***NAME & ADDRESS OF SCHOOL***

**SUMMER TERM MEETING OF THE (LOCAL) GOVERNING BODY / BOARD AGENDA**

Date day date month 2021

Time 0.00 pm

Place XXX School or remote log-in details

Clerk name [Telephone/email contact details]

**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 and to make appointments in appropriate cases **[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 Spring Term meeting held on *date* 2021.

**[Minutes previously circulated/attached]**

1. **MATTERS ARISING**

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

1. **REPORTS FROM COMMITTEES**

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

Curriculum XXX Committee date of meeting 2021

**[Minutes previously circulated/attached]**

Finance XXX Committee date of meeting 2021

**[Minutes previously circulated/attached]** *(to include monthly budget monitoring reports)*

Premises XXX Committee date of meeting 2021

**[Minutes previously circulated/attached]**

**These matters may need to be separate agenda items if there are no specific committees to cover these or they might be covered under the Headteachers’ Report.**

1. **EXECUTIVE HEADTEACHER / HEADTEACHER / HEAD OF SCHOOL’S REPORT**

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

*(Could include Covid 19 related issues)*

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

* To review and evaluate impact of the School Development Plan (SDP/SIP) and consider how to address any objectives yet to be met
* To approve/consider the draft SDP/SIP for 2021/22
* To consider the school’s Self Evaluation Form (SEF)
* To agree Aims/Vision Statement/Values and goals for forthcoming years

**[Report on progress against SDP 2020/21 attached]**

**[Draft 2021/22 SDP attached]**

**10. CURRICULUM REVIEW** (*again may be part of Headteacher’s Report)* to include:

* Recovery strategy /
* Use of Catch-up Premium Funding and inform parents – (schools to expect third and final tranche this term)[[1]](#footnote-2)
* Extra curricula provision including after school/wrap around care

**11. ATTENDANCE / BEHAVIOUR**

* To monitor data on attendance/absence, pupil exclusion, racist incidents, bullying incidents (*may be included in the Headteacher’s Report or at committee level*)
* Report from Behaviour Lead

**12. PUPIL PREMIUM / SPORTS PREMIUM FUNDING**

* To evaluate the use of the Pupil Premium Grant and the impact on disadvantaged pupils who are eligible for the funding
* To evaluate the use of the Sports Premium Grant [**Primary schools only**] and the impact on the improvement to the quality of PE and sports activities offered by the school *(spending of allocation of 2019/2020 grant extended to end of 2020/2021 academic year)*

**13. SEND REPORT**

**14. POLICY REVIEWS**

* To review and/or adopt the following (Trust) (School) policies for use in the school:
* XXXX [**attached**]
* XXXX
* GDPR / Data Protection etc Policies
* Model Child Protection Policy (updated March 2021) – Appendix C
* Relationships Education Policy / Relationships & Sex Education and Health Education Policy: *(Review current policy(ies) to cover peer on peer abuse/harmful sexual behaviour)*
* Academy Complaints Procedure:
* Maintained Complaints Procedure: these have been given some minor changes especially with regard to Covid-19 but no changes to requirements.
* Exclusions:

**Note: The drafting of school policies can be delegated to any member of the 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 (check your Policy Schedule).**

**LGBs should receive all Trust policies and minutes should reflect that Governors had agree to adopt them.**

**15. SAFEGUARDING/CHILD PROTECTION**

To receive a report from Designated Safeguarding Lead (DSL)/Safeguarding Governor

**16. MENTAL HEALTH & WELLBEING OF PUPILS & STAFF**

**17. BUDGET PLAN 2021-22 (Academies only)**

**This is dependent on a number of factors and may not be relevant or may simply be that the LGB will be recommending the budget for approval by the Board.**

**[2021/22 Budget Plan attached]**

**18. PREMISES / HEALTH & SAFETY**

To discuss any premises improvement issues/ Health and Safety Reports/audits

**19. FINANCE**

**20. CHAIR’S ACTION / REPORT / CORRESPONDENCE**

* To report and confirm 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**
* To report any urgent action taken by the Chair (Vice Chair) in accordance with the agreed procedure *(****ACADEMIES ONLY and only if that function has been formally delegated to the Chair)***
* To note and/or consider matters arising from correspondence received by the Chair.

**21. 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)***

1. To receive any reports from governors who have undertaken remote monitoring of school provision. *(DfE Advice – Governors should not yet be going into school for monitoring purposes – monitoring to be undertaken remotely)*
2. To agree programme of governor visits – once adults are again permitted to visit schools
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.

**22. ANNUAL GOVERNANCE STATEMENT (good practice for maintained schools) & ANNUAL REVIEW OF GOVERNANCE**

* To approve the Annual Governance Statement

**[Governance Statement attached]**

* To reflect on Board’s skills and performance / equality & diversity?

**23. HEADTEACHER’S PERFORMANCE MANAGEMENT REVIEW**

To discuss external support for the Headteacher’s PMR process and to appoint an advisor.

**Note: Statutory requirement for maintained schools (The Education (School Teachers Appraisal) (England) Regulations 2012) and advisory for academies.**

**24. GENERAL DATA PROTECTION REGULATION (GDPR)**

To receive a compliance monitoring report and to consider GDPR policies – this term, those responsible for data protection should receive an annual report from the DPO.

**25. RESIDENTIAL TRIP (or other residential/activity trips) – where permitted**

**(***Residential trips can take place after 17 May if already booked - otherwise defer)*

**26. SCHOOL TERMS AND HOLIDAY DATES 2022/2023 AND NON-PUPIL DAYS FOR 2021/22** (if not already approved)

*To approve school term and holiday dates for 2022/2023 (Foundation and Aided Schools and Academies) - Dates for Community and Controlled Schools fixed by LA*

To approve non-pupil days 2021/2022

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

To agree/ note the dates/times of meetings of Committees and the Governing Body for the coming academic year

Curriculum and Pupil-Matters date time

Finance, Premises and Personnel date time

Governing Body date time

(*adapt as appropriate)*

**28. ANY OTHER BUSINESS *AGREED UNDER AGENDA ITEM 2***

**29. CONFIDENTIAL MATTERS**

*(These to be set out in Part B of the agenda)*

**Suggestions for the Finance agenda**

**Financial matters (academies):**

* Academy trust’s Budget Forecast Return: in February 2021, it was announced that, for 2021, two academies budget forecast returns will be combined to a single form. This is to aid the administrative effort required to complete both forms. The new single form will incorporate the usual BFRO and BFR3Y data including the 3 year forecast elements. The go-live date for the new form will be 22nd June 2021 with the **deadline being 27th July 2021** which tallies up with the usual timings of the BFR3Y.
* Report on the outcome of any CIF (Condition Improvement Fund) bids
* Academy trusts to submit their audited financial statements to Companies House by 31 May 2021
* Academies Accounts Direction 2020 to 2021 published in March 2021[[2]](#footnote-3)
* Academies Financial Handbook 2021 expected to be published in June 2021
* New academy trusts to contact EFSA by September if they intend to submit dormant accounts for 2020 to 2021

Regular financial updates can be obtained through subscription to EFSA’s e-bulletin.

**Financial matters (maintained schools):**

* Reconciliation statement/financial update/virements
* Benchmarking: utilities and premises expenditure
* School Private Fund update
* Trading accounts update – catering, breakfast club, childcare etc.
* Best Value Statement – good practice and evidence for SFVS (Schools Financial Value Standard)

1. Governors and trustees should scrutinise schools’ approaches to catch-up from September 2020, including their plans for and use of catch-up funding. This should include consideration of whether schools are spending this funding in line with their catch-up priorities, and ensuring appropriate transparency for parents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)