



**Ladbroke JMI School**  
**Minutes of Full Governing Body Meeting**  
**Thursday 4<sup>th</sup> July 2024 at 7.15pm**

**Attendees:**

Phil Cunningham – CoG (PC); Alex Corke (AC); Donna Corke (DC); Jaime De Verteuil (JDV); Greg Huntley (GH); Jon Mackley (JM); Sara-Jane Tiramani (SJT); Claire Brazil (CB); Helen Romain (HR); Tracey Webster – Head (TW)

**Apologies:**

Mark Turner (MT); Kevin Dobson (KD);

**In Attendance:**

N/A

Item	Description	Action
<b>1.</b> 1.1	<b>Apologies for Absence</b> PC Welcomed all. There were two apologies for absence, which were approved.	
<b>2.</b> 2.1	<b>Declaration of Interests</b> There were no Declarations of Interests.	
<b>3.</b> 3.1 3.2	<b>Notification of Any Other Business</b> Planning application from PBTF Governor gift fund subscriptions	
<b>4.</b> 4.1 4.2	<b>Minutes of the Meeting Held on the 7<sup>th</sup> March 2024 and 16<sup>th</sup> May 2024</b> 7 <sup>th</sup> March 2024 - Approved and signed as accurate. 16 <sup>th</sup> May 2024 - Approved and signed as accurate.	
<b>5.</b> 5.1 5.2 5.3 5.4 5.5 5.6	<b>Matters Arising and Actions from Previous Minutes (7<sup>th</sup> March 2024)</b> Item 5.2 – Football Club. Completed. Item 5.8 – PC still to write letters of thanks to them. The opportunity to do this has passed. Item closed. Item 10.4 – DC reported to governors on the work she has collated at school. Item 10.5 - SJT reported on completing a Safeguarding visit and review the Single Central Record. Item 10.6 - TW included report on Safeguarding in her HT report. Item 10.7 - JM still to meet with TW to discuss Humanities.	<b>Action JM</b>
<b>6.</b> 6.1 6.2 6.2.1 6.2.2 6.2.3 6.2.4	<b>Headteacher Report including safeguarding and SIP Update</b> TW circulated her report prior to the meeting.  Current staffing and changes Mrs Trott is likely to provide 1 day a week and cover for the Early Career Teacher(ECT). Mr Smith will be leaving at the end of term to pursue his career nearer home, in Suffolk. Mrs Patricks 2 term contract has come to an end. Mrs McNally will be leaving to pursue an alternative career.	

6.2.5	Mr Palmer will provide partial cover for Mr Smith.	
6.3	School improvement	
6.3.1	Q: What does CLPE stand for? A: Centre for Literacy in Primary Education	
6.4	Health & safety	
6.4.1	TW reported that a fire drill was conducted on 19/06/2024. The building was cleared in under 1m 15 secs and all lines up and checked by 2m 30 secs	
<b>7.</b>	<b>Link Governor Reports</b>	
7.1	SJT reported on her Safeguarding visit and review the Single Central Record.	
7.1.1	It was noted that the move from CPOMS to a manual system had taken place.	
7.1.2	Section 128 checks were reviewed.	
7.1.3	It was noted that online safer recruitment checks should be undertaken, prior to any candidate being interviewed.	
7.1.4	TW will continue to provide updates in her HT report, with the next report being the full governing body meeting in September.	
7.2	DC provided an update on the Art work she has collated at school.	
7.2.1	DC has created structured reports by year group, one of which she took the governors through. These will be displayed / available in the trophy cabinet.	
<b>8.</b>	<b>Premises Update</b>	
8.1	No major news or updates.	
8.2	It is hoped that playground markings will be done in August.	
8.3	The summer break will provide the opportunity for deep cleans and PAT testing to take place.	
8.4	Libraries will be restructured and made class based, with old redundant volumes removed and overall fewer but higher quality books available.	
8.4.1	TW to create a “wish list” of desired books that parents and governors will be asked to contribute.	<b>Action TW</b>
<b>9.</b>	<b>Term dates for 2024/2025 ratification– Proposal for 2025/2026</b>	
9.1	Term dates for 2024/2025 ratified.	
9.2	It is too early to provide final dates for 2025/2026.	
<b>10.</b>	<b>Policies</b>	
10.1	<b>Admissions Policy</b>	
10.1.1	County Model Policy recommended for approval by the Resources Committee. Unanimously approved.	
10.2	<b>Supporting Children with Medical Conditions Policy</b>	
10.2.1	County Model Policy recommended for approval by the School Improvement Committee. Unanimously approved.	
10.3	<b>Sex and Relationships Policy</b>	
10.3.1	County Model Policy recommended for approval by the School Improvement Committee. Unanimously approved.	
<b>11.</b>	<b>Letter to parents from Governors</b>	
11.1	Letter to be circulated for review to governor’s week commencing 8 <sup>th</sup> July.	<b>Action PC</b>

<b>12.</b>	<b>Governor Membership</b>	
12.1	Debbie Bedford has taken up the role of SENCO at the school which leaves the Local Authority Governor position vacant.	
12.2	CB will consider moving from a parent governor to LA governor at next term's FGB meeting.	
<b>13.</b>	<b>Dates of Next Meetings</b>	
13.1	<ul style="list-style-type: none"> <li>• <b>FGB Meetings:</b> 12<sup>th</sup> September 2024</li> </ul>	
13.2	<ul style="list-style-type: none"> <li>• <b>Resources Meetings:</b> 17<sup>th</sup> October 2024</li> </ul>	
13.3	<ul style="list-style-type: none"> <li>• <b>SIC Meetings:</b> 21<sup>st</sup> November 2024</li> </ul>	
<b>14.</b>	<b>Any Other Business</b>	
14.1	Planning application from PBTFC	
14.1.1	TW reported that a planning application has been made by Potters Bar Town Football Club that includes a 3G pitch, changes to stands and also parking.	
14.1.2	The main concerns from TW related to the parking impact from the changes, but also the increase in traffic during busy school periods, and from lorries during construction.	
14.1.3	As responses are required to be submitted by 23 <sup>rd</sup> July, PC offered to do this.	<b>Action PC</b>
14.2	Governor gift fund subscriptions	
14.2.1	As 3 members of staff that meet the 10-year criteria are leaving (Mrs Trott, Mt Smith and Mrs McNally) at the end of term it was agreed that additional funds will be needed, as the current balance is £35. Already provided by JDV, AC, GH, PC.	

The Meeting closed at 8:30pm.