

## A draft autumn term agenda for a business meeting – Academy version

*Please note that this agenda will vary depending on the structure and Scheme of Delegation (SoD) for a Local Governing Body. As a Clerk you should refer to the Governing/Trustees Board Year Planner prior to drafting the agenda.*

Name of School:

Address:

### Autumn term meeting of the [or local] Governing/Trustees Board agenda

Date: Day date month 2015  
Time: 0.00pm  
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 and reasons for absence**  
To receive apologies for absence.
- 2. Notification of any other business**  
To note late item of business, not on the agenda, which any governor/trustee wishes to raise and to decide whether the urgency of the matter is such as to warrant consideration at this meeting.
- 3. Declaration of business interests/conflict of interest/gifts and hospitality**
  - a) Governors/trustees to complete and return a new declaration form for this academic year.  
**[Declaration of pecuniary and personal interest from attached – please refer to the model provided]**

**Note:** Academies must have regard to the Academies Financial Handbook which requires that all members, trustees and local governors of academies within a multi-academy trust must capture relevant business and pecuniary interests. Academy trusts must publish on their website the relevant business and pecuniary interests of trustees, members and local governors. For more information please refer to 3.1.16 of the

## **Academies Financial Handbook 2016.**

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

### **4. Election of Chair/Vice Chair**

To elect Chair and Vice Chair.

**Note:** Academy articles usually specify that the chair or vice chair are elected annually but each academy needs to check its own articles. The general advice is that annual election generally works well. The NGA recommends that chairs should serve no longer than six years in any one school.

### **5. Membership of the Governing/Trustees Board**

To note any resignations/new appointments and re-appointments that have arisen since the last meeting.

**[Copy of the Governing/Trustees Board attached]**

### **6. Standing Orders**

To review the Standing Orders for the Governing/Trustees Board and to approve them for continued use.

**Note:** Standing Orders are not statutory. Some governing/trustees boards might want put in place a book of bye-laws, procedures, governance plan etc. Standing Orders would usually apply to a Single Academy Trust (SAT) only and Local Governing Bodies would be provided with a Scheme of Delegation (SoD) sometimes referred to as Terms of Reference for a Local Governing Body.

### **7. Organisation of Governing/Trustees Board committees**

*Please note that point 7 may not apply to Local Governing Bodies.*

- a) To update the membership of committees for the 2016/2017 academic year.

**[Current Committees membership attached]**

- b) To appoint a Chair for each of the Governing/Trustees Board standing committees for the 2016/2017 academic year.

- c) To review the list of functions to be delegated to committees and individuals by the Governing/Trustees Board.

**[List of delegated functions attached]**

**Note:** Academy chairs don't by default have the right to use chair's action as it isn't written into the articles of association. Academy boards of governors/trustees need to consider whether they wish the chair of the governors/trustees and chairs of any local governing bodies to have this power, and, if so, ensure that there is a formally agreed procedure in place with defined limits on use of

**the power (this can be modelled on maintained school regulations).**

- d) To adopt the constitution and terms of reference for each of the Governing/Trustees Board standing committees following their review by each committee.

**[Constitution and terms of reference attached]**

- e) *To establish an Audit Committee to provide assurance over the suitability of, and compliance with, its financial systems and controls – a dedicated audit committee or an existing committee whose combined remit includes the functions of an audit committee (2.4.2 Academies Financial Handbook).*

**Note: This does not apply to LGB.**

- f) To review the constitution and terms of reference for Pupil Discipline Committee, Disciplinary/Dismissal Committee and Appeals Committee.

**[Constitution and term of reference attached]**

- g) To confirm the panel of two or three governors/trustees appointed to carry out the Headteacher's Performance Review in 2016/2017 and to confirm the appointment of Challenge Partner/External Adviser (strongly recommended but not statutory).

**Note: This would vary for LGBs – please check your Scheme of Delegation**

## **8. Governors'/Trustees' Code of Conduct**

To review and agree a code of conduct for the Governing/Trustees Board and for all governors/trustees to sign a copy of the code.

**[Copy of the Code of Conduct attached – please refer to the revised version]**

## **9. Governors/Trustees Handbook and School Website**

- a) To review and update the Handbook for Governors/Trustees *(if relevant)*
- b) To ensure school website includes all information as required by DfE and EFA.

## **10. Minutes of the previous meeting**

To confirm minutes of the meeting held on [date].

**[Minutes attached or previously circulated]**

## **11. Matters arising**

To consider matters arising from the minutes of the previous meeting.

## **12. Chair's action**

To report any urgent action taken by the Chair (Vice Chair) in accordance with the agreed procedure.

## **13. Governor/trustee monitoring, development and training**

To identify any training needs for the governing/trustee board including self-development session for the current year.

**13. Dates/times of future meetings**

To note the date/time of meetings of the Governing/Trustees Board and its Committees for the remainder of Autumn Term 2016 as follows:

*(adapt as appropriate)*

**14. Any Other Business**

(Items to be raised under 'Any Other Business' must be notified to the Clerk in advance of the meeting)