**MODEL FULL GOVERNING BOARD / TRUSTEE / LOCAL GOVERNING BODY AGENDA**

***NAME & ADDRESS OF SCHOOL***

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

Date day date month 2022

Time 0.00 pm

Place XXX School **OR REMOTE**

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 / GOVERNANCE MATTERS**

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

1. **MINUTES OF THE PREVIOUS MEETING**

To confirm the minutes of the Autumn 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 in the agenda.

**7. FINANCIAL MATTERS** [*taken at this point to allow Finance Manager to depart afterwards – move elsewhere if required*)

* Covid-19 Workforce Fund
* School Financial Value Standard (maintained schools only)
* School Resource Management Self-Assessment Checklist (academies only)
* Financial Regulations
* 2021/22 Budget (**attached**) (maintained schools only)
* Annual Accounts – Management Letter etc (academies only)
* Monthly management accounts: to consider any additional provisions required at this time
* Gender Pay Gap reporting (academies only)

**8. CHAIR’S ACTION (maintained schools) / CHAIR’S UPDATE (academy trusts)**

* To report any urgent action taken by the Chair

**9. HEADTEACHER’S REPORT / COVID-19 UPDATE**

* To include an update on the return to school:
* Revised Risk Assessment and subsequent actions (**attached**)
* Restrictions / testing etc
* Contingency plans for remote learning including support for vulnerable families
* Staff and pupil mental health and wellbeing
* Catch-up Premium / Recovery Premium / School-Led Tutoring / Workforce Fund
* Update on national testing
* Number on roll
* Attendance
* Staffing

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

* To discuss progress on implementing 2021/22 SDP

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

**11. POLICY REVIEW**

To review and approve the following policies for use in the school:

* Admission Arrangements 2023/24: REMEMBER Admissions authorities must consult on arrangements every 7 years
* School Uniform [to comply with DfE statutory and non-statutory guidance]
* Changes to allergen labelling [Natasha’s Law]

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

• xxxx

**12. SAFEGUARDING / CHILD PROTECTION**

* To receive a report from the Lead Governor/Trustee for Safeguarding (*this is an annual requirement; it may not be this term)*

**13. SEND**

* To receive a (termly) report from the Lead Governor/Trustee for SEND

**14. GOVERNOR MONITORING, DEVELOPMENT & TRAINING**

* To discuss the approach to Governor Monitoring in the coming months (updated Monitoring Priorities for Governing Boards, NGA (**attached**)
* To review the Monitoring Schedule [*in line with School Development Plan?]*
* To receive feedback from Governors/Trustees who have attended training sessions and to cascade any relevant information
* To identify any training needs including self-development sessions

**15. PREMISES / HEALTH & SAFETY**

**16. DATA PROTECTION / WEBSITE AUDIT**

**•** Report of any breaches, incidents or requests

• Review of role of Data Protection Officer

**17. PROPOSED DATES FOR 2021/22 MEETINGS**

**Other potential agenda items**

**-** Pupil Premium / Sports Premium Reports (**attached**)

- Guide for Governors to revised EYFS Statutory Framework (**attached**)

- Evaluation of Governing Body / Trust Board [External Governance Reviews / Self-Assessment]

**Further suggestions which may be more relevant for other committees or only relevant to academies:**

* Impact of Pupil Premium Grant and Sports Premium
* Assessment Management Plan
* Charging & Letting Policy
* Report on Health & Safety
* Internal Controls Evaluation (ICE) / Internal Scrutiny report and statement: *may not be this term but must be following the evaluation*
* Financial Regulations and Scheme of Delegation of Financial Powers (*may not be this term but must be done annually and whenever there are any significant changes which would impact on the school finances)*
* Review/ Approval of Reconciliation statement/financial update/virements
* Benchmarking
* Trading accounts update – e.g. catering operation, Breakfast Club, childcare
* School Private Fund – approve audited accounts – *Depends when school closes its private fund, not all done at the same time, could be in any term.*
* of school resources management self-assessment tool in Spring 2022
* [**Academies only**] Update on any CIF bids
* Publish on website how SEND funding was spent and impact