***NAME & ADDRESS OF SCHOOL***

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

Date day date month 2019

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**

* 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**

* 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 2019/20 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 them
* 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 **[attached]**
* Checklist for new governors
* Governor consent form **[attached]**

1. **STANDING ORDERS**

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

**[attached]**

1. **ORGANISATION OF GOVERNING BODY COMMITTEES**

a) To update the membership of committees for the 2019/2020 academic year.

**[Current Committee Membership List attached]**

b) To appoint a Chair for each of the Governing Body standing committees for the 2019/2020 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 (Exclusions) Committee, Disciplinary/Dismissal Committee, Admissions Committe 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 2019/20120 and to confirm the appointment of an External Adviser / Challenge Partner.

*Unless agreed in the summer term*

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 and/or Code of Conduct Register

1. **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 / Ofsted
* To agree a Governor to regularly review website compliance

1. **MINUTES OF THE PREVIOUS MEETING**

To confirm the minutes of the Summer Term meeting held on *date* 2019

**[Minutes previously circulated/attached]**

1. **MATTERS ARISING**

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

1. **CHAIR’S ACTION / REPORT & 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)

1. **HEADTEACHER’S REPORT**

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

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

* To review 2017/18 SDP
* To discuss progress on implementing the 2018/19 School Development Plan (SDP/SIP)

**[SDP 2017/18 and/or SDP 2018/19 attached]**

1. **SCHOOL PERFORMANCE**

* To receive and evaluate SATs results of KS1 and KS2 (infant/primary schools) and GCSE and A’ Level results 2018 (secondary schools)
* To consider pupil performance targets for the 2018/19 end of school year (*this is not statutory but good practice*)

**THE FOLLOWING MIGHT BE AGENDA’d AT THIS MEETING OR THE NEXT**

1. **ATTENDANCE TARGETS**

* To agree targets for attendance at the school *(this is not statutory but good practice)*
* Monitor data on attendance/absence, pupil exclusion, racists incidents (*may be included in the Headteacher’s Report or at committee level*)
* To remind governors that the definition of a “persistent absentee” is now any pupil whose attendance falls below 90% (previously 85%); it is expected that every pupil should achieve attendance of at least 95% or above

1. **POLICY REVIEWS**

* To review and approve the following policies for use in the school:
* Pay Policy
* Performance Management Policy
* Admissions for 202021
* Child Protection
* XXXX
* To review and adopt the following Trust policies for use in the school:
* XXXX
* XXXX

*Depending on policy schedule*

1. **SAFEGUARDING/CHILD PROTECTION**

* To receive a report from the Nominated Governor for Safeguarding/Child Protection *(this is annual requirement; it may not be this term)*
* To ensure, as a minimum, all governors have Level One safeguarding training and an annual refresher

**19. SEND**

* To receive and consider the annual SEND Information Report and ensure this is published on the school website
* To receive a (termly) report from the Lead SEND Governor

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

**21. 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 appoint a Link Governor / and receive a report if appropriate
2. To review the draft Governor Monitoring Schedule **[attached]**
3. 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.

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

To note the dates/times of meetings of Committees and the Governing Body in the **Spring Term 2020**

Curriculum and Pupil-Matters date time

Finance, Premises and Personnel date time

Governing Body date time

(*adapt as appropriate)*

**23. ANY OTHER BUSINESS**

* General Data Protection Regulation (GDPR)

**Further suggestions which may be more relevant for other committees or only relevant to academies:**

* Impact of Pupil Premium Grant and Sports Premium
* Assessment Management Plan
* Charging & Letting Policy
* Report on Health & Safety
* Internal Controls Evaluation (ICE) report and statement: *may not be this term but must be following the evaluation*
* Financial Regulations and Scheme of Delegation of Financial Powers (*may not be this term but must be done annually and whenever there are any significant changes which would impact on the school finances)*
* 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
* Implementing Your School’s Approach to Pay (March 2019)
* [**Academies only]** Review of changes in Academies Financial Handbook (new version took effect from 1 September 2019)
* **[Academies only]** Submission of school resources management self-assessment tool by 14 November 2019
* [**Academies only**] Update on any CIF bids
* **[Academies only]** Submission of Trust annual report and accounts and auditor’s management letter to EFSA by 31 December 2019
* Publish on website how SEND funding was spent and impact
* **[Academies only]** Ensure the land and building collection tool is submitted to the Education and Skills Funding Agency (ESFA) by 31 October
* **[Academies only]** Review the Scheme of Delegation
* **[Academies only] Land and Buildings Collection Tool; available from 1.10.19 for completion and submission by 4.11.19**
* **[Academies only] Academies Planning Calendar 2019/20** [**https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/822660/Academies\_planning\_calendar\_2019\_to\_2020.pdf**](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/822660/Academies_planning_calendar_2019_to_2020.pdf)