***NAME & ADDRESS OF SCHOOL***

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

Date day date month 2020

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 Autumn 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. **REPORTS FROM COMMITTEES**

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

 Curriculum XXX Committee date of meeting 2019 **[Minutes previously circulated/attached]**

 Finance XXX Committee date of meeting 2019 **[Minutes previously circulated/attached]**

1. **HEADTEACHER’S REPORT**

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

1. **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)
* To link objectives for the Governing Body/Board to SDP/SEF
* Agree Aims/Vision Statement

**[SDP 2019/20 / SEF / Aims/Vision Statement attached]**

1. **EQUALITY OBJECTIVES**

To review the impact of the school’s published Equality Objectives and any updated equality information.

1. **ATTENDANCE / BEHAVIOUR / PUPIL WELLBEING**
* 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%; it is expected that every pupil should achieve attendance of at least 95% or above
1. **POLICY REVIEWS**
* To review and adopt the following policies for use in the school:
* XXXX
* XXXX

*Depending on policy schedule*

1. **SAFEGUARDING /CHILD PROTECTION / MENTAL HEALTH**
2. **PREMISES / HEALTH & SAFETY**
3. **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)
* To note and/or consider any matters arising from correspondence received by the Chair
1. **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)***
2. To receive any reports from governors who have undertaken monitoring visits to school.
3. To agree programme of governor visits
4. To receive a report from the Link Governor.
5. 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.

**16. DATA PROTECTION / WEBSITE AUDIT**

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

**18. NON-PUPIL DAYS FOR 2020/21** (if not already approved)

**19. 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)*

**20. ANY OTHER BUSINESS**

* Gender Pay Gap reporting (*for school/academies with over 250 employees)*

Admission arrangements for 2021 to be submitted by 13 March 2020 to LA and publish on website (academies) - Academies must publish their admissions appeals timetable on their website by 29 February 2020

**Suggestions for the Finance agenda – some of these may only be relevant to academies (A) or maintained schools (M)**

* Publish 2018/19 Annual Report and Financial Statements on Trust website by 31.1.20 (A)
* Spring Census completed by 16 January 2020 – Finance Committee to discuss impact on 2020/21 budget
* Approve Budget Forecast Return – Outturn (BFRO) – to be submitted by 19.5.20 (A)
* Consider outcome of Condition Improvement Fund (CIF) submission (if appropriate) (A)
* Approval of Budget Plan (M): balanced budget to be submitted to LA by 1.5.20
* Outcome of any ICE visits (A & M)
* Complete and approve SFVS by 31.3.20 (M)
* Consider and approve insurance arrangements (A & M)
* Consider implications of national funding formula (A & M)
* Benchmarking (A & M)
* Governance Review (A)
* Risk Register (A)