

# Darell Primary and Nursery School

**Minutes of the Extraordinary General Meeting of the Governing Board held virtually on Thursday 08 October 2020 at 6pm**

## Constitution and Membership

Membership Category	Appointed By	Name	End of Term of Office
LA (1)	LA	Peter Hewer	Sept 23
Parent (2)	Election	Alan Hamilton <i>Vacancy</i>	Mar 21
Headteacher		Joe Porter	N/A
Staff (1)	Staff Elected	Ravi Shankar	Dec 23
Co-opted (9)	Governing Body	Janet Deboo Luke Martyr <b>Jenny Mikkelsen</b> <b>Joanne Winship</b> Fiona Booth <i>4 Vacancies</i>	Dec 22 Dec 21 <b>Dec 23</b> <b>Dec 22</b> Feb 22 Mar 23
Associate Members	Governing Body	Susanna Zotov	Sept 20

**bold = absent**

Also present:

Angela Langford (Clerk and Adviser, Head of Governor Support, Achieving for Children)

		ACTION
<b>1.</b> <b>1.1</b>	<b>Welcome and apologies for absence</b> Governors were welcomed to the meeting and apologies were outlined as above.	
<b>2.</b> <b>2.1</b> <b>2.2</b> <b>2.3</b> <b>2.4</b>	<b>Vacancy of Chair to the Governing Board</b> The purpose of the extraordinary meeting was to discuss the vacancy of Chair to the Governing Board. This discussion was led by Angela Langford who was in attendance to support and guide the board in relation to their governance roles and responsibilities. Angela Langford confirmed that the previous Chair, Jane Spencer, stood down on 22 September 2020. In order for the Board to remain compliant, a new chair or co-chairs must be elected as soon as possible. Following a short debate about the role, Janet Deboo agreed to step up to the position of Chair on an interim basis for a period of one year. This nomination was put to a vote and the election of Janet Deboo as Chair was unanimously agreed by the Board. Angela Langford confirmed that Governor Support will support Janet Deboo with the appropriate induction and training required in her role as Chair.	
<b>3.</b> <b>3.1</b>	<b>Clerk to the Governors</b> The Headteacher reported that the current Clerk to the Board, Rebecca Herle, will be stepping down from her role.	

3.2	The recruitment process for a new Clerk will now commence however the Clerk has agreed to continue in the role until a successor is appointed. <b>Action: It was agreed the Headteacher and newly elected Chair begin the recruitment process supported by AfC Governor Support.</b>	HT/JD
4. 4.1	<b>Governor Recruitment</b> The Headteacher reported that positive steps have been made in relation to the recruitment of new governors. Conversations had taken place with two strong applicants which will now be pursued formally.	

**The meeting ended at 6.30pm**

Signed by the Chair



Date 1/12/20

## Full Governing Board Actions

	Action	
3.2	Headteacher and newly elected Chair begin the clerk recruitment process supported by AfC Governor Support	HT/JD