***NAME & ADDRESS OF SCHOOL***

**SPRING TERM MEETING OF THE GOVERNING BODY / BOARD AGENDA**

Date day date month 2021

Time 0.00 pm

Place XXX School or remotely via Zoom Teams etc.

Clerk name [TEL: contact]

**NOTE: Please bring to the meeting all those documents already circulated and referred to in the separate agenda items.**

1. **APOLOGIES FOR ABSENCE**

To receive apologies and give/refuse consent

1. **NOTIFICATION OF ANY OTHER BUSINESS**

To note any late item of business, not on the agenda, which any governor wishes to raise and to decide whether the urgency of the matter is such as to warrant consideration at this meeting.

1. **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**

* To give governors the opportunity to declare any new business interest or potential conflict of interest arising from the agenda for the meeting and to record the giving or receipt of gifts or hospitality since the last meeting.

1. **MEMBERSHIP OF THE GOVERNING BODY / BOARD**

* To note any resignations / new appointments / end of terms of office / re-appointments that have arisen since the last meeting

**[Governing Body membership attached]**

* To discuss vacancies and how to address
* To report outcomes from the annual audit of the Governing Body’s skills, knowledge and experience and to use the outcome to identify gaps; from this training needs can be assessed and provided

1. **MINUTES OF THE PREVIOUS MEETING**

To confirm the minutes of the Autumn Term meeting held on *date* 2020

**[Minutes previously circulated/attached]**

1. **MATTERS ARISING**

To consider any matters arising from the previous meeting not covered elsewhere in the agenda.

**7. PARTIAL CLOSURE/REOPENING OF SCHOOL**

(This is dependent on when the meeting is held and arrangements for school to re-open or has already fully opened. Chair and Headteacher should discuss beforehand to ensure that most relevant of the following are a focus)

* Revised Risk Assessment and subsequent actions (Latest Risk Assessment attached)
* Safeguarding – New revised Model Child Protection Policy prepared by LA in January 2021 – attached
* Attendance – Children from critical worker and vulnerable families
* Remote learning including support for vulnerable families
* Staff and pupil wellbeing including arrangements for those eligible for free school meals
* Curriculum Delivery Strategy
* Catch up funding
* Recovery strategy
* Assessment and Accountability
* Extra Curriculum Provision
* Plans for fully re-opening of school

1. **REPORTS FROM COMMITTEES**

To receive the minutes of the following meetings of the Standing Committees:

Curriculum XXX Committee date of meeting **[Minutes previously circulated/attached]**

Finance XXX Committee date of meeting **[Minutes previously circulated/attached]**

1. **HEADTEACHER’S REPORT**

To discuss the report from the Headteacher. **[Report attached]**

1. **SCHOOL DEVELOPMENT (IMPROVEMENT) PLAN / SEF** *(may be part of the Headteacher’s report)*

**11. FINANCIAL MATTERS**

* Additional costs associated with Covid 19 (portal closed on 22 December 2020)
* Covid 19 workforce fund to support schools with costs of staff absences from 1 November 2020 to 31 December 2020 – guidance awaited on how schools and academy trusts will be able to make claims for costs eligible for reimbursement through this fund in Spring 2021.
* Financial Regulations
* School Financial Value Standards (SFVS) – Self Assessment (maintained schools only)
* Draft 2021/22 Budget (maintained schools only)

1. **PERSONNEL MATTERS**
2. **POLICY REVIEWS**

* To review and adopt the following policies for use in the school:
* XXXX
* XXXX

*Depending on policy schedule*

1. **FUTURE STATEGIC AIMS AND KEY PRIORITIES FOR GOVERNORS FOR 2020/2021 TO DEAL WITH ISSUES RELATED TO COVID 19**
2. **PREMISES / HEALTH & SAFETY**
3. **CHAIR’S ACTION / REPORT / CORRESPONDENCE**

* To report any urgent action taken by the Chair (or Vice Chair in his absence) in accordance with the provisions of Regulation 8 of the School Governance Regulations 2013 (maintained schools only).
* To report any urgent action taken by the Chair (or Vice Chair in his absence) in accordance with the agreed procedure (academies - only if that function has been formally delegated to the Chair)
* To note and/or consider any matters arising from correspondence received by the Chair

1. **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING (*You may wish to bring this further up the agenda to demonstrate the value that the Governing Body places on training and monitoring)***
2. To consider approach to governor monitoring
3. To receive a report from the Link Governor.
4. To receive feedback from Governors who have attended training courses since the previous termly meeting of the Governing Body:

* **Governors are reminded that they must report on the impact of the training that they undertook: how it affected their effectiveness as a governor and how they could add value to the Governing Body eg by cascading what they had learned**

1. To identify any training needs for the governing body including self-development session for the current year.

**17. NON-PUPIL DAYS FOR 2021/22** (if not already approved)

**18. DATES/TIMES OF FUTURE MEETINGS**

To note the dates/times of meetings of Committees and the Governing Body in the **Spring Term 2021**

Curriculum and Pupil-Matters date time

Finance, Premises and Personnel date time

Governing Body date time

(if meetings have already been scheduled it may be an opportunity to reconsider these dates to ensure that they are necessary or will be effective.

**Other potential agenda items – some of these may only be relevant to academies (A) or maintained schools (M)**

* Admission arrangement – (A&M)
* Pupil Premium/Sports Premium – (A&M)
* SEND Report – (A&M)
* Evaluation of Governing body/Trust Board – (A&M)
* Data Protection Issues – (A&M)
* Benchmarking – (A&M)
* Consider and approve insurance arrangements – (A&M)
* Consider implications of national funding formula – (A&M) (The minimum per pupil funding levels will ensure that every primary school receives at least £4,000 and every secondary school at least £5,150 per pupil, delivering on the government’s pledge to level up the lowest funded schools)
* Publish 2019/20 Annual Report and Financial Statements on Trust website by 31.1.21 (A)