

## Model autumn 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:

### **Autumn (2<sup>nd</sup> 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. 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**

- a) To note any changes to be made to the Register of Business Interests.
- 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.

Charity Commission guidance document [CC29](#) is an excellent document explaining how conflict interest could affect a governing board and provides legal underpinning.

**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 Autumn 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. SCHOOL DEVELOPMENT PLAN (SDP)**

To discuss progress on implementing the SDP 2024-25.

Note: Approval and monitoring of SDP will vary from governing board to governing board. Your SDP might be monitored at Committee level during the academic year with summary of progress included in the Headteacher's report or be discussed under a separate agenda item. There are no strict rules how the monitoring should be done.

## 11. SCHOOL PERFORMANCE

- a) To receive and discuss SATs results of K1, K2 (infant/primary schools) and GCSE and A Level results 2024 (secondary schools)
- b) To consider and approve Pupil Premium Strategy Statement

Note: Exam results can be presented at Committee level in more details or at the first governing board meeting. [Pupil Premium Strategy Statement](#) must be published by 31 December of each academic year.

## 12. ATTENDANCE TARGETS

- a) To agree attendance targets (*not statutory*)
- b) To monitor data on attendance/absence, suspensions and permanent exclusions, racist incidents (*this may be included in the Headteacher's Report or discussed at Committee level*)

Note: Updated [attendance guidance](#) applies from August 2024.

## 13. ANNUAL REPORT AND FINANCIAL STATEMENTS

To formally approve the Annual Report and Financial Statements for 2023-24.

Note: This item will vary depending on whether Auditors are presenting to Audit & Risk Committee or full governing board. This item may also contain consideration of Post Audit Management Report.

## 14. 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.

## 15. GOVERNOR/TRUSTEE MONITORING, DEVELOPMENT AND TRAINING

- a) 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).
- b) To receive a report from the Training Link Governor/Trustee.
- c) To discuss the impact of all training undertaken

**16. DATES/TIMES OF SPRING MEETINGS**

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

**17. 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)**

- [Academies Trust Handbook 2024](#) comes into effect from 1 September 2024
- [Letter to Accounting Officers](#)
- Review Financial Regulations and the scheme of delegation of financial powers (annual requirement)
- Complete and submit autumn school census
- Submit CIF application
- Submit academy trust audited financial statements and auditor's management letter by 31 December

### **Financial matters (maintained schools)**

- Reconciliation statement/financial update/virements
- School Private Fund – approve audited accounts
- Agree School Private Fund auditor for the following year
- Trading accounts update – catering, breakfast club, childcare etc.
- Review Financial Regulations and the scheme of delegation of financial powers (annual requirement)
- Internal Controls Evaluation (ICE) report and statement

### **Also consider**

- Make sure the school is compliant with the latest Keeping Children Safe in Education (KCSiE) guidance
- Consult on [school admissions arrangements](#) (schools that are their own admission authority)
- Policy reviews as per your policy schedule
- Review website and published materials about the school ([maintained schools](#) and [academies](#))
- Publish [Pupil Premium Strategy Statement](#)
- Publish [school music development plan](#)
- Budget planning and monitoring
- Contract monitoring
- Ofsted alert or information (depending on school cycle)
- Confidential agenda if required
- Salary reviews – [Managing Teachers' Pay and Conditions Guidance](#)
- [Teachers' Appraisals](#) and capability (new non-statutory guidance)
- Asset management plan and capacity review