

**MINUTES OF AN EXTRAORDINARY MEETING OF THE FULL GOVERNING BODY
(FGB) OF STEEPLE MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL
HELD VIRTUALLY VIA ZOOM ON 19 JUNE AT 6PM**

Governors Present: Marie Gardner (Chair for the meeting), Mark Arnold, Gabrielle Edwards, Debbie Littlefair, Ann Lynn, George Lynn, Gill McGuire, Karenza Nutley (Co Chair) and Victoria Hutter (Associate Member) – for part of the meeting.

Also in Attendance: Jacquie Watts (Clerk)

The meeting was quorate.

(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)

Action By:

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| 1. | <p>Apologies for Absence</p> <p>NOTED: apologies for absence were received from Liz Martin.</p> <p>AGREED: to accept apologies tendered.</p> | |
| 2. | <p>Declarations of Interest</p> <p>NOTED: there were no declarations.</p> | |
| 3. | <p>Minutes of Last Meeting – 24th May 2023</p> <p>NOTED: the minutes of the full governing body meeting held on 24th May 2023 would be considered at the next scheduled meeting of the FGB in July 2023.</p> | |
| 4. | <p>Urgent Staffing Issues</p> <p>NOTED: the meeting had been called to receive and note the resignation of Tracey How as Headteacher with effect from the end of December 2023. Her resignation was for personal reasons and did not relate to the school. The letter regarding her resignation that she had drafted to go out to parents the following day was read out to the meeting. Staff had already been told of her resignation.</p> <p>NOTED: next steps would be to put together a recruitment panel. Gabrielle Edwards had been involved in the appointment of Tracey How and was willing to stay on as a governor to assist in the appointment of a new headteacher. George and Ann Lynn also had experience of appointing a headteacher. The Co-Chairs would be happy to support Mark Arnold and Ann Lynn as the likely future Chair and Vice Chair of governors.</p> <p>NOTED: governors asked if the LA had been notified of the Head’s resignation? Both the LA and the Diocese had been notified. Lucy Roberts, as the school’s Lead Adviser, would be assisting the governing body with the appointment of a new head. The meeting discussed staff and parent response to the news of the resignation and whether OFSTED would wait until after the new appointment to re-inspect the school.</p> <p>NOTED: a headteacher recruitment pack would need to be put together. The Chairs had downloaded the pack put together for the previous appointment and</p> | |

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| | <p>would use it as appropriate. It was hoped the post could be advertised before the summer holidays.</p> <p>NOTED: governors discussed what might happen if the school was unable to make a swift appointment to the Head's role, including the strength of the senior leadership team and their proven ability during Covid to run the school in the absence of a head.</p> <p>AGREED: the Chair would contact Victoria Hutter, as she had dropped out of the meeting part way through discussions and had not rejoined the meeting.</p> | MG |
| 5. | <p>AOB</p> <p>NOTED: there was no other urgent business.</p> | |
| 6. | <p>Date and Time of Next Meeting</p> <p>NOTED: the next scheduled meeting of the Full Governing Body would take place on Tuesday, 11th July 2023 at 7.30pm in person at the school. An earlier start time was being considered to allow for a social element to the meeting in recognition of recent appointments and forthcoming resignations.</p> | |

Drafted by: Jacquie Watts
Clerk To The Governors
19th June 2023

Approved by the Full Governing Body on:

Date:11th July 2023.....

Signature (Chair):.....

