

## A draft autumn 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:

### Autumn (2<sup>nd</sup> meeting) 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

To receive apologies for absence.

#### 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].

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1 | Autumn term Governing Body meeting [Date]

#### EES for Schools

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[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 Autumn Term 2015:

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]

**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*
- d) *Agree Aims and Vision Statement*

**10. School performance**

- a) To receive and discuss SATs results of K1, K2 (infant/primary schools) and GCSE and A Level results 2016 (secondary schools).
- b) To consider pupil performance targets for 2017 end of school year *(not statutory)*.

**11. Attendance targets**

- a) To agree targets for attendance at the school *(not statutory)*.

**Note:** The definition of 'persistent absentee' is now any pupil whose attendance falls below 90% (previously 85%).

- b) Monitor data on attendance/absence, pupil exclusions, racist incidents *(may be included in the Headteacher's Report or discussed at committee level)*

**12. Policy review**

To review and adopt the following policies for use in the School:

- Pay Policy.
- Performance Management Policy.

- Child Protection Policy/Safeguarding Policy.
- 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.

### 13. Safeguarding/Child Protection

To receive a report from the nominated governor/trustee for Safeguarding/Child Protection (*or Headteacher – not statutory but good practice*).

**Note:** This might have been done in the Summer Term 2016. The Headteacher might be providing feedback from the Section 11 Safeguarding Audit. Please note that Section 11 Safeguarding Audit will become a biennial requirement.

### 14. Chair's action

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

### 15. Governor monitoring, development and training

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

### 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

## Financial matters

- 2015 to 2016 Academies Financial Handbook comes into effect from 1 September 2015.
- Review Financial Regulations and Scheme of Delegation (annual requirement).
- Trusts intending to defer or submit dormant financial statements for 2014 to 2015 to notify EFA.
- Complete and submit autumn school census by 28 October (opens 1 October).
- Submit 16 to 19 Bursary Fund and residential 2014 to 2015 end of year MI return.
- Complete school workforce census (opens 6 November).
- Submit school workforce census (by 5 December).
- Submit academy trusts' audited financial statements, audited financial statements, auditor's management letter and value for money statement for 2014 to 2015 by 31 December.

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

To subscribe email [EFA.bulletin@education.gsi.gov.uk](mailto:EFA.bulletin@education.gsi.gov.uk)