duprey relinquished the role of Nominated Governor for Safeguarding Children with immediate effect.

The Headteacher described the duties and responsibilities attached to the role.

Nicola Boyd explained that her employment involves different aspects of Safeguarding Children and that she has immediate access to Children's Social Services and Child Welfare. She was confident that she had the expertise and experience to undertake the duties of Governor for Safeguarding Children.

RESOLVED: To appoint Nicola Boyd as the Nominated Governor for Safeguarding Children in 2020/21.

7 DIOCESAN BRIEFING FOR GOVERNORS

The Diocese had asked Governing Boards to nominate one only representative to join virtual Governors' briefings.

Lucy Lowe volunteered to join Governors' briefings on behalf of the Governing Board.

8 CALENDAR OF MEETINGS

A draft outline of Governors' meetings in 2020/21 had been circulated to the Governors in advance of the meeting.

The Headteacher invited the Governors to consider the possibility of having Governor Days, to include a couple of meetings of Governors' committees. There was no support for the suggestion.

The Governors stated that Tuesday would be their preferred day of the week for meetings.

RESOLVED:

- i. Committee and Governing Board meetings to be held on Tuesdays;**
- ii. Governors' meetings to start at 6 pm**
- iii. Each Committee to determine the start time for its meetings;**
- iv. The Headteacher to re-issue the revised calendar of meetings to the Governors.**

The Chair closed the meeting at 18.44 hours.