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**Model summer term agenda 2024**

*Please note that your agenda will vary depending on the structure your governing board adopted. Please amend as appropriate for maintained schools and academies. As a Clerk/Governance Professional you should refer to the Governing Board Year Planner prior to drafting the agenda.*

Name of School:

Address:

**Summer term meeting of the Governing Board/Board of Trustees/Local Governing Body agenda**

Date:

Time:

Place:

Clerk/Governance Professional:

Note: Please note that all supporting documents are available to view and download in/from *(indicate the platform/system you are using)*

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| **1.** | **WELCOME, APOLOGIES AND REASONS FOR ABSENCE**  To receive apologies for absence.  Note: Any governor/trustee who, without the consent of the governing board, fails to attend governing board meetings for a period of six months after their first absence is disqualified from continuing as a governor/trustee. The governing board may decline to accept apologies for absence from a governor/trustee, but if apologies are accepted, then the governing board has consented to the absence, and the six-month disqualification rule does not apply. [Schedule 4 para 9 of The School Governance (Constitution)(England) Regulations 2012 and Article 70 of the Model Articles of Association] |
| **2.** | **NOTIFICATION OF ANY OTHER BUSINESS**  To note late items of business, not on the agenda, which any governor/trustee wishes to raise and to decide, whether the urgency of the matter is such as to warrant consideration at this meeting. |
| **3.** | **DECLARATIONS OF BUSINESS INTERESTS**   1. To note any changes to be made to the Register of Business Interests. 2. To receive declarations of interest in relation to any matters to be considered during the meeting. 3. To receive declarations of gifts and hospitality received or given.   Note: Academy trusts should have a policy and register on the acceptance of gifts, hospitality, awards, prizes or other benefits that might compromise their judgement or integrity and should ensure all staff are aware of it. When making gifts, the trust must ensure the value is reasonable, is within its scheme of delegation, the decision is documented, and achieves propriety and regularity in the use of public funds – 5.32 of Academy Trust Handbook (ATH) 2023. (Maintained schools should refer to Regulation 16 Schedule 1 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. |
| **4.** | **MINUTES OF THE PREVIOUS MEETING**  To confirm the minutes of the meeting held on *(date).* |
| **5.** | **MATTERS ARISING**  To consider matters arising/action points from the minutes of the previous meeting. |
| **6.** | **CHAIR’S ACTION**  To report any urgent action taken by the Chair (Vice Chair) in accordance with the agreed procedure. *(only if that function has been formally delegated to the Chair (Vice Chair) – academies only)*  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)* |
| **7.** | **MEMBERSHIP MATTERS**  To note any resignations/new appointments and re-appointments that have arisen since the last meeting. To discuss arising vacancies where relevant and actions to address these. |
| **8.** | **REPORTS FROM COMMITTEES**  To consider minutes and actions put forward to the governing board from the following Committee meetings held during the Summer term 2024:  *(list your Committees)* |
| **9.** | **HEADTEACHER’S REPORT**  To receive the Headteacher’s report.  Note: The Headteacher/Executive leader needs to provide the governing board with the information it needs to do its job well. The information should be an overview to generate discussion. The report should be made available to anyone who asks for it (Regulation 15 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and Article 124 of the Model Articles of Association) |
| **10.** | **BUDGET** *(academies only)*  To approve a balanced budget for 2024/25 and the Academies budget forecast return (BFR) for submission to ESFA.  Note: Governing board must approve and minute their approval of a balance budget – 2.10 ATH 2023 and must submit to ESFA an Academies budget forecast return (BFR) by the end of August – 2.15 AHT 2023, and this must be approved by trustees before submission – 2.16 AHT 2023. Refer to your Funding Agreement and/or Scheme of Delegation if clerking Local Governing Body. |
| **11.** | **SCHOOL STRATEGY**   1. To review progress against the school/academy trust strategic aims over the past year 2. To review and evaluate impact of the School Development Plan (SDP) 2023/24 3. To approve SDP for 2024/25   Note: If you are setting new strategic aims/plan you might consider organising strategic away days for both senior leaders and governors/trustees. |
| **12.** | **SAFEGUARDING REPORT**  To receive an annual Safeguarding Report.  Note: The Headteacher or designated safeguarding lead (DSL) is usually responsible for creating the report. Regular reports allow the governing board to carry out up-to-date oversight of the safeguarding within the school. Even though there is no requirement, it is best practice for governing board to receive an annual safeguarding report and for relevant committees and Safeguarding LINK to receive termly reports to scrutinise the school’s procedure in more detail and report back to the governing board. You could add the Safeguarding LINK report here.  Under local safeguarding arrangements, education settings are required to submit an audit to the Essex Safeguarding Children Board (ESCB) every 2 years. All education settings will be required to submit a safeguarding audit in the 2025 to 2026 academic year. |
| **13.** | **SEND REPORT**  To receive the annual SEND Report and approve the SEN Information report.  Note: Section 69 of the Children and Families Act 2014 placed a statutory duty on the governing boards of maintained schools and maintained nursery schools in England, and the proprietors of academy schools, to prepare a report containing SEN information.  The legal obligation to publish the SEN Information Report (the Report) on the website, can be found in the SEN Code of Practice. This provides that the governing boards of maintained schools and maintained nursery schools, and the proprietors of academy schools, must publish information on their websites about the implementation of the governing board’s or the proprietor’s policy for pupils with SEN. You could add the SEND LINK report here. |
| **14.** | **DATA PROTECTION**  To receive Data Protection Report and (re-)appoint Data Protection Officer.  Note: GDPR doesn’t say how often governing boards should receive reports on school’s compliance with the UK GDPR. Best practice suggests annually, and any additional updates being provided whenever there is a data breach or other important development(s). |
| **15.** | **POLICY REVIEW**  To review and adopt the following policies for use in the School.  Note: The drafting of the school policies can be delegated to any member of 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. LGBs would mostly be adopting or monitoring policies agreed by the board of trustees however please check your Scheme of Delegation. |
| **16.** | **GOVERNOR/TRUSTEE MONITORING, DEVELOPMENT AND TRAINING**   1. To receive and evaluate any reports from governors/trustees who have undertaken monitoring visits to school (these may be discussed as part of separate relevant agenda items i.e. SEND review, or Safeguarding review). 2. To receive a report from the Training Link Governor/Trustee. 3. To discuss the impact of all training undertaken and identify/set new training needs for next academic year |
| **17.** | **DATES/TIMES OF FUTURE MEETINGS**  To agree dates/times for meetings of Committees and Governing Board for the 2024/25 academic year. As far as possible, meetings should be planned to fit with external deadlines and data drops so that meetings are as worthwhile as possible. |
| **18.** | **ANY OTHER BUSINESS**  *(Items to be raised under ‘Any Other Business’ must be notified to the Clerk/Governance Professional in advance of the meeting)*  **Financial matters (academies)**   * Budget Forecast Return (BFR) deadline for submission is 29 August 2024 * [Academies Accounts Direction (ADD) 2023 to 2024](about:blank) * Academies Trust Handbook 2024 publication is delayed * [Letter to Accounting Officers](about:blank) * [Benchmarking](about:blank) * CIF outcome * Contract Review (should be annual)   **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)   **Also consider**   * Premises report * Health & Safety report * Sustainability (where would that feature) * [Attendance – new mandatory guidance](about:blank) * [RSE statutory guidance consultation](about:blank) |