**MODEL FULL GOVERNING BOARD / TRUST BOARD /**

**LOCAL GOVERNING BODY AGENDA**

***NAME & ADDRESS OF SCHOOL***

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

Date day date month 2023

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

1. **MINUTES OF THE PREVIOUS MEETING**

 To confirm the minutes of the Spring Term meeting held on *date* 2023

 **[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
* 2023/24 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**

* Staff and pupil mental health and wellbeing:
* Catch-up Premium / Recovery Premium / School-Led Tutoring
* Number on roll / September 2023 admissions
* Attendance
* Staffing – structure for September 2023
* *Free School Meals: guidance for LAs, maintained schools, academies and free schools [*DfE, February 2023]

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

* To discuss progress on implementing 2022/23 SDP

**[Revised 2022/23 SDP attached]**

**11. 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

**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)*
* *Safeguarding in schools and trusts: a guide for governing boards* [NGA, updated November 2022]
* *Child on Child Abuse: Harmful Sexual Behaviour [*Essex CC Safeguarding Team, Spring 2023] / *Child on Child Harmful Sexual Behaviour Policy – Primary / Secondary*

**13. SEND**

* To receive a (termly) report from the Lead Governor/Trustee for SEND
* *Improvement Plan for SEND and Alternative Provision*

**14. 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

**15. PREMISES / HEALTH & SAFETY**

**16. DATA PROTECTION / WEBSITE AUDIT**

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

• *Review of role of Data Protection Officer* [DfE, February 2023]

* *Data Protection in Schools [DfE,* February 2023*]*
* *Cyber Security: the role of governing boards* [NGA, updated March 2023]
* *Freedom of Information and Subject Access Requests* [NGA, March 2023] and *Freedom of Information Requests: FAQs [*NGA, March 2023] / *Subject Access Requests: FAQs [*March 2023]
* *GDPR compliance: monitoring checklist for governing boards [NGA]*
* *Generative artificial intelligence in education [*DfE, March 2023]

**18. PROPOSED DATES FOR 2022/23 & 2023/24 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
* 2023/24 Budget
* Key Performance Indicators
* Complete and submit the BFR3Y by end of July 2023, having had it approved by the Board
* Report on the outcome of any CIF (Condition Improvement Fund) bids – May 2023 at the earliest
* Academy trusts to submit their audited financial statements to Companies House by 31 May 2023
* Academies Accounts Direction 2022 to 2023 published shortly
* Academy Trust Handbook 2023 - expected to be published in June 2023

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)