**2017 SUMMER TERM**

**DRAFT AGENDA FOR (LOCAL) GOVERNING BODY MEETINGS – Maintained & Academies**

**Consult Governing Body/Board Year Planner prior to drafting agenda**

Agenda setting may vary depending on your governance structure and elements within the Scheme of Delegation – this is a DRAFT only and should be adapted to fit in with the requirements of your maintained or academy structures

**SUMMER TERM MEETING OF THE (LOCAL) GOVERNING BODY**

Date Day month 2017

Time 0.00 pm

Place XXX School

Clerk name [TEL: contact]

**NOTE: Please bring to the meeting all those documents already circulated and referred to in the separate agenda items.**

1. **APOLOGIES**

To receive and consent apologies.

***Note: Any governor/trustee who, without the consent of the governing/trustees board, falls to attend governing/trustees board meetings for a period of six months after their first absence is disqualified from continuing as a governor/trustee. The governing/trustees board may decline to accept apologies for absence from a governor/trustee, but if apologies are accepted then the governing/trustees board has consented to the absence and the six-month disqualification rule does not apply.***

1. **NOTIFICATION OF ANY OTHER URGENT BUSINESS**

To consider any late item of business not on the agenda and decide whether the urgency of the matter is such that it should be considered at the meeting under Item 20.

1. **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**

To give governors the opportunity to declare any new business interest or potential conflict of interest arising from the agenda for the meeting and to declare the giving and/or receipt of any gifts and/or hospitality since the last meeting.

1. **MEMBERSHIP OF THE GOVERNING BODY**

*Amend as appropriate – for example,*

1. **Authority Governor**

To note that Mrs C’s term of office as an Authority governor ends on 25 June 2017 and to consider her continuation as a governor, or what alternative steps should be taken if she no longer wishes to continues as a governor.

1. **Parent Governor**

To report the outcome of the election of a new Parent Governor following Mr R’s resignation on xxxxx

**[Governing Body membership attached]**

1. **MINUTES OF THE PREVIOUS MEETING**

To confirm the minutes of the Spring Term meeting held on xxxxxx 2017.

**[Minutes already circulated/attached]**

1. **MATTERS ARISING**

To consider any matters arising from the previous meeting not covered elsewhere in the agenda.

1. **REPORTS FROM COMMITTEES**

To receive the minutes of the following meetings of the Standing Committees:

XXX Committee date of meeting 2017 **[Minutes already circulated/attached]**

XXX Committee date of meeting 2017 **[Minutes already circulated/attached]**

1. **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**
2. To receive and evaluate any reports from governors who have undertaken monitoring visits to school.
3. To receive a report from the Training Link Governor.
4. To receive feedback from governors who have attended training courses since the previous termly meeting of the Governing Board.
5. To identify any training needs for the Governing Board including a self-development session for the current year.
6. **To monitor impact of all training undertaken**

**This has been moved up the agenda to emphasise the importance of**

**Governor monitoring and training**

1. **HEADTEACHER’S REPORT [Report attached / to be circulated separately]**

To discuss the report from the Headteacher.

1. **SCHOOL DEVELOPMENT PLAN/SCHOOL SELF EVALUATION**
2. To review and evaluate impact of SDP 2016/2017
3. To approve the SDP for 2017/2018
4. To consider the School’s Self Evaluation Form (SEF)

**[SDP 2016/2017 and SDP 2017/2018 attached]**

**This could be part of the Headteacher’s Report**

1. **SAFEGUARDING/CHILD PROTECTION**

To receive a report from the Nominated Governor for child protection/safeguarding

**[Report attached]**

**Note: *In order to reduce the workload on Partner Agencies the Essex Safeguarding Children and Adult Boards have agreed for Partners to complete their respective safeguarding audits on alternate years***

1. **PUPIL PREMIUM GRANT**

To evaluate the use of the Pupil Premium Grant and the impact on disadvantaged pupils who are eligible for the funding

**This could be part of the Headteacher’s Report**

1. **SEND REPORT**

To receive a report from the LINK Governor for SEND

**[SEND Report attached]**

***Note: Section 69 of the Children and Families Act 2014 placed a statutory duty on the governing boards of maintained schools and maintained nursery schools in England, and the proprietors of academy schools, to prepare a report containing SEND information.***

***The legal obligation to publish the SEND Information Report (the Report) on the website, can be found in the SEN Code of Practice. This provides that the governing boards of maintained schools and maintained nursery schools, and the proprietors of academy schools, must publish information on their websites about the implementation of the governing board’s or the proprietor’s policy for pupils with SEN.***

1. **GOVERNANCE STATEMENT (Maintained schools only)**

To approve the Annual Governance Statement

**[Governance Statement attached]**

***Note: Departmental advice for school leaders and governing bodies of maintained schools and management committees of PRUs in England states that it is also good practice for the board to publish an annual governance statement (as academies trusts are required to do through the Accounts Direction) to explain how it has fulfilled its responsibilities – particularly in relation to its core functions, including:***

***• governance arrangements that are in place, including the remit of any committees***

***• the attendance record of individual governors at board and committee meetings***

***• an assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen***

**Governance Statement template is available on ECA website**

1. **APPROVAL OF BUDGET PLAN 2017-18 (Academies only)**

**This is dependent on a number of factors and may not be relevant or may simply be that the LGB will be recommending the budget for approval by the Board.**

**[2017/18 Budget Plan attached]**

1. **HEADTEACHER’S PERFORMANCE MANAGEMENT REVIEW**

To discuss external support for the Headteacher’s PMR process and to appoint an advisor.

**Note: Statutory requirement for maintained schools (The Education (School Teachers Appraisal) (England) Regulations 2012) and advisory for academies.**

1. **POLICY & PROCEDURES REVIEW**

To review and adopt the following policies:

School policies (for approval):

XXXXXXX

XXXXXXX

Trust policies (for adoption only): (**Academies only**)

XXXXXXX

XXXXXXX

***Note: The drafting of the school policies can be delegated to any member of the school staff; there is no requirement for all policies to be reviewed annually and not all policies need to be signed off by the governing board (check your Policy Schedule).***

***LGBs should receive all Trust policies and minutes should reflect that Governors had agreed to adopt them.***

1. **CHAIR’S ACTION & CORRESPONDENCE**

To report any urgent action taken by the Chair (Vice Chair) in accordance with the provisions of Regulation 8 of the School Governance Regulations 2013. (maintained schools only) **MAINTAINED SCHOOLS ONLY**

To report any urgent action taken by the Chair (Vice Chair) in accordance with the agreed procedure *(****ACADEMIES ONLY and only if that function has been formally delegated to the Chair)***

To note and/or consider matters arising from correspondence received by the Chair.

1. **DATES & TIMES OF FUTURE MEETINGS**

To agree the suggested dates / times of meeting of Committees and (Local) Governing Board for the 2017 /18 academic year.

**[Meeting schedule attached]**

1. **ANY OTHER BUSINESS**

Items to be raised under ‘Any Other Business’ must be notified to the Clerk in advance of the meeting

**Financial matters (academies):**

* Academy trust’s Budget Forecast Return: Outturn (BFRO) to be submitted by 19 May 2017
* Report on the outcome of any CIF (Condition Improvement Fund) bid
* Academy trusts to submit their audited financial statements to Companies House by 31 May 2017
* Academies Accounts Direction 2016 to 2017 published in May
* Academies Financial Handbook 2017 scheduled to be published in June 2017
* Academy trusts’ Budget Forecast Return (BFR) to be submitted by 28 July 2017
* New academy trusts to contact EFA by September if they intend to submit dormant accounts for 2016 to 2017

Regular financial updates can be obtained through subscription to EFA’s e-bulletin.

**Financial matters (maintained schools):**

* Reconciliation statement/financial update/virements
* Benchmarking: utilities and premises expenditure
* School Private Fund update
* Trading accounts update – catering, breakfast club, childcare etc.
* Best Value Statement – good practice and evidence for SFVS (Schools Financial Value Standard)

**Also consider including:**

* There may also be a report at some point from the headteacher about the number of racist or homophobic incidents (if any) – good practice.
* Ofsted alert or information (depending on school cycle)
* Policies (depending on school cycle)
* Governing Board self-evaluation
* Confidential agenda if required