

St Catherine's C of E (VC) Primary School, Hoddesdon  
**Extraordinary Meeting of the Governing Board**  
 Wednesday 18<sup>th</sup> January 2023  
 4.30-5.00pm  
**Minutes (draft)**

*Let your light shine*

**Present:** Peter Falconbridge (PF) (Chair), Jo Devonshire (JD), John Forrest (JF), Cathy Irons (CI), Ange Wallis (AW -Headteacher), Dale Webster (DW), Mike Marsh (MM), Rachel Pennant (RP), Jelisa Smith (JS), Simon James (SJ)

**Observing:**

**Apologies:** Sarah Thompson-Storey (ST)

**In attendance:**

No	Item	Action
1.	<b>Welcome and opening prayer</b> The meeting convened with a prayer. PF noted the resignation of John Perkins and Carly Perkins.	
2.	<b>To declare any conflicts of interest that may arise during the meeting</b> Governors were reminded of the obligation to declare any actual or perceived interest, whether financial or other, in any item on the agenda. No conflicts were recorded. No conflicts of interest declared.	
3.	<b>To approve minutes from previous meetings</b> The minutes of the governing body meeting held on 24 <sup>th</sup> November, 2022 will be reviewed for approval at the FGB Meeting on 16 <sup>th</sup> March 2023. Clerk to add to the agenda for 16.03.23	AM
4.	<b>To note the retirement of the Headteacher, Mrs A. Wallis</b> PF informed the meeting that he had received written notification of Mrs Wallis' intention to retire, from her post as Headteacher, at the end of the academic year, in July 2023.  AW spoke briefly to confirm her intention to retire and stated her main reasons as; <ul style="list-style-type: none"> <li>• the desire to retire at a point when she still felt physically and emotionally able to enjoy retirement and pursue other interests,</li> <li>• the ability to utilise her skills and abilities as a Headteacher in other fields,</li> <li>• leaving the school in a 'strong' position regarding judgements from Ofsted and SIAMS,</li> <li>• leaving the school in a strong position regarding pupil numbers, at the highest level since moving from 1.5 to 2.0 FTE</li> </ul> Governors expressed their sadness at losing an excellent Headteacher, but wished Mrs Wallis every success in her retirement.	

	<p>PF noted that this meeting had been called because the governing board should be notified of the retirement of a Headteacher, before it is announced to the parent body and wider community. Mrs Wallis had notified her staff in a Staff Meeting, which was held immediately prior to this meeting.</p> <p>There would be an opportunity for governors and the school community to acknowledge Mrs Wallis' retirement, in a more personal and celebratory way, at a later date.</p> <p>PF referred governors to the 'Headteacher Recruitment' document (circulated), which contained the details of the recruitment panel and a timeline of the recruitment process.</p> <p><b>Q.</b> Why does the recruitment panel not contain a parent governor representative or a representative from the teaching body?</p> <p><b>A.</b> PF had sought advice from the HfL Leadership Recruitment Service, before agreeing the makeup of the recruitment panel. The panel, as listed, is reflective of a panel typically selected to oversee the recruitment of a new Headteacher.</p> <p>PF reviewed the recruitment timeline: -</p> <ul style="list-style-type: none"> <li>• Staff had been notified,</li> <li>• Governors had now been notified,</li> <li>• Parents would be notified via a letter from the Chair of Governors, to be sent electronically during this meeting (copy circulated),</li> <li>• The advertisement, for a new Headteacher, will be placed on the 'teachinherts' website tomorrow afternoon (19.01.23).</li> </ul> <p>PF will set up a [Headteacher Recruitment] folder on GovHub, to keep governors updated with relevant documents related to the recruitment process.</p> <p>JS expressed her personal thanks to Mrs Wallis for the welcome and support she and her daughter received when seeking a place at St. Catherine's School.</p>	<b>PF</b>
5.	<p><b>To receive any other business</b></p> <p>DW informed the meeting that PF had been successful in achieving the status of 'Outstanding Governor' in the Hertfordshire Association of School Governors 2022 Outstanding Governor Awards. There will be an awards ceremony on 30<sup>th</sup> March 2023, when PF will receive his award. The school will also receive a gift/prize of £1,000, which can be used to support project of the school's choice.</p> <p>Governors congratulated PF on achieving his award.</p>	
6.	<p><b>To confirm the next meeting date:</b></p> <p>Full Governing Board Meeting - Thursday 16<sup>th</sup> March 2023; 4.00-6.00pm  Resources Committee Meeting - Tuesday 24<sup>th</sup> January 2023; 4.00-5.30pm  School Improvement Committee Meeting - Tuesday 28<sup>th</sup> February 2023; 5.00-6.30pm.</p>	