A draft spring term agenda – 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 Board Year Planner prior to drafting the agenda.

Name of School:

Address:

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

Date: Day date month 2017
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.

   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.

2. **Notification of any other business**
   To note late item of business, not on the agenda, which any governor 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) To note any changes to be made to the Register of Business Interests.
   b) To receive any declarations of interest in relation to any matters to be considered during the meeting.
   c) To receive any declarations of gifts and hospitality received or given.

4. **Membership of the Governing/Trustees Board**
   To note any resignations/new appointments and re-appointments that have arisen since the last meeting.

5. **Minutes of the previous meeting**
   To confirm minutes of the meeting held on [date].

   [Minutes attached or previously circulated]

6. **Matters arising**
   To consider matters arising from the minutes of the previous meeting.

7. **Reports from committees**
   To consider minutes of the following committees of the Governing/Trustees Board held during the Spring Term 2017:

XXXXX	date	**[Minutes attached]**
YYYYY	date	**[Minutes attached]**
ZZZZZ	date	**[Minutes attached]**

8. **Headteacher's report**
   To discuss the report from the Headteacher.

   [Headteacher's report attached]

   <u>**Note:**</u> **The headteacher's report fulfils three functions:**

   1. **It enables the headteacher to account to governors/trustees for the day to day management of the school, particularly on standards and the quality of education. Outlining the progress and development of the school improvement plan, it provides information on the management of the school's resources and the curriculum.**
   2. **The report can help governors/trustees perform their role by providing information helpful for supporting and challenging the headteacher, identifying priorities, setting strategic direction and ratifying policy.**
   3. **It provides important contextual data about the school that can be used for other purposes, such as the completion of the SEF or Ofsted inspection interviews.**

   Custom and practice in a lot of schools is that a report is given termly, normally at each full governing/trustees board meeting, but in some schools at each standard sub-committee meeting.

   Content of the report

   The report should focus on reporting against standards, quality of education, progress of the school development plan and the Ofsted action plan, if the school has one. As a guide the report might include headings and information such as the below.

   School context:**

   - **Number on roll and pupil mobility**
   - **Attendance figures (pupils)**
   - **Exclusions**
   - **Vulnerable groups (e.g. looked after children)**
   - **Racist, incidents, incidents of bullying**

- **Staffing changes, for example maternity leave, resignations, vacancies and leadership responsibilities**
- **Finance**
- **Premises management, including health and safety**

Achievement of pupils

- **Attainment and progress in line with national data, similar schools and against school targets and taking into account different pupil groups**

Quality of teaching
Behaviour and safety
Leadership and management
Overall effectiveness
Resources

**The above can be reported as pure data but it may be appropriate to draw attention to any significant changes, or where strategies put in place to address some challenges need to be shared.

Consistent section headings in each report will aid governors/trustees' understanding of key issues, though there will be some which are suited to less frequent (e.g. annual) reporting. Example below:

Annual reporting content

- **Trends of attendance or exclusion data by gender, ethnic group or age**
- **Baseline assessments and a review of key trends from RAISEonline**
- **Public examination results**
- **Leavers' destinations**
- **Community links and use of school facilities**
- **SEN policy implementation**
- **Summary of extra-curricular activities**

Items which could be included as and when required:

- **Staff appointments**
- **Staff changes, resignations and vacancies**
- **Formal complaints**
- **Policy monitoring information**
- **Maintenance and improvement work to premises**

Style

The report is read by governors/trustees with a range of backgrounds and experience. A headteacher needs to be aware that educational acronyms and jargon that are part of their day-to-day role aren't' necessarily familiar to all governors/trustees.

- **Use plain, concise, but formal language**
- **Avoid acronyms and jargon, or, if used, record them in an appendix for reference**
- **Be positive but also frank and open**
- **Use section headings, bullet points, tables or diagrams to aid concision**
- **References or links to other relevant documents and the school website can reduce the length of report**

9. **School Development/Improvement Plan/SEF** *(may be part of the Headteacher's report)*

a) To discuss progress on implementing the School Development/Improvement Plan
b) To consider the School's Self Evaluation Form (SEF)
c) *To link objectives to the Governing/Trustees Board Self Evaluation*

10. **Governor/Trustee monitoring, development and training**

   a) To receive and evaluate any reports from governors/trustees who have undertaken monitoring visits to school.
   b) To receive a report from the Training Link Governor/Trustee.
   c) To receive feedback from governors/trustees who have attended training courses since the previous termly meeting of the Governing/Trustees Board.
   d) To identify any training needs for the Governing/Trustees Board including self-development session for the current year.
   e) **To monitor impact of all training undertaken.**

11. **Equality objectives and information**
   To review the impact of the school's published Equality objectives.
   [Copy of the Equality objectives attached]

12. **Policy review**
   To review and adopt the following policies for use in the School:

   - Admissions Policy *(Admission authorities must consult when admission arrangements are changed or if they have not been consulted on within the last 7 years. For entry in 2017 and each subsequent academic year thereafter, admission authorities must consult for a minimum period of 6 weeks and should take place between 1 October and 31 January. Admission authorities must have determined their admissions arrangements for entry in September 2018 by 28 February 2017. They must publish them on their website and have sent a copy to their local authority before 15 March 2017.)*

   **Note: The drafting of the school policies can be delegated to any member of 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/trustees board (check your Policy Schedule).
   LGBs would only be adopting the policies already agreed by the board of trustees (or as per their SoD).**

13. **Year 6 Residential Trip (or Alternative Residential/Activity Trips)**
   Please check for secondary schools (it may come up at a different time).

14. **Non-Pupil Days**
   To consider dates for non-pupil days in the 2017/18 academic year.
   (check your Delegation Planner/Framework to establish who approves these)

15. **Chair's action**

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

16. **Dates/times of future meetings**
    To note the date/time of meetings of the Governing/Trustees Board and its Committees for the Spring Term 2017 as follows:
    (adapt as appropriate)

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

Financial matters

- Publish 2015 to 2016 financial statements on the school website by 31 January 2017
- Publish the admissions appeals timetable for 2017 (by 28 February)
- Complete and submit spring school census (by 15 February)
- Submit 2015 to 2016 accounts returns by 31 January

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