

SUGGESTED DRAFT AUTUMN TERM AGENDA inc 'Business Meeting' Mainstream schools

NAME & ADDRESS OF SCHOOL

AUTUMN TERM MEETING OF THE GOVERNING BODY / BOARD AGENDA

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)

1. APOLOGIES FOR ABSENCE

To receive apologies and give/refuse consent

2. 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.

3. 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.

4. 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]

5. GOVERNORS' REGISTER OF BUSINESS INTERESTS

To review current information held on the Governors' Register of Business Interests and to create a new register for the 2016/2017 academic year.

[NGA Pecuniary & Personal Interest Form attached]

6. MEMBERSHIP OF THE GOVERNING BODY / BOARD

a) 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]

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7. STANDING ORDERS

To review the Standing Orders for the Governing Body and approve them for continued use.
[Standing Orders attached]

8. 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]

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 Appeals Committee.
[Constitution and terms of reference previously circulated/attached]

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

9. GOVERNORS' CODE OF CONDUCT

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

10. HANDBOOK FOR SCHOOL GOVERNORS AND SCHOOL WEBSITE

- To review and update the Handbook for School Governors (*if relevant*)
- To ensure school website includes all information as required by the DfE

11. MINUTES OF THE PREVIOUS MEETING

To confirm the minutes of the Summer Term meeting held on *date* 2016.
[Minutes previously circulated/attached]

12. MATTERS ARISING

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

13. REPORTS FROM COMMITTEES

To receive the minutes of the following meetings of the Standing Committees:

Curriculum XXX Committee	date of meeting 2016	[Minutes previously circulated/attached]
Finance XXX Committee	date of meeting 2016	[Minutes previously circulated/attached]

14. HEADTEACHER'S REPORT

To discuss the report from the Headteacher.
[Report attached]

15. SCHOOL DEVELOPMENT (IMPROVEMENT) PLAN/SEF (*may be part of the Headteacher's report*)

- To discuss progress on implementing the School Development Plan (SDP/SIP)
- To consider the school's Self Evaluation Form (SEF)

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- To link objectives for the Governing Body/Board to SDP/SEF
- Agree Aims/Vision Statement

16. SCHOOL PERFORMANCE

- To receive and evaluate SATs results of KS1, KS2 (infant/primary schools) and GCSE results 2016 (secondary schools)
- To consider pupil performance targets for the 2017 end of school year.

17. ATTENDANCE TARGETS

- To agree targets for attendance at the school (*not statutory but good practice*)
- Monitor data on attendance/absence, pupil exclusion, racist incidents (*may be included in the Headteacher's Report*)
- To remind governors that the definition of a "persistent absentee" is now any pupil whose attendance falls below 90% (previously 85%)

18. POLICY REVIEWS

- To review and adopt the following policies for use in the school:
 - Pay Policy
 - Performance Management Policy
 - Admissions for 2017/18
 - XXXX
 - XXXX

Depending on policy schedule

19. SAFEGUARDING/CHILD PROTECTION

To receive a report from the Nominated Governor for Safeguarding/Child Protection (*this is annual requirement but not statutory; it may not be this term*)

20. CHAIR'S ACTION / REPORT

- 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
- Update Report from Chair of Governors

21. CHAIR'S BUSINESS/CORRESPONDENCE

To note and/or consider matters arising from correspondence received by the Chair.

22. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING

- a) To receive any reports from governors who have undertaken monitoring visits to school.
- b) To agree programme of governor visits
- c) To receive a report from the Link Governor.
- d) To receive feed back from Governors who have attended training courses since the previous termly meeting of the Governing Body.
- e) To identify any training needs for the governing body including self-development session for the current year.

23. DATES/TIMES OF FUTURE MEETINGS

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

Curriculum and Pupil-Matters	date	time
Finance, Premises and Personnel	date	time
Governing Body	date	time

(adapt as appropriate)

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Suggestions for the Finance agenda – MAINTAINED SCHOOLS

- Impact of Pupil Premium Grant and Sports Premium
- Assessment Management Plan
- Charging & Letting Policy
- Report on Health & Safety
- Internal Controls Evaluation report and statement: *may not be this term but must be following the evaluation*
- Financial Regulations (*may not be this term but must be done annually and whenever there are any significant changes which would impact on the school finances*)
- Opportunity to declare new business interests – *every meeting of every committee*
- Review/ Approval of Reconciliation statement/financial update/virements
- Benchmarking
- Trading accounts update – e.g. catering operation, Breakfast Club, childcare
- School Private Fund – approve audited accounts – *Depends when school closes its private fund, not all done at the same time, could be in any term.*
- Agree School Private Fund auditor for following year