

Model spring term agenda 2025

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:

Spring 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 continuous 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]

Acceptance or Decline of Apologies:

- If a governing board declines to accept apologies for absence, it has not consented to the absence. Consequently, the six-month rule would apply from the date of the first absence.
- If the governing board accepts apologies, this is considered as granting consent, and the six-month disqualification rule does not apply.

Additional Considerations:

Clarity in minutes – it's essential for the governing board to record whether apologies are accepted or declined in the minutes of the meeting.

Exceptions – some specific circumstances such as long-term illness might be handled differently, depending on the board's policies and decisions.

2. NOTIFICATION OF ANY OTHER BUSINESS

To note any late items of business, not on the agenda, that any

governor/trustee wishes to raise and to determine, if the urgency of these matters warrant their 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 must have a policy and maintain a register for the acceptance of gifts, hospitality, awards, prizes or other benefits that could compromise the judgement or integrity of individuals within the trust. Trusts should ensure all staff are aware of this policy and its implications. When making gifts, trusts must ensure that the value is reasonable and justifiable, expenditure is within the trust's scheme of delegation, the decision is properly documented, and the gift aligns with the principles of 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 for guidance on similar matters.)

Additionally, the Charity Commission guidance document [CC29](#) Conflicts of Interest: A Guide for Charity Trustees offers excellent advice on how conflict interest may affect governing boards and provides a robust legal framework to help trustee/governors manage these situation effectively.

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 (or 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 (or 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.

Note: Check if any governor/trustee terms are nearing completion and if replacements or reappointments are needed.
Review the skills audit to ensure there is a broad range of expertise on the governing board. Identify any gaps and consider recruiting members with the necessary skills.

Ensure that new governors/trustees have completed necessary inductions and that all governing board members have access to relevant training.

8. REPORTS FROM COMMITTEES

To consider minutes and actions put forward to the governing board from the following Committee meetings held during the Spring term 2025:
(*list your Committees*)

9. BUDGET APPROVAL (*maintained schools only*)

To approve the annual budget for 2025/26 financial year.

Note: The governing board must approve the annual budget by 31 May each year. This allows enough time for the school to finalise its financial plans for the upcoming academic year, ensuring that it can meeting its commitments and align with its strategic priorities.

The budget should be approved before the start of the financial year, which is 1 April for most schools, to ensure financial planning is in place for the year ahead.

10. SCHOOLS FINANCIAL VALUE STANDARD (SFVS) APPROVAL (*maintained schools only*)

To approve the School Financial Value Standard (SFVS).

Note: The SFVS is a set of financial management and governance requirements that schools must complete and submit to their local authority by 31 March each year.

The governing board must review and approve the SFVS, which includes a self-assessment and governance standards. The SFVS helps ensure that schools are managing public funds efficiently and effectively.

11. HEADTEACHER'S REPORT

To receive the Headteacher's report.

Note: The Headteacher/Executive must provide the governing board with the information it needs to perform its role effectively. This information should offer a high-level overview of key areas, enabling trustees/governors to make informed strategic decisions and generate meaningful discussion.

For maintained schools, this requirement aligns with Regulation 15 of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, which states that such reports must be made available to anyone who requests them.

For academies, Article 124 of the Model Articles of Association requires the Executive Leader to supply information that enables the trustees to fulfil their oversight responsibilities. The governing board's role is to scrutinise and challenge the information to ensure effective decision-making and uphold the trust's accountability. Academies must also consider confidentiality and data protection when responding to external requests for these reports, ensuring compliance with GDPR and their own policies on data sharing.

12. SCHOOL DEVELOPMENT PLAN (SDP)

To discuss progress on implementing the SDP 2024-25.

Note: The monitoring of the School Development Plan (SDP) can vary between governing boards, reflecting their unique structures and practices. In some cases, the SDP may be monitored at the committee level throughout the academic year, with progress summarised in the Headteacher's regular reports. Alternatively, it might be discussed as a separate agenda item during full governing board meetings.

There are no strict rules dictating how monitoring should be carried out. However, it is essential that the approach chosen ensures trustees/governors have a clear understanding of progress against the plan's objectives, enabling them to provide effective oversight and

support for the school's priorities. Regular and structured updates help the governing board fulfil its strategic responsibilities effectively.

13. POLICY REVIEW

To review and adopt the following policies for use in the School.

Note: The drafting of school policies can be delegated to any member of staff, depending on their expertise and the nature of the policy. There is no statutory requirement for all policies to be reviewed annually nor must all policies be formally approved by the governing board. For LGBs in a multi-academy trust, their role will typically involve adopting or monitoring policies that have been agreed upon by the board of trustees. However, the specific responsibilities for policy approval and review should be verified against your Scheme of Delegation.

Back in March 2024, the DfE published separate governance guides for [maintained schools](#) and [academy trusts](#), which include revised statutory policy lists. These new lists replace the CFE's previous guidance on statutory policies and are less exhaustive, with some policies removed or consolidated into others. You should refer to the latest guidance to ensure compliance with statutory requirements.

14. GOVERNOR/TRUSTEE MONITORING, DEVELOPMENT AND TRAINING

- a) To receive and evaluate reports from governors/trustees who have undertaken monitoring visits to school (*these reports should focus on key areas of the School Development plan (SDP) or other strategic priorities and may be discussed as part of specific agenda items (e.g. SEND review, Safeguarding review, Curriculum review)*)
- b) To receive a report from the Training Link Governor/Trustee summarising training completed by the governing board or individual members (*the report should identify any gaps in knowledge or skills and recommend training to address these gaps*)
- c) To discuss the impact of training undertaken by governors/trustees on their effectiveness in fulfilling governance roles (*consider whether training has improved strategic oversight, monitoring capabilities, or compliance with statutory responsibilities*)

15. DATES/TIMES OF SUMMER MEETINGS

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

16. 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](#) – ensure compliance
- Internal Audit Report – review and ensure there are no significant weaknesses, address all findings as appropriate
- Update Financial Regulations and the Scheme of Delegation – as per your annual cycle
- Review annual budget and forecasts – monitor the annual budget and include mid-year reforecasting if required
- Complete the [schools resource management self-assessment checklist \(SRMSAC\)](#)
- Receive and evaluate financial benchmarking data

Financial matters (maintained schools)

- Reconciliation statement/financial update/virements

- School Private Fund – approve audited accounts annually
- Agree School Private Fund auditor for the following year
- Trading accounts update – catering, breakfast club, childcare etc. should be reviewed to assess their financial viability and ensure they are operating within budget
- Review Financial Regulations and the scheme of delegation of financial powers (annual requirement)
- Internal Controls Evaluation (ICE) report and statement – the governing board must review and make sure that any identified issues are addressed
- Receive and evaluate [financial benchmarking data](#)

Also consider

- Receive Health & Safety report. While there isn't a specific statutory deadline for when the report must be received, it is generally expected that this review takes place during one of the governing board meetings, often scheduled during the Spring or Summer term.
- Consult on [school admissions arrangements](#) (schools that are their own admission authority; statutory deadline for submitting admission arrangement is 28 February)
- Publish admissions arrangements on the school website
- Review information demonstrating compliance with the Public Sector Equality Duty annually and publish equality objectives at least every four years
- Review and agree any staffing structure changes (initially considered by a Committee and if substantial changes required approved by the governing board)
- Policy reviews as per your policy schedule
- Review website and published materials about the school ([maintained schools](#) and [academies](#))
- Budget planning and monitoring
- Contract monitoring – review performance of contracts, renewals or changes that are needed
- Ofsted alerts or information (governing boards should ensure they are prepared for a potential inspection, reviewing their self-evaluation and any evidence of school improvement)
- Confidential agenda if required
- Asset management plan and capacity review
- Staff training – provide professional development to ensure staff are informed about recent changes
- Stakeholder communication – keep parents, students, and the wider community informed about relevant updates
- Review [careers programme](#) (statutory requirement for secondary schools)