

A draft spring term agenda – Maintained version

Name of School:

Address:

Spring term meeting of the Governing Board

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 and consent apologies for absence.

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

- 2. Notification of any other 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. (Items to be raised should be notified to either the Chair or Clerk in advance of the meeting.)
- 3. Declaration of business interests/conflict of interest/gifts and hospitality**
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 or receipt of any gifts or hospitality since the last meeting.
- 4. Membership of the Governing Board**
To note any resignations/new appointments and re-appointments that have arisen since the last meeting.

Amend as appropriate – for example

a) Local Authority Governor

To note that Mrs C's term of office as a Local 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 continue as a governor.

b) Parent Governor

To report the outcome of the election of a new Parent Governor following Mr R's resignation on xxx.

[Governing Board membership attached]

5. Minutes of the previous meeting

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

[Minutes attached or previously circulated]

6. Matters arising

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

7. Reports from committees

To consider minutes of the following committees of the Governing 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]

Note: 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 RAISE online
- 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 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.

- 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)*
To receive a report on the School Development Plan and the school's SEF/to discuss progress on implementing the Plan/to link objectives to the Governors' Action Plan.
 10. **Safeguarding/Child Protection**
To receive a report from the Nominated Governor for child protection/safeguarding. *(If not already covered last term)*
 11. **Equality objectives**
To review the impact of Equality objectives for the school and to update equality information accordingly.
[Copy of the Equality objectives attached]
 12. **Chair's action**
To report any urgent action taken by the Chair (Vice Chair) in accordance with the provisions of paragraph 8 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.
 13. **Chair's Business/Correspondence**
To note and/or consider matters arising from correspondence received by the Chair.
 14. **2017/18 Budget Plan**
To consider and approve the annual budget plan for 2017/18. *(This may be delegated to a Finance Committee – if so, must be explicit in terms of reference and Financial Regulations.)*
 15. **Policy review**
To report any policies reviewed/approved by committees and to review and agree the following policies:
 - XXX
 - YYY
 - ZZZ
- 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 board (check your Policy Schedule).
16. **Governor monitoring, development and training**
 - a) To receive and evaluate any reports from governors who have undertaken monitoring visits to school.
 - b) To receive a report from the Training Link Governor.
 - c) To receive feedback from governors who have attended training courses

since the previous termly meeting of the Governing Board.

- d) To identify any training needs for the Governing Board including self-development session for the current year.
- e) To monitor impact of all training undertaken.

17. Year 6 Residential Trip (or Alternative Residential/Activity Trips)

To approve the Year 6 residential trips [or any forthcoming residential activity/trips].

Please check for secondary schools (it may come up at a different time).

18. 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)

19. Dates/times of future meetings

To note the date/time of meetings of the Governing Board and its Committees for the Spring Term 2017 as follows:

(adapt as appropriate)

20. Confidential Matters

Confidential matters set out in Part B of the agenda.

21. Any Other Business

To consider any items of urgent business agreed for discussion (Item 2 refers).

Also consider including:

- Admission Arrangements for 2018/2019 (Aided & Foundation)
- Health & Safety Monitoring Report
- Ofsted alert or information (depending on school cycle)
- Policies (depending on school cycle).
- Review of the school website – required information published?

On the Finance Agenda

- Recommendation of annual budget planning for coming financial year (*unless this is delegated to the Finance Committee, in which case the committee can ratify*)
- Ratification of annual budget plan for coming financial year (*if this is delegated to the Finance Committee*), clearly linked to a costed School Development Plan & Asset Management Plan
- **Approval of the Schools Financial Value Standard self-assessment –to be submitted by March 2017 for all maintained schools**
- Opportunity to declare new business interests
- Review/ Approval of Reconciliation statement/financial update/virements
- Benchmarking: staffing (*best practice is to review a different area each term*)
- Year-end report of financial year income and expenditure
- Forward financial plan (at least 3 years)
- Insurance arrangements for the school
- School Private Fund update
- Cash flow
- Capital funding/expenditure
- Request for expenditure above Headteacher's approval level
- Virements
- Trading accounts update – e.g. catering operation, Breakfast Club, childcare
- New contracts (prior to commencement or those for review)
- Financial Regulations and Scheme of Delegation (at least annually – can be approved by the Finance Committee if delegated responsibility is agreed, but finance auditor may expect it to be approved by full GB – and it must be if that is the stated level of delegation on the Financial Regulations themselves (e.g. the Local Authority model).

Regular financial updates can be obtained through the EFA's eBulletins.