

THURROCK COUNCIL – SUGGESTED DRAFT GOVERNING BODY AGENDA

Governing Body:

Date:

Time:

Place:

Clerk: (name and contact number etc)

A G E N D A
P A R T A

N.B. The quorum for this meeting is 50% of the actual membership of the governing body, not including vacancies (i.e xx)

1. APOLOGIES FOR ABSENCE

- (a) To receive any apologies for absence, and
- (b) To consider giving consent to any absences under the appropriate Regulations.

2. DECLARATIONS OF FINANCIAL INTEREST

To declare items of financial interest in any items on the Agenda.

3. MEMBERSHIP (As applicable)

- (a) To note the resignation of as a (category) on the Governing Body.
- (b) To note the appointment of (name & address) as a (category) on the Governing Body for the period from / to .
- (c) To note that, unless reappointed or re-elected (if eligible) the term of office of the following members of the Governing Body will end on the date shown:
- (d) To note the membership of the Governing Body as set out on the attached schedule, and to welcome any new governors (Autumn term* and as required)

4. ELECTION OF CHAIR

(As required – depending on date of appointment and period of office – calendar years following anniversary)

To elect a Chair for the calendar year to / period to .

EITHER

- (a) The following nominations for the post have been received:
[list names].

No other candidates may be considered.

(this may be omitted if no nominations are received prior to the publication of the Agenda)

OR

- (b) (No nominations had been received at the time the Agenda was prepared)

OR

- (c) To report that only one prior nomination was received by the Clerk from any governor willing to stand as a candidate in the election of Chair of the Governing Body, this being Mr/Mrs xxxxx.

Under the procedures no other candidates may be considered.

To agree the appointment of Mr/Mrs xxxxx as Chair of the Governing Body for the calendar year to / period to .

OR

(d) (Appropriate wording to accord with the method of election previously agreed by the governing body)

N.B. The Clerk to the Governors will take this item.

(If appropriate) Contested elections will be determined by secret ballot - any governor standing for election must withdraw from the meeting and not vote.

Governors employed in the school are not eligible to be elected.

5. ELECTION OF VICE-CHAIR

(As required – depending on date of appointment and period of office – calendar years)

To elect a Vice-Chair for the calendar year to / period to .

EITHER

(a) The following nominations for the post have been received:

[list names].

No other candidates may be considered.

(this may be omitted if no nominations are received prior to the publication of the Agenda)

OR

(b) (No nominations had been received at the time the Agenda was prepared)

OR

(c) To report that only one prior nomination was received by the Clerk from any governor willing to stand as a candidate in the election of Vice-Chair of the Governing Body, this being Mr/Mrs xxxxx.

Under the procedures no other candidates may be considered.

To agree the appointment of Mr/Mrs xxxxx as Vice-Chair of the Governing Body for the calendar year to / period to .

OR

(d) (Appropriate wording to accord with the method of election previously agreed by the governing body)

N.B. (If appropriate) Contested elections will be determined by secret ballot - any governor standing for election must withdraw from the meeting and not vote.

Governors employed in the school are not eligible to be elected.

6. BUSINESS OF MEETING

(a) To consider whether to vary the order of business set out in the Agenda, and

(b) To identify and agree all matters to be considered under “Other Urgent Business”

7. APPOINTMENT OF GOVERNORS *(As applicable)*

To consider the re-appointment of X as a Community / Partnership representative for the period from Y / appointment of to the Governing Body as a Community / Partnership / Parent representative to replace

Please note that certain people cannot be appointed to these positions. Nominations for Partnership positions should be sought beforehand from parents and the community. Parent governors may only be appointed if the democratic process has failed to produce nominations.

8. MINUTES OF PREVIOUS MEETING

To confirm the Minutes of the Meeting of the Governing Body held on (copy attached). / and of the Special Meeting of the Governing Body held on (copies attached).

9. MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING

To consider any matter arising from the Minutes which does not appear elsewhere on the agenda.

10. CHAIR'S ACTION

To note any urgent action taken by the Chair or Vice-Chair since the last meeting.
N.B. This power does not apply to decisions on functions that must be carried out by the full Governing Body or by a Committee, and are limited to circumstances where a delay would be likely to be seriously detrimental to the interests of the school, a pupil, parent or member of staff.

11. DELEGATION OF FUNCTIONS (Autumn term* and as necessary)

To review the delegation of functions to the established Committees and individuals, as required by the School Governance Regulations, including:

- (a) (i) the terms of reference for each of the established committees (current terms of reference attached),

and, (only if not already delegated to the Head Teacher)

- (ii) to consider the general expectation set out in the School Staffing Regulations 2003 for Head Teachers to lead on appointments outside the Leadership Team (Head and Deputy) and making initial dismissal decisions for staff;

- (b) the membership of Committees to deal with the following issues (current details attached) and the appointment of Chairs (unless delegated to the Committees):

- Staff Dismissals (*not less than 3, not to include Headteacher*)
- Staff Dismissal Appeals (*no fewer than first hearing (Minimum 3), not to include Headteacher or governors involved in first hearing or issues involved*)
- Pupil Discipline (*not to include Headteacher*)
- Admissions [*Aided & Foundation*](*Headteacher and at least 2 other governors*)

- (c) the membership of other committees (current details attached) and the appointment of Chairs (unless delegated to the Committees);

- (d) to consider the Clerking arrangements for the Committees (this may be a governor, but not the Head Teacher)

- (e) to consider delegation arrangements to individual governors (including the Head Teacher) and to appoint governors to [have responsibility for] / [oversee] the following: (*as necessary and unless covered separately*)

- Special Educational Needs
- Child Protection
- Performance Management (*2+ & Review Officer*)
- Safer Recruitment
- Financial Management Standards in Schools (FMSiS)

- Looked-After / Vulnerable Children
- Community Cohesion
- Attendance
- Extended Services
- Literacy
- Numeracy
- Health and Safety
- Link Governor
- Information Communications and Technology (I.C.T)
- Gifted and Talented Pupils
- Behaviour, Discipline and Bullying
- Complaints
- Equal Opportunities, Ethnic Minorities and Race Equality
- R.E and Collective Worship
- Whistleblowing
- Any other specific curriculum areas or issues identified

(Spring and Summer term meetings)*

To review, if necessary, the terms of reference, constitution and membership of the established committees, and delegation arrangements to individual governors.

12. MINUTES OF COMMITTEES AND REPORTS OF DELEGATED POWERS

(a) To receive, for information, Minutes in respect of the following meetings of the established Committees, and reports of any functions delegated to the Headteacher or other individual (including the Chair):

xxxx Committee - (date)

Any other meetings held [*Committee Chairs are asked to ensure that sufficient copies of minutes are available at the meeting for each governor and the Clerk*]

(b) To receive reports from any governors with delegated powers on actions taken since the last meeting under those delegated arrangements.

13. REPORTS OF WORKING GROUPS *(if applicable)*

To receive and consider reports in respect of the following Working Groups:

14. REPORT OF HEAD TEACHER

To consider the Headteacher's report (copy attached).

15. APPOINTMENT OF HEAD / DEPUTY HEAD TEACHER *(as and when necessary)*

To appoint a Committee to undertake the selection process for the Appointment of a Head / Deputy Head Teacher of the School, and to recommend a suitable candidate to a subsequent meeting of the Governing Body for appointment.

16. STANDING ORDERS *(Autumn term*, if applicable)*

To consider the adoption of / To review the Standing Orders for the operation of the Governing Body (suggested / current document attached).

17. GOVERNORS' REGISTER OF INTERESTS (Autumn term*)

To review the Register of Governors' personal and financial interests, which is retained in the School for public inspection. Governors should ensure that their entry in the Register is accurate and that it is signed and dated annually.

18. PROCEDURES AND PROCESSES (Autumn term 2008)

To receive a report on the Annual Monitoring survey of the Governing Body's procedures and processes, covering the academic year September 2007 to August 2008.

19. POLICIES AND PUBLICATIONS (Spring term or as appropriate)

To receive an audit of school policies and publications.

20. OFSTED INSPECTION REPORT (As appropriate)

To receive the formal Report following the recent OFSTED Inspection of the School, and to consider and agree an Action Plan to address the key issues identified in the Report.

21. SCHOOL IMPROVEMENT PLAN AND SELF-EVALUATION FORM (SEF)
(Termly, adapted as appropriate)

- (a) To review progress on the School Improvement Plan, ensuring that it focuses on the changes that need to be made to further accelerate the standards and achievement of pupils / students;
- (b) to consider progress against the priorities identified in the last Ofsted Inspection of the school; and
- (c) to approve any changes to the school's Self Evaluation Form (SEF).

22. SCHOOL IMPROVEMENT PARTNER'S / PUPIL ACHIEVEMENT OFFICER'S REPORT (Autumn, and termly or as appropriate)

To consider the Annual / latest report from the School Improvement Partner (SIP) (attached)

(As appropriate)

To consider the report from Thurrock Council's Principal Officer for Pupil Achievement (POPA)(attached).

23. COMMUNITY COHESION (Autumn term 2008)

To note that since September 2007 Governing Bodies have been under a new duty to promote community cohesion. Ofsted will evaluate the extent to which schools are meeting their responsibilities in this area from September 2008.

A school's contribution to community cohesion falls into three areas:

- Teaching, learning and the curriculum – helping children to learn to understand others; to value diversity and promote shared values; to promote awareness of human rights; to develop skills of participation and responsible action.
- Equity and excellence – ensuring equal opportunities for all to succeed at the highest level and work to remove variations in outcomes for different groups.

- Engagement and extended services – providing means for children to interact with people from different backgrounds, including links with different schools and communities and the provision of extended services with opportunities for pupils, families and the wider community to take part in activities which build positive interaction.

The role of schools is central to breaking barriers between young people and helping to create cohesive communities. Community cohesion means that:

- There is a common vision and sense of belonging.
- Diversity of people's different backgrounds and circumstances is appreciated and positively valued.
- Those from different backgrounds have similar life opportunities.
- Strong and positive relationships are developed between people from different backgrounds in the workplace, schools, neighbourhoods and local community.

The Community Cohesion Education Standards sets out four strategic aims for schools, to:

- Close the attainment and achievement gap
- Develop common values
- Build good community relations and challenge discrimination and inequality
- Remove barriers to access, participation, progression, attainment and achievement

Schools and governing bodies will need to demonstrate how they are addressing and promoting the three strands of community cohesion. Evidence of a school's engagement with community cohesion could include:

- Strong and effective links with the community;
- A commitment to extended schools and services;
- Engagement with other schools to share good practice and experience;
- Strong pupil voice and evidence that the needs of the community are sought and acted on;
- Appropriate policies in place that recognise and promote diversity and equality of opportunity;
- A strong focus on analysing data and evaluating the progress of children from different groups and ensuring that the appropriate support is in place for all;
- Effective and well-resourced support for those children with English as an Additional Language and the inclusion of multi-cultural activities in the curriculum;
- Discussion and compromise to ensure that extra-curricular activities are affordable and accessible to all.

Governors should:

- a. Ensure that policies are in place to recognise and promote diversity and equality of opportunity including Equality, Disability, Race Equality, Safeguarding, SEN, Admissions, English as An Additional Language, Modern Foreign Languages, Educational Visits and Behaviour Management;
- b. Consider the appointment of a governor with responsibility for community cohesion;
- c. Use community cohesion as the focus for governor visits, to monitor how this area is being addressed by the school.
- d. Ensure that appropriate evidence is maintained.

24. EXTERNAL FINANCIAL REPORT *(As appropriate)*

To consider the latest external report on the school financial processes and procedures from the School / Council's Auditors / under the Financial Management Standards in Schools (FMSiS)

25. CLUSTER REPORT *(If applicable)*

To receive a report on the work of the local Cluster of Schools

26. ACCESSIBLE SCHOOLS *(Summer term, as applicable)*

To review the School Accessibility Plan.

27. HOME - SCHOOL AGREEMENT *(As applicable)*

To review and approve any changes to the Home - School Agreement, following parental consultation.

28. SETTING TARGETS FOR PUPIL ACHIEVEMENT

(Autumn term 2008)

(Primary & Junior)

(a) To consider the progress made towards the targets set for pupil achievement for the year 2009 and the percentage of children on track to achieve those targets.

(b) To discuss and agree the following targets for the end of Key Stage 2 for 2010:

(i) the proportion of 11 year old pupils who will achieve Level 4+ in both English and mathematics;

(ii) the proportion of pupils making two NC levels of progress in English from the level attained at the end of Key Stage 1;

(iii) the proportion of pupils making two NC levels of progress in mathematics from the level attained at the end of Key Stage 1; and

(c) To consider any groups at risk of not achieving their potential.

(Secondary)

(a) To consider the progress made towards the targets set for student achievement for the year 2009 and the percentage of students on track to achieve those targets.

(b) To discuss and agree the following targets for the end of Key Stage 3 for 2010:

(i) the proportion of 14 year old students who will achieve Level 5+ in both English and mathematics;

(ii) the proportion of 14 year old students who will achieve Level 5+ in science;

(iii) the proportion of students making two NC levels of progress in English from the level attained at the end of Key Stage 2; and

(iv) the proportion of students making two NC levels of progress in mathematics from the level attained at the end of Key Stage 2.

(c) To discuss and agree the following targets for the proportion of the relevant group of students:

(i) to achieve five A* - C grades at GCSE or equivalent including English and mathematics for 2010;

(ii) making the equivalent of two NC levels of progress in English from the level attained at the end of Key Stage 3;

- (iii) making the equivalent of two NC levels of progress in mathematics from the level attained at the end of Key Stage 3; and

(d) To consider any groups at risk of not achieving their potential.

(Special)

(a) To consider the progress made towards the targets set for pupil achievement for the year 2009 and the percentage of children on track to achieve those targets;

(b) To discuss and agree measurable performance targets, using the “P” scales or other performance criteria where appropriate, for 2010; and

(c) To consider any groups any groups at risk of not achieving their potential.

(Spring & Summer terms 2009)

To consider:

- (a) the progress made towards the targets set for pupil achievement for 2009 and 2010, and the percentage of pupils / students on track to achieve those targets; and,
- (b) any groups at risk of not achieving their potential.

29. TARGETS FOR REDUCING PUPIL ABSENCE *(Autumn term 2008)*

The Governing Body is required to set annual targets for reducing the number of absences from school. The annual target is the total number of absences that the Governing Body intends that pupils at the school will not exceed in the school year, expressed as a percentage of the total possible attendances by pupils at the school.

To consider and agree the annual target for the school year September 2009 to August 2010.

Governors may wish to appoint a governor with individual responsibility for attendance: training is available for all governors through the Thurrock Governor Training Scheme.

30. SCHOOL BUDGET *(Spring or Summer Term 2009 unless delegated to a Committee)*

(a) To approve / to consider the arrangements for the approval of / the first formal Budget Plan for the school to be submitted to the Authority for the financial year 2009/2010;

(b) to authorise members of the Governing Body to approve the Statement of Internal Control (SIC) [formerly the Controls Assurance Statement], for submission with the Budget; and,

(c) to agree a statement to reflect the principles of the Best Value regime.

The Budget Plan and best value statement must be submitted to the Authority within six weeks from the notification of the budget share, or 1 May 2009, whichever is the later. This may be delegated to an appropriate Committee.

31. ADMISSION ARRANGEMENTS

(Community & Controlled Schools – Autumn 2008)

(a) To discuss the schools' admission arrangements and to consider any amendments; and

(b) To consider Thurrock Council's proposed admissions arrangements for 2010/2011, for consultation in January 2009.

(Aided & Foundation Schools – Autumn 2008) [(a) if appropriate]

- (a) To consider any amendments to the 2009 admission arrangements, as requested by the Schools Adjudicator (letter attached); and
- (b) To consider the schools' admission arrangements for 2010/2011, for consultation in January 2009.

(Aided & Foundation Schools – Spring 2009)

- (a) To consider Thurrock Council's proposed admission arrangements for 2010/2011 and to respond by 1 March 2009;
- (b) to consult with the Local Authority and other Admissions Authorities as appropriate on the school admissions proposals for 2010/2011, for responses to the Governing Body by 1 March 2009; and
- (c) to agree the admission arrangements to the school by 15 April 2009, and to review the procedures for admissions appeals, including the appointment and training of members to the Independent Admissions Appeal Panel.

32. ASSET MANAGEMENT PLAN *(As appropriate)*

To receive the Asset Management report; to agree that it is a reasonable and fair interpretation of the school at the present time; and that it accords with the School Improvement Plan.

The Governing Body may delegate this item to an appropriate Committee, following consideration, but it is recommended that a summary of the report be presented to the full Governing Body, as part of the Committees report.

33. COMPLAINTS POLICY *(As necessary)*

To consider and approve the Complaints Policy. [A model policy is available from the Authority].

34. CHILD PROTECTION *(Summer Term)*

To review the arrangements for ensuring that a child protection policy and appropriate procedures are in place, including for the recruitment of staff and volunteers; that they are in accordance with the Thurrock Local Safeguarding Children Board procedures; that there is a member of the school Leadership Team nominated as "designated person" with responsibility for child protection and agreed by the governing body; and to receive a report from the "designated person".

Governors should consider the appointment of a nominated governor to liaise with the "designated person" over child protection issues.

In addition, the Governing Body should also ensure that there is a nominated governor (normally the Chair) authorised to take appropriate action in cases of allegations made against the Headteacher.

35. SPECIAL EDUCATIONAL NEEDS *(Summer Term)*

To receive a report from the SEN Co-ordinator about the provision being made in the school for children with special educational needs, and to ensure that there is a "responsible person" assigned with responsibility for SEN policy in the school. The "responsible person" is the Head Teacher unless the governors have designated the Chair of the Governing Body, another governor or a committee for the purpose.

In addition, it is recommended that, where the Head Teacher is the designated “responsible person”, a Governor is appointed to act as a link between the Head Teacher, the SEN Co-ordinator and the Governing Body.

36. DISABILITY DISCRIMINATION ACT 2005 – DISABILITY EQUALITY SCHEME

(Summer term?)

(a) To receive a report on the effectiveness of the school's Disability Equality Scheme

(Every 3 years)

(b) To review the Disability Equality Scheme, as required by the Disability Discrimination Act

The Disability Discrimination Act 2005 (DDA) introduced a duty on all public authorities (including Governing Bodies) to have regard to the need to:

- promote equality of opportunity between disabled people and other people
- eliminate discrimination that is unlawful under the DDA
- eliminate harassment of disabled people that is related to disability
- promote positive attitudes towards disabled people
- encourage participation in public life by disabled people
- take steps to meet disabled people's needs, even if this requires more favourable treatment, and
- develop a Disability Equality Scheme to support the implementation of these duties

Schools should report on the implementation of the Scheme annually and review and revise the Scheme every three years.

37. LOOKED AFTER CHILDREN *(Summer term)*

To note that the Department for Children, Schools and Families (DCSF) has issued guidance to governors on their important role in ensuring that schools champion the needs of looked after children on the school roll. Governors are asked to ensure that, where a child looked after by a local authority attends the school, the designated teacher is fully aware of the child's personal education plan on admission and after each statutory review of the Care Plan.

Governors may wish to consider the appointment of an individual governor with responsibility for Looked After Children. / The governor with responsibility for Looked After Children is **x**.

38. EXTENDED SERVICES *(Amend as appropriate)*

(a) To receive a report from the Link Extended Services Consultant

(b) To consider / receive an update on extended services, and to appoint a / receive a report from **x**, the governor with responsibility for extended services.

39. HEALTH AND SAFETY *(Spring or Summer Terms, or as appropriate)*

To receive the Head Teacher's report on the outcome of the annual Health and Safety internal monitoring exercise, together with meeting notes supplied by the Council's Asset Development Advisers. Training on health and safety issues is available for governors.

40. RACIAL EQUALITY (*Summer Term*)
- To review the Race Equality policy and to ensure that it is being effectively monitored in the school; to consider the impact of the policy on minority ethnic pupils, staff and parents; and to review the levels of pupil attainment by ethnicity. Training on racial equality issues is available for governors.
41. SCHOOL PROSPECTUS (*Spring Term*)
- To review and approve the School Prospectus
42. SCHOOL PROFILE (*Spring Term*)
- To review and approve the School Profile
43. SEX EDUCATION POLICY (*Not required if already approved*)
- To consider and approve the Governing Body's policy on the provision of sex education.
44. SCHOOL PAY POLICY (*Not required if already approved*)
- To consider and approve the school pay policy.
45. PERFORMANCE MANAGEMENT (*Summer term, or as appropriate*)
- (a) Policy
- To consider and agree any changes to the Governors' policy for Performance Management in the School, and to receive a report from the Head Teacher on the implementation of the policy in the school.
- (b) Headteacher Performance Management
- (i) To appoint a minimum of two governors to undertake the Headteacher's Performance Management Review, and [where necessary, and according to the P.M Policy]
- (ii) To appoint a / governor(s), not being one of the above, for quality assurance purposes.
- Training on performance management is available for governors.
46. SCHOOL PRIVATE FUND (*Autumn Term*)
- a) To receive the annual audited statement of the School Private Fund for the school year 2007/2008 and
- b) To approve the appointment of an auditor for the School Private Fund for the school year 2008/2009
47. GOVERNORS' FINANCE (*Aided - termly?*)
- To receive the Treasurer's report.
48. NON-PUPIL / TRAINING DAYS (*Unless delegated*)
- To consider approving the following non-pupil days:

49. SCHOOL HOLIDAY AND TERM DATES

(Community & Voluntary Controlled)

To note the dates of school holidays and terms for 2009/2010, as approved for the school by Thurrock Council (previously circulated).

(Foundation and Voluntary Aided)

To consider the dates of school holidays and terms for 2009/2010 and to note the dates approved by Thurrock Council (previously circulated).

50. EDUCATIONAL VISITS *(Unless delegated)*

To approve the following residential educational visits:

51. GOVERNORS' VISITS TO THE SCHOOL

- a) To receive reports of visits from (name) / any visiting governors.
- b) To appoint governors to undertake focussed visits before the next meeting.

52. GOVERNOR DEVELOPMENT

- (a) The Link Governor, ___, to report, and to present certificates of attendance for any Thurrock Council training courses attended.
- (b) To appoint a Link Governor for the school year 2008/2009. *(Autumn term)*
- (c) To receive reports on any training courses attended, and to discuss future training needs for the governors, collectively and individually.
- (d) To receive any report from the Thurrock Association of Governors (TAG) *(add for Autumn term)*...and to consider the appointment of a representative to the Thurrock Association of Governors for the school year 2008/2009.

53. DATES AND TIME OF FUTURE MEETINGS

To note that the next meeting will be held on _____ at _____

or

(Autumn term)

To agree the dates and times of meetings for the calendar year 2009.

The following dates are suggested: *(amend as appropriate to accord with governing body decision)*

Spring Term 2009:

Summer Term:

Autumn Term – first:

Autumn term – second:

(If necessary)

To note / agree the meeting dates and times of the following Committees:

54. CHAIR AND / OR VICE-CHAIR: INVITATION FOR NOMINATIONS

(As and when appropriate, and if required by the procedures adopted by the Governing Body)

To note that the Chair and / or Vice-Chair will be appointed at the next meeting of the governing body.

The procedures adopted by the Governing Body require governors who wish to stand for election to notify the Clerk, who will list the name(s) on the Agenda. Only those names on the agenda can be considered for appointment. Members may only put themselves forward for election at the meeting if no names are listed on the agenda, but not otherwise.

Self-nominations should be made in writing to the Clerk no later than (*x weeks, or date*) in advance of the Autumn term meeting. The Clerk will acknowledge the notification: if no acknowledgement is received governors should contact the Clerk. Governors who are employed at the school cannot be appointed as Chair or Vice-Chair.

55. OTHER URGENT BUSINESS

To consider any other urgent business, as agreed earlier.

PART B
(CONFIDENTIAL)

[N.B. Observers should *not* be present during discussion of the following item(s) unless specifically requested by the Governing Body for their guidance into the matter.
In addition, The School Governance Regulations identify those occasions when individual governors should withdraw from the meeting]

56. (SUBJECT OF CONFIDENTIAL ITEM (S))

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9/2008