***NAME & ADDRESS OF SCHOOL***

**SUMMER TERM MEETING OF THE (LOCAL) GOVERNING BODY / BOARD AGENDA**

Date day date month 2018

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.**

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**

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. **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 report outcomes from the 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. **MINUTES OF THE PREVIOUS MEETING**

To confirm the minutes of the Spring Term meeting held on *date* 2018.

**[Minutes previously circulated/attached]**

1. **MATTERS ARISING**

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

1. **REPORTS FROM COMMITTEES**

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

Curriculum XXX Committee date of meeting 2018 **[Minutes previously circulated/attached]**

Finance XXX Committee date of meeting 2018 **[Minutes previously circulated/attached]**

Premises XXX Committee date of meeting 2018 **[Minutes previously circulated/attached]**

**These matters may need to be separate agenda items if there are no specific committees to cover these or they might be covered under the Headteachers’ Report?**

1. **EXECUTIVE HEADTEACHER / HEADTEACHER / HEAD OF SCHOOL’S REPORT**

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

**This should include evaluation of SATs results if after 4 July 2018**

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

* To review and evaluate impact of the School Development Plan (SDP/SIP) and consider how to address any objectives yet to be met
* To approve the SDP/SIP for 2018/19
* To consider the school’s Self Evaluation Form (SEF)
* Agree Aims/Vision Statement/Values and goals for forthcoming years

**[SDP 2017/18 attached]**

**[Draft 2018/19 attached]**

1. **ATTENDANCE / BEHAVIOUR**

* Monitor data on attendance/absence, pupil exclusion, racist incidents, bullying incidents (*may be included in the Headteacher’s Report or at committee level*)
* Report from Behaviour Lead

**11. PUPIL PREMIUM / SPORTS PREMIUM FUNDING**

* To evaluate the use of the Pupil Premium Grant and the impact on disadvantaged pupils who are eligible for the funding
* To evaluate the use of the Sports Premium Grant [ **Primary schools only**] and the impact on the improvement to the quality of PE and sports activities offered by the school

**12. POLICY REVIEWS**

* To review and/or adopt the following (Trust) (School) policies for use in the school:
* XXXX [**attached**]
* XXXX
* GDPR / Data Protection etc Policies

**Note: The drafting of school policies can be delegated to any member of the 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).**

**LGBs should receive all Trust policies and minutes should reflect that Governors had agree to adopt them.**

**13. SAFEGUARDING/CHILD PROTECTION**

**14. MENTAL HEALTH & WELLBEING OF PUPILS & STAFF**

**15. BUDGET PLAN 2018-19 (Academies only)**

**This is dependent on a number of factors and may not be relevant or may simply be that the LGB will be recommending the budget for approval by the Board.**

**[2018/19 Budget Plan attached]**

**16. PREMISES / HEALTH & SAFETY**

* Managing Asbestos in Your School [**attached**]

**17. CHAIR’S ACTION / REPORT / CORRESPONDENCE**

* To report any urgent action taken by the Chair (Vice Chair) in accordance with the provisions of Regulation 8 of the School Governance Regulations 2013. (maintained schools only) **MAINTAINED SCHOOLS ONLY**
* To report any urgent action taken by the Chair (Vice Chair) in accordance with the agreed procedure *(****ACADEMIES ONLY and only if that function has been formally delegated to the Chair)***
* To note and/or consider matters arising from correspondence received by the Chair.

**18. GOVERNOR MONITORING, DEVELOPMENT AND TRAINING (*You may wish to bring this further up the agenda to demonstrate the value that the Governing Body places on training and monitoring)***

1. To receive any reports from governors who have undertaken monitoring visits to school.
2. To agree programme of governor visits
3. To receive a report from the Link Governor.
4. To receive feedback from Governors who have attended training courses since the previous termly meeting of the Governing Body:

**Governors are reminded that they must report on the impact of the training that they undertook: how it affected their effectiveness as a governor and how they could add value to the Governing Body eg by cascading what they had learned**

1. To identify any training needs for the governing body including self-development session for the current year.

**19. ANNUAL GOVERNANCE STATEMENT (good practice for maintained schools)**

To approve the Annual Governance Statement

**[Governance Statement attached]**

**20. HEADTEACHER’S PERFORMANCE MANAGEMENT REVIEW**

To discuss external support for the Headteacher’s PMR process and to appoint an advisor.

**Note: Statutory requirement for maintained schools (The Education (School Teachers Appraisal) (England) Regulations 2012) and advisory for academies.**

**21. GENERAL DATA PROTECTION REGULATION (GDPR)**

**Report depending on the timing of the meeting and its vicinity to 25 May 2018!!**

**22. YEAR 6 RESIDENTIAL TRIP (or other residential/activity trips)**

**23. NON-PUPIL DAYS FOR 2018/19** (if not already approved)

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

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

Curriculum and Pupil-Matters date time

Finance, Premises and Personnel date time

Governing Body date time

(*adapt as appropriate)*

**25. ANY OTHER BUSINESS**

**Suggestions for the Finance agenda**

**Financial matters (academies):**

* Academy trust’s Budget Forecast Return: Outturn (BFRO) to be submitted by 21 May 2018
* Report on the outcome of any CIF (Condition Improvement Fund) bids
* Academy trusts to submit their audited financial statements to Companies House by 31 May 2018
* Academies Accounts Direction 2017 to 2018 published in May 2018
* Academies Financial Handbook 2018 scheduled to be published in June 2018
* Academy trusts’ Budget Forecast Return (BFR) to be submitted by 27 July 2018
* New academy trusts to contact EFSA by September if they intend to submit dormant accounts for 2017 to 2018

Regular financial updates can be obtained through subscription to EFSA’s e-bulletin.

**Financial matters (maintained schools):**

* Reconciliation statement/financial update/virements
* Benchmarking: utilities and premises expenditure
* School Private Fund update
* Trading accounts update – catering, breakfast club, childcare etc.
* Best Value Statement – good practice and evidence for SFVS (Schools Financial Value Standard)