

ST ADRIAN'S CATHOLIC PRIMARY SCHOOL: GOVERNING BODY
Minutes of an Extraordinary Meeting in the Autumn Term
Monday, 7 December 2020 – 6.30pm in the School [Virtual Setting]

Present:	Mrs M. Moroney FG [Chair]	Mrs. E. Christie FG	Mrs M. Roe FG
	Mr. D. Bedford HTG	Mrs. J. Harrison FG	Mr. W. Tominey FG
	Mr. R. Belt FG	Mr. R. King STG	Mr. D. Tang LAN
	Mr. P. Broderick FG	Mrs L. Peacock PG	
In attendance:	Mrs. B. Bliss [Clerk to Governors]		
Apologies for absence	Received and accepted from Mr. E. Behan FG and Mr. A. Sallis AM		

		ACTION
1.	<p>THE CHAIR welcomed governors to this brief meeting to discuss and approve the recruitment a part-time business manager, and the re-appointment of a part-time office administrative assistant. Governors confirmed that they had received copies of a report circulated by the Chair, and there were no questions, the Finance Committee and Strategy + Personnel WG having previously discussed this at their meetings.</p> <p>Formal GB approval was subsequently sought for both posts [proposer Mr. Belt; seconder Mrs Harrison], and after a vote, unanimously given.</p>	
2.	<p>SAFEGUARDING TRAINING FOR GOVERNORS – URGENT INFORMATION REQUIRED: Governors were requested to check the date when they last completed individual training. Initially, this would have been soon after appointment/election. It was stressed that the HT and Safeguarding LG could not complete the 2019/20 safeguarding audit until this information was to hand.</p> <p>The training should have been refreshed every four years. If there were governors who had not done so, urgent consideration would be given to the possibility of booking of a cluster session.</p>	ALL
3.	<p>SAFER RECRUITMENT TRAINING: This should also be completed by all governors; also where appropriate the refresher course.</p>	ALL
4.	<p>Individual Training Logs – How to Find on Governorhub: Go to the GOVERNING BOARD tab Click on Members and scroll down to your name Click on the icon on LHS of your name Look for the menu below your responsibilities Click on Full Profile Scroll up to the TRAINING tab</p>	
5.	<p>THE MEETING closed at 6.37pm</p>	