

The Swanage School
EXTRAORDINARY MEETING OF THE FULL GOVERNING BODY
Held on Wednesday 24 June 2020 at 5.00pm

Present (via remote access): Tim Marcus (Chair), Peter Collins, William Knight, Jenny Maraspin (Headteacher), Nicola Newman, Amanda Rowley (for item FGB 10.5.2 onwards), Jessica Starmer, Carl Styants, Isobel Tooley
In attendance (via remote access): Sue Fletcher (Clerk)

Item		Action	Lead	By
	The meeting was held by remote access due to the school closure as a result of the Covid-19 pandemic.			
FGB 10.1	Apologies for Absence Apologies were received and accepted from Vanessa Millman. Paul Angel, Helen O'Connor and Al Stephens were not in attendance.			
FGB 10.2	Declarations of Interest There were no declarations of interest or conflict with any agenda item. Kay Lawton (Acting Deputy Headteacher), Anna Carvisiglia (Business Manager), Alex Duke (Staff Governor) and Nicky Taylor (Staff Governor) were not present due to conflicts in relation to the sole substantive item on the agenda.			
FGB 10.3	Minutes of the Last Meeting The minutes and confidential minutes of the meeting held on 3 June 2020 were confirmed as an accurate record. The minutes will be signed at a later date.			
FGB 10.4	Matters Arising & Actions These will be considered at the next scheduled meeting of the board.			
FGB 10.5	Deputy Headteacher Recruitment [Jessica Starmer lost remote connection and left the meeting] I. <u>Appointment</u> Voted and unanimously APPROVED the recommendation of the Selection Panel and the Staffing Committee to appoint Kay Lawton as Deputy Headteacher.			

	<p>JM observed that expressions of interest for the Curriculum Area Leader position held by Ms Lawton would be sought, with a view to making an internal appointment. No additional staff should be required.</p> <p>2. <u>Remuneration</u> [Confidential minute]</p> <p>It was confirmed that the Business Manager would be asked to draw up the contract, based on the model used for the recent Headteacher appointment.</p> <p>JM would inform Ms Lawton and other staff of the appointment and the Clerk would draft a letter to be sent to parents.</p>	Contract	AC	Immediate
		Draft letter	Clerk	Immediate
FGB 10.6	<p>Any Other Business</p> <p>The Clerk notified governors that the next scheduled meeting of the board would be moved from 8th to 15th July 2020 to allow for the Headteacher to attend transition evenings and to provide additional time for completion of the School Evaluation Form and draft School Development Plan. JM noted that she would request feedback from the committee chairs to inform this process.</p>			
FGB 10.7	<p>Confidentiality</p> <p>Remuneration would be subject to confidential minutes.</p>			
	The meeting closed at 5.25pm.			