**NAME OF SCHOOL**

**FULL / LOCAL GOVERNING BODY MEETING / TRUST BOARD**

**DATE AND TIME**

**TO BE HELD REMOTELY (include details)**

**AGENDA**

**The meeting will begin with a reminder about confidentiality**

1. Election of chair / vice chair
2. Apologies for absence
3. Declarations of business interests (attached)
4. Membership/governance matters of governing board

* 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 them

1. Skills Audit (new NGA model attached). The statements are reduced and clarified for accessibility for all levels of governance and governors rate their agreement, not their level of experience. The ‘how to’ guide is attached for additional guidance. A volunteer will be needed to collate and evaluate responses.
2. Data Consent form to be signed (attached)
3. Keeping Children Safe in Education September 2020 (attached). There is a new requirement on mental health. Please read it - the statement that all governors have read it will be recorded in the minutes.
4. Standing Orders (attached) / Terms of Reference for Local Governing Bodies (attached). These are unchanged from last year.
5. Update Committee membership for 2020/21 and appoint Chairs (Current list attached)
6. Review list of functions delegated to Governing Body / Committees (attached)
7. Adopt the Constitution and Terms of Reference for each standing committee (attached)
8. Adopt the Constitution and Terms of Reference for the Pupil Discipline Committee, Staff Disciplinary/Dismissal, Admissions Committee and Pay Committee (attached) Unchanged from last year (Pay Committee will be found in Pay Policy
9. Confirm panel for Headteacher’s Performance Management Review and to confirm appointment of External Adviser / Challenge Partner
10. Review and agree Code of Conduct for Governors / Board and for all Governors to sign a copy of the Code (New NGA model attached. They suggest it is easier to use and adapt) and/or Code of Conduct Register (**attached**)
11. Consider approach to governor monitoring
12. Minutes of previous meeting (**attached**)
13. Matters arising
14. Approach to reopening of school

* Revised Risk Assessment and subsequent actions (**attached)**
* Safeguarding: (Child Protection Policy: new version on 28 August 2020)
* Safety & wellbeing of pupils
* Attendance: pupils who are shielding / penalties for those not in school
* Staffing structure for September 2020 including staff recruitment
* Staff wellbeing
* Curriculum delivery strategy:
* Catch-up funding
* Recovery strategy
* Assessment & Accountability
* Contingency plans and remote education support
* Extra-curricular provision
* Transition arrangements: Reception

1. Premises matters

* Outcomes of CIF bids (academies)

1. Financial matters

additional costs associated with Covid-19

Financial regulations

2020/21 budget (attached) academies only

Budget forecast return (academies only – deadline moved to 29.09.20)

Monthly management accounts – to consider any additional provisions required at this time

1. Policies for review / approval

Pay policy

1. Future strategic aims and key priorities in the light of Covid-19
2. Any other business
3. Dates for 2020-21

You might also wish to include: Pupil Premium / Sports Premium Reports; SEND Report; Governor training; Evaluation of Governing Body / Trust Board; Data protection issues; Benchmarking; Teachers’ salary increases; Change of deadlines for ESFA returns