***NAME OF SCHOOL***

**NO LONGER TO GO THROUGH LINE BY LINE BUT TO JUST MENTION WHERE THERE ARE NOTES IN RED – ASK FOR EXAMPLES OF GOOD PRACTICE FROM AUDIENCE (DOCUMENT NUMBERS AS IN ZIPPED FILE)**

address

**FIRST AUTUMN TERM MEETING OF THE GOVERNING BODY / BOARD AGENDA**

**‘Business Meeting’ only**

Date day date month 2016

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.**

**Consult Governing Body/Board Year Planner prior to drafting agenda (link attached to Briefing agenda) (3)**

1. **APOLOGIES FOR ABSENCE**

 To receive apologies and give/refuse consent

1. **NOTIFICATION OF ANY OTHER BUSINESS**

 To note any 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.

1. **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**
* Governors to complete and return new declaration form for this academic year

**[Declaration of pecuniary and personal interest form attached}**

* 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 record the giving or receipt of gifts or hospitality since the last meeting (THIS IS NOW APPARENTLY REQUIRED ON MAINSTREAM SCHOOL AGENDAS AS WELL)

Will need to have a Gifts & Hospitality Policy as well as a G&H Register even if it is blank (4 & 5)

Model shortened register for staff (6)

1. **ELECTION OF CHAIR/VICE CHAIR**
* To decide the period of office to be served by the chair/vice chair until another election/determine the date of the end of the term of office.
* To elect the Chair and Vice Chair for the 2016/2017 academic year (

 **[Nomination form attached for eligible governors]**

It is up to the Governing Body how the election(s) is held as there is no legislation prescribing the election process

Procedure for election should be written in to Standing Orders (or the equivalent for academies)

ECA Briefing on Election of Chair will be reissued as it needs to be amended to included academies

1. **MEMBERSHIP OF THE GOVERNING BODY / BOARD**

 ***OPPORTUNITY HERE TO SHARE GOOD PRACTICE***

*New appointments can be confirmed with Governor Services in advance of completed checks*

*Minutes should, however, reflect that appointment made ‘subject to satisfactory checks’*

*It is good practice for a potential governor to be* ***interviewed by the Chair and/or a panel of governors, a skills audit completed and references*** *taken up prior to introducing to the Governing Body (7)*

1. **Local Authority Governor**

 To note that Mrs M’s term of office as an Authority Governor ends on 11 November 2016 and to consider her re-appointment by the LA.

b) **Parent Governor**

 To note that Mr B’s term of office comes to an end on 1 November 2016 and to note the need for an election at the school.

 *Amend as appropriate*

 **[Governing Body membership attached]**

1. **STANDING ORDERS**

 To review the Standing Orders for the Governing Body and approve them

 **[Model Standing Orders attached] (8, 9 & 10)**

Emphasise here that ‘model’ does not mean that it is taken as read

Not all models fit the situation and should be adapted to fit the needs of the school

This also applies to model policies

Standing Orders are not statutory but can be adopted by the governing body as a framework to ensure that it operates effectively

The new model has been updated to link with the new model Code of Conduct (as below)

1. **ORGANISATION OF GOVERNING BODY COMMITTEES**

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

 **[Current Committee Membership List attached]**

 b) To appoint a Chair for each of the Governing Body 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 Body.

  **[List of delegated functions attached]**

Good practice again for mainstream schools but required in academies (11)

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

 **[Constitution and terms of reference previously circulated/attached]**

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

 **[Constitution and terms of reference previously circulated/attached]**

It has been suggested that GBs could have just one Appeals Committee

to be called upon to sit for any appeals procedure

Iwona is putting together a set of ToRs for this Committee

which could be a panel of any eligible governors

MORE INFORMATION TO FOLLOW

 f) To confirm the panel of *two or three* governors appointed to carry out the Headteacher’s Performance Review in 2016/2017 and to confirm the appointment of an External Adviser.

 *Unless agreed in the summer term*

1. **GOVERNORS’ CODE OF CONDUCT (12)**

 To review and agree a code of conduct for the Governing Body and for all governors to sign a copy of the code / or code of conduct register

Based on NGA model but reviewed by Debbi Botham to create an Essex version

This includes an appendix referring to data protection and section on Commitment has a number of amendments (**SEE APPENDIX 2**)

Good template for academies to use

1. **GOVERNORS HANDBOOK AND SCHOOL WEBSITE**
* To review and update the Handbook for School Governors (*if relevant)*

*Might be part of the Governor Zone on the website*

* To ensure school website includes all information as required by the DfE

 *Good practice to do this on an annual basis if used (13 & 14)*

1. **MINUTES OF THE PREVIOUS MEETING**

 To confirm the minutes of the Summer Term meeting held on *date* 2016.

 **[Minutes previously circulated/attached]**

1. **MATTERS ARISING**

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

1. **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING**
2. To receive a report from the Link Governor.
3. To receive feedback from Governors who have attended training courses since the previous termly meeting of the Governing Body.
4. To identify any training needs for the governing body including self-development session for the current year.
5. **DATES/TIMES OF FUTURE MEETINGS**

To note the dates/times of meetings of Committees and the Governing Body/Board in the **Spring Term 2017**

Curriculum and Pupil-Matters date time

Finance, Premises and Personnel date time

Governing Body date time

*adapt as appropriate)*

Good practice to tie this in with Governing Body Year Planner