

Model autumn term agenda 2024 (Business Meeting)

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:

Autumn (1st meeting) 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*)

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. ELECTION OF CHAIR AND VICE CHAIR

To elect Chair and Vice Chair.

Note: Governing boards in academies are required to hold elections every school year. Those employed by the academy trust cannot serve as a chair or vice-chair.

Governing boards in maintained schools can choose to elect a new chair and vice chair every year, 2 or 3 years (refer to your standing orders as they may specify a time. An employee of the school or an associate member cannot serve as a chair or vice-chair.

3. 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.

4. DECLARATIONS OF BUSINESS INTERESTS

- a) To confirm that all Governors/Trustees completed and returned their declarations of pecuniary and personal interests' form
- b) To receive declarations of interest in relation to any matters to be considered during the meeting.
- c) 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) 2024. (Maintained schools should refer to Regulation 16 Schedule 1 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013.

5. ORGANISATION OF THE GOVERNING BOARD AND ITS COMMITTEES

- a) To review the membership of the Governing Board
Note: Review the constitution, number of vacancies, plan recruitment/succession, note any upcoming retirements/ end of term
- b) To review the Committee structure, confirm membership and appoint chairs and vice chairs
Note: Committees do not need to have a vice-chair, appointments of chair and vice-chair to all 'standing' committee can be done at governing board meeting
- c) To review and approve the terms of reference for Governing Board 'standing' Committee
- d) To review and approve the terms of reference for Governing Board 'statutory' Committee
- e) To review and approve the Governing Board Standing Orders
- f) To adopt and sign the revised Code of Conduct for Governors/Trustees
- g) To approve the Scheme of Delegation (non-financial)
- h) To review and appoint Link Trustees
- i) To discuss the need for Governing Board self-evaluation and agree timescales
Note: It is a good practice to conduct an annual self-evaluation. Academies should consider external review of governance every 3 years.
- j) To conduct Skills Audit
Note: This could be done at the meeting if you are using the NGA's interactive Skills Audit
- k) To discuss Governors/Trustees training and development needs

6. MINUTES OF THE PREVIOUS MEETING

To confirm the minutes of the meeting held on *(date)*.

7. MATTERS ARISING

To consider matters arising/action points from the minutes of the previous meeting.

8. 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)*

9. SCHOOL DEVELOPMENT PLAN (SDP) 2024-25

To approve SDP 2024-25

Note: SDP is usually set at the beginning of the academic year, however it can be prepared at the end of the previous academic year. Formal approval of SDP should take place either at this meeting or in the Autumn term of the previous academic year.

10. 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.

In March 2024, the DfE published separate governance guides for [maintained schools](#) and [academy trusts](#). These include statutory policy lists that have replaced the DfE's previous guidance on statutory policies. The new lists are less exhaustive than the previous guidance, with some policies being removed or incorporated into other policies.

11. DATES/TIMES OF AUTUMN TERM MEETINGS

To note the date/time of governing board and its committees' meetings for remainder of the Autumn term 2025. *(list the dates)*

12. ANY OTHER BUSINESS

(Items to be raised under 'Any Other Business' must be notified to the Clerk/Governance Professional in advance of the meeting)

Other things to consider/include:

- Safeguarding: Ensure compliance with updated guidance – [Keeping Children Safe in Education \(KCSiE\)](#) has been published for 1 September 2024
 - All staff have received updated training which includes the new KCSiE guidance
 - Child Protection/Safeguarding policy complies with the updated version of KCSiE – ensure the governing board approves the revised policy
 - All Governors/Trustees have read the updated version of KCSiE
 - All Governors/Trustees have received appropriate safeguarding training – you may consider holding the training sessions at the beginning of this meeting
- [Scrutinise teachers' pay recommendations](#) – School Teachers' Pay and Condition document (STPCD) has not been approved yet, it is expected in October 2025 – update Pay Policy
- [Get an update from your data protection officer](#) – this could be a standing agenda item for governing board meeting or an annual report
- Review performance data – exam results, analyse how the school has performed compared with others