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

**This agenda may be separated into a Business Meeting and an Autumn2 Meeting**

**OR**

**It may be used for an Autumn Term agenda**

***NAME & ADDRESS OF SCHOOL***

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

Date day date month 2021

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. **ELECTION OF CHAIR / VICE CHAIR**
2. **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**

* Governors/Trustees to provide new declaration forms [**attached]**
* 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

**[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 **[attached]**
* Data Consent form to be signed [**attached**]
* Keeping Children Safe in Education 2021 [**attached**] Register to be signed
* Standing Orders [**attache**d] / Terms of Reference for Local Governing Bodies [**attached**]
* Update Committee membership for 2021/22 (Current list **attached**)
* Appoint Committee Chairs for 2021/22
* Review list of functions delegated to Governing Body / Committees / Trust Scheme of Delegation [**attached**]
* Adopt the Constitution and Terms of Reference for each standing committee [**attached**]
* Adopt the Constitution and Terms of Reference for the Pupil Discipline Committee, Staff Disciplinary/Dismissal and Pay Committee (**attached** – Pay Committee to be found in school/trust Pay Policy)
* Confirm panel for Headteacher’s Performance Management Review and to confirm appointment of External Adviser / Challenge Partner
* Review and agree Code of Conduct for Governors / Board and for all Governors to sign a copy of the Code [**attached**] and/or Code of Conduct Register

1. **MINUTES OF THE PREVIOUS MEETING**

To confirm the minutes of the Summer 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.

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

* Additional costs associated with Covid-19
* Financial Regulations
* 2020/21 Budget (**attached**) (academies only)
* Budget Forecast Return (academies only)
* Introduction of Academy Trust Handbook (academies only) (**attached** – changes also **attached**)
* Monthly management accounts: to consider any additional provisions required at this time (August 2021)
* Teachers’ salaries / Support staff pay
* Approval of School Fund Auditor (maintained schools only)

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

* To report any urgent action taken by the Chair
* Update on Pay Committee [*if relevant]*
* Update on Governance Annual Plan

**10. HEADTEACHER’S REPORT**

* To include an update on the return to school and the lifting or restrictions, introduction of carbon dioxide monitors, Covid-19 testing etc / spending of Catch-up Premium and latest DfE funding for ‘tutors’ (Teaching a Broad & Balanced Curriculum, DfE July 2021 **attached**)
* Number on roll
* Performance data: internal data for KS2, KS4 and post-16 examinations
* Attendance
* Staffing
* Update on Headteacher’s PMR
* New induction arrangements for Early Career Teachers [formerly known as NQTs] (Induction for Early Career Teachers, DfE September 2021 **attached**)
* Revised SEF

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

* To review 2020/21 SDP
* To discuss progress on implementing 2021/22 SDP

**[2020/21 SDP & 2021/22 SDP attached]**

**12. POLICY REVIEW**

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

• Pay Policy

• Performance Management

• Child Protection (September 2021 attached)

• xxxx

• xxxx

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

• xxxx

**13. SAFEGUARDING / CHILD PROTECTION**

* “Understanding and Supporting Behaviour - Safe Practice for Schools and Educational Settings – Guidance for Schools” [with appendices] (Essex Safeguarding Children’s Board / Essex County Council, August 2021) [**attached**]
* Changes to*Keeping Children Safe in Education (September 2021)* (**attached**)
* Update on sexual harassment and abuse and how the school/trust is working to tackle the problem and create an environment where it is not tolerated (Ofsted’s Review of sexual abuse in schools and colleges (June 2021) (**attached**) / DfE’s Sexual Violence & Sexual Harassment Between Children in Schools & Colleges (September 2021 (**attached**)
* Peer on Peer Abuse Policy (model LA Policy **attached**)
* To ensure, as a minimum, all Governors have Level One safeguarding training and an annual refresher
* To receive a report from the Lead Governor/Trustee for Safeguarding (*this is an annual requirement; it may not be this term)*

**14. SEND**

* To receive and consider the annual SEND Information Report and ensure this is published on the school website
* To receive a (termly) report from the Lead Governor/Trustee for SEND
* SEND and The Governing Body (NGA) (attached)

**15. MENTAL HEALTH & WELLBEING OF STAFF AND PUPILS**

Making Pupil Mental Health A Priority (NGA) (**attached**)

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

* To discuss the approach to Governor Monitoring in the coming months (Monitoring Priorities for Governing Boards, NGA (**attached**)
* To review the draft 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

**17. PREMISES / HEALTH & SAFETY**

**18. DATA PROTECTION / WEBSITE AUDIT**

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

• Review of role of Data Protection Officer

• Role of Governors/Trustees in cyber security (**attached**) / Questions for Governors & Trustees (National Cyber Security Centre **attached**)

• Confirmation of staff training

• Governors’ email addresses (attached)

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

**Other potential agenda items**

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

- Changes to EYFS Framework (**attached**)

- Evaluation of Governing Body / Trust Board

- Changes to School Admission Code [for those who are their own admissions authority] (**attached**)

- Role of Governing Body in School Fund (DfE July 2021 **attached**)

**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.*
* [**Academies only]** Review of changes in Academy Trust Handbook (new version took effect from 1 September 2021)
* **[Academies only]** Submission of school resources management self-assessment tool in Spring 2022
* [**Academies only**] Update on any CIF bids
* **[Academies only]** Submission of Trust annual report and accounts and auditor’s management letter to EFSA by 31 December 2021
* Publish on website how SEND funding was spent and impact
* **[Academies only]** Ensure the land and building collection tool is submitted to the Education and Skills Funding Agency (ESFA) by 9 November 2021
* **[Academies only]** Review the Scheme of Delegation
* **[Academies only] Academies Planning Calendar 2021/22** (**attached**)