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

***NAME & ADDRESS OF SCHOOL***

**SUMMER 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
* Board self-evaluation
* *The Missing Pool of Talent on School Governing Boards (****attached****)*
* *What governing boards and headteachers should expect from each other / What multi academy trust boards and CEOs should expect from each other*

1. **MINUTES OF THE PREVIOUS MEETING**

To confirm the minutes of the Spring Term meeting held on *date* 2022

**[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*)

* Financial Regulations
* 2021/22 Budget (**attached**) (maintained schools only)
* Monthly management accounts: to consider any additional provisions required at this time

**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**

:

* Revised Risk Assessment and subsequent actions (**attached**) including update on 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 / September 2022 admissions
* Attendance [DfE document on Securing good attendance and tackling persistent absence **attached**]
* Staffing – structure for September 2022

**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. GOVERNMENT’S WHITE PAPER**

**12. POLICY REVIEW**

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

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

• xxxx

**13. 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)*
* Sexual abuse / RHSE /

**14. SEND**

* To receive a (termly) report from the Lead Governor/Trustee for SEND
* Government’s Green Paper

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

* 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

**16. PREMISES / HEALTH & SAFETY**

**17. DATA PROTECTION / WEBSITE AUDIT**

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

• Review of role of Data Protection Officer

**18. PROPOSED DATES FOR 2022/23 MEETINGS**

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

**Suggestions for the Finance agenda**

**Financial matters (academies):**

* Benchmarking
* 2022/23 Budget
* Key Performance Indicators
* Complete and submit the BFR3Y by 26 July 2022
* 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 2022
* Academies Accounts Direction 2021 to 2022 published on 20 April 2022[[1]](#footnote-1)
* Academy Trust Handbook 2022 - expected to be published in June 2022

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. The main changes relate to a new disclosure requirement for severance payments, the removal of the requirement to submit dormant accounts to ESFA and the removal of the requirement to produce trading accounts for teaching school hubs as separate notes to the financial statements. There are also some clarifications to the trustees’ report and changes to the governance statement. [Document identifying changes has been uploaded on to EXC website] [↑](#footnote-ref-1)