

**MINUTES TO BE RATIFIED AT THE NEXT MEETING OF THE FGB**

**INCLUDE SCHOOL NAME**

**Minutes of the Full Governing Board (FGB) Meeting  
held on (date) at (time)**

<b>Present:</b>	Name (initials) – Co-opted Governor, Chair Name (initials) – Co-opted Governor, Vice Chair Name (initials) – Co -Headteacher Name (initials) – Co -Headteacher Name (initials) – Parent Governor Name (initials) - Co-opted Governor Name (initials) – Foundation Governor Name (initials) – Co-opted Governor Name (initials) – Staff Governor Name (initials) – Parent Governor Name (initials) – Foundation Governor
<b>Apologies:</b>	Name (initials) – Local Authority Governor Name (initials) – Parent Governor
<b>Absent:</b>	None
<b>Vacancies:</b>	Foundation Governor
<b>In attendance:</b>	Name (initials) – Local Authority Clerk

**PART 2 Minutes – Confidential**

<b>7.</b>	<p><b>Headteachers report</b></p> <p><b>7.3 Staffing</b></p> <p>The Headteacher outlined a staffing problem arising due to the Deputy Head needing an operation and will be out of school for Sprint Term. The Headteacher proposed to recruit an Acting Deputy Head.</p> <p>The Headteacher explained that will be repercussions and financial implications and presented a report to illustrate the impact to the budget.</p> <p>Governors sought clarity regarding suitability of members of staff.</p> <p>Governors AGREED to the recruitment of an Acting Deputy Head subject to agreement from the Finance Committee on the budget implications.</p> <p><b>Action:</b> CS &amp; PD to refine the cost implications and present to the Finance Committee for further scrutiny.</p>	<b>CS &amp; PD</b>
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