***NAME OF SCHOOL***

address

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

**‘Business Meeting’ only**

Date day date month 2017

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 (Clerking Agency under Useful Forms – it has been updated)**

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
1. **ELECTION OF CHAIR/VICE CHAIR (THIS COULD BE THE FIRST AGENDA ITEM)**
* 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 2017/2018 academic year

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

1. **MEMBERSHIP OF THE GOVERNING BODY / BOARD**
* To note any resignations / new appointments / end of terms of office / re-appointments that have arisen since the last meeting

 **[Governing Body membership attached]**

* To discuss vacancies and how to address
* To undertake an annual audit of the Governing Body’s skills, knowledge and experience and to use the outcome to identify gaps; from this training needs can be assessed and provided
1. **STANDING ORDERS**

 To review the Standing Orders for the Governing Body / Terms of Reference for Local Governing Bodies / Scheme of Governance Delegation and approve them

 **[attached]**

1. **ORGANISATION OF GOVERNING BODY COMMITTEES** (**this may not always apply to LGBs)**

 a) To update the membership of committees for the 2017/2018 academic year.

 **[Current Committee Membership List attached]**

 b) To appoint a Chair for each of the Governing Body standing committees for the 2017/2018 academic year.

c)To review the list of functions to be delegated to committees 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 Staff 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***

 g) To appoint the Training Link Governor

1. **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

1. **GOVERNORS HANDBOOK 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 / Ofsted

1. **MINUTES OF THE PREVIOUS MEETING**

 To confirm the minutes of the Summer Term meeting held on *date* 2017.

 **[Minutes previously circulated/attached]**

1. **MATTERS ARISING**

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

**12. HEADTEACHER’S REPORT**

 **As this is a business meeting, your Governors may or may not wish to have a short (verbal) report from the Headteacher on the start of the term**.

**13. CHAIR’S ACTION / CORRESPONDENCE**

To report any urgent action taken by the Chair (or Vice Chair in his absence) in accordance with the provisions of Regulation 8 of the School Governance Regulations 2013 (maintained schools only).

 To report any urgent action taken by the Chair (or Vice Chair in his absence) in accordance with the agreed procedure (academies - only if that function has been formally delegated to the Chair)

**14. DATES/TIMES OF FUTURE MEETINGS**

To note the dates/times of meetings of Committees and the Governing Body/Board in the **Spring Term 2018**

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**