

THE GOVERNING BODY OF ST. MARGARETS C of E JUNIOR SCHOOL

DRAFT MINUTES OF A MEETING OF THE LOCAL GOVERNING BODY  
HELD ON 22 OCTOBER 2015 AT 5.30pm

**PRESENT:** Julia Clarke (Chair), Joe Ennis, Christine Hornby, Sally Pettiford, Laura Probert, Libby Sanderson,  
Tanjore Venkataraman

**IN ATTENDANCE:** Hilary Sanders (MAST CEO), Peter Jacobs (MAST HR Advisor)

**CLERK:** Klare Gregory (Medway Clerking Services)

Item	Main discussions and agreed actions	Action by
1	<b>Opening Prayer</b> The Chair opened the meeting with a prayer.	
2	<b>Apologies for Absence (accepted/not accepted)</b> Apologies were received and accepted from Paul Gabbett (HT) and Fiona Hunt.	
3	<b>Declaration of Governor's Interests</b> No business interests were declared.	
4	<b>Ratification of Headteacher Appointment</b> The Chair advised details of the proposed Headteacher appointment for Governors ratification. <u>See Confidential Note 4.1</u>	
5	<b>Notification of the Agreed Individual Salary Range and Starting Point for the New Headteacher</b> The Chair advised of the details of the salary range and proposed starting point for the proposed Headteacher appointment, for Governors ratification. <u>See Confidential Note 5.1</u>	
6	<b>Announcement of the Appointment</b> The Chair advised of the planned method and timescale for announcing the appointment of a new Headteacher. <u>See Confidential Note 6.1</u>	
7	<b>AOB</b> Staffing Change. <u>See Confidential Note 7.1</u> Social Meeting. <u>See Confidential Note 7.2</u>	
8	<b>Confidentiality</b> Items 4.1, 5.1, 6.1, 7.1 and 7.2 were deemed to be confidential and will be recorded as such. The confidential minutes will be distributed to the Chair only, to forward with discretion.	
9	<b>Date of Next Meeting</b> The next LGB meeting is Tuesday 1 <sup>st</sup> December 2015 at 7.00pm.	