**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**

**Meeting to be held on**

**XXX XXX 2023 at XX pm**

**AGENDA**

**This meeting will be virtually held via XXX and an invitation was sent by XXX XXX**

 **on XX XX 2023**

**Attached = to be prepared by Clerk et al**

1. **ELECTION OF CHAIR / VICE CHAIR**
* To agree the period of office to be served by the Chair/Vice Chair until another election / determine the date of the end of the term of office [as per Standing Orders / LGB Terms of Reference]
* To elect the Chair and Vice Chair for the 2023/24 academic year (*Chair and vice chair elections, NGA March 2023) (***attached**) */ Finding your next chair: a succession planning guide for GBs in schools and trusts (NGA, September 2022) (****attached****)*

**[Nomination form attached for eligible governors]**

1. **APOLOGIES FOR ABSENCE**
2. **NOTIFICATION OF ANY OTHER BUSINESS**

To note any late item of business, not already on the agenda, which any governor/trustee wishes to raise and to decide whether the urgency of the matter is such as to warrant consideration at this meeting – to be taken under Item 20 unless relevant elsewhere on the agenda

1. **DECLARATIONS OF BUSINESS INTERESTS (attached)**
* Governors/Trustees to complete and return new declaration form for this academic year

[**Declaration of pecuniary and personal interest form attached]**

* To give Governors/Trustees 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 OF GOVERNING BODY / BOARD**
* To note any resignations / new appointments / end of terms of office / re-appointments that have arisen since the last meeting

[**Governing Body / Board membership attached)**

* To discuss vacancies and how to address / Diversity (attached)
* To undertake an annual audit of Governors’ skills (**attached**), knowledge and experience and to use the outcome to identify gaps; from this, training needs can be assessed and provided – this might also be a good opportunity to reflect on how well the GB has performed over the past months / how effective virtual meetings have been / whether changes need to be made for the coming year? [Skills Audit **attached for collating outcomes]**
* Data Consent form to be signed (**attached**)
* Standing Orders (**attached**) / Terms of Reference for Local Governing Bodies (**attached**)
* Update Committee membership for 2023/24 (Current list **attached**)
* Appoint Committee Chairs for 2023/24
* Review list of functions delegated to Governing Body / Committees **(attached**) / Trust Scheme of Delegation (**attached with guidance)**
* 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 (**attached**)
1. **MINUTES OF PREVIOUS MEETING (attached)**
2. **MATTERS ARISING**
3. **FINANCIAL MATTERS**
* Budgetary Matters
* Financial Regulations
* Monthly management accounts: to consider any additional provisions required at this time
* Teachers’ salaries / Support staff pay
* Approval of School Fund Auditor (maintained schools only)
* Primary PE & Sport Premium / Pupil Premium Grant
* Update on National Funding Formula
* School Resource Management
1. **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
1. **HEADTEACHER’S REPORT (attached)**
* To include an update on the use and impact of the Recovery Premium and the National Tutoring Programme
* Number on roll
* Performance data: end of year data for KS2, KS4 and post-16 examinations
* Attendance
* Staffing
* Update on Headteacher’s PMR [if relevant]
* Induction arrangements for Early Career Teachers
* Revised SEF
1. **SCHOOL DEVELOPMENT [IMPROVEMENT] PLAN (***may be part of Headteacher’s Report)*
* To review 2022/23 SDP
* To discuss progress on implementing 2023/24 SDP / Board to approve

**[2022/23 SDP & 2023/24 SDP attached]**

1. **POLICY REVIEW**

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

* Pay Policy (updated version **attached**)
* Performance Management
* Child Protection (September 2023 **– new version attached**)
* Governor Allowances Policy (**attached**)
* xxxx

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

* xxxx
* xxxx
1. **SAFEGUARDING / CHILD PROTECTION**
* Changes to*Keeping Children Safe in Education (September 2022)* (**attached**)
* To ensure, as a minimum, all Governors have Level One safeguarding training [it is strongly recommended that governors undertake Level Two training] and an annual refresher and to confirm with senior leadership that **all staff** undergo safeguarding and child protection training **including online safety** at induction and then on a regular basis with regular updates
* To receive a report from the Lead Governor/Trustee for Safeguarding (*this is an annual requirement; it may not be this term)*
* *Behaviour in Schools [DfE July 2022] (****attached)***
1. **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
1. **MENTAL HEALTH & WELLBEING OF STAFF AND PUPILS**
* Staff absence
* *Improving Staff wellbeing (*NGA updated August 2023) (**attached**)
* *Promoting school leaders’ wellbeing: An evaluation tool for governing boards in schools and* *trusts* (NGA updated August 2023)
* Confirmation of appointment of Senior Mental Health Lead with relevant training
* Pupil welfare: hygiene poverty
* School Food (**attached)**

1. **GOVERNOR MONITORING, DEVELOPMENT & TRAINING**
* To discuss the approach to Governor Monitoring in the coming months / Link Governors
* 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
1. **SITE MANAGEMENT**
* Reinforced Autoclaved Aerated Concrete (RAAC) **IF NOT ALREADY COVERED ABOVE (***RAAC guidance for governing boards, NGA,* September 2023) *Everything you need to know about the new guidance on RAAC in education settings (*HM Government, 31 August 2023*) (*both **attached)**
* Asbestos management
* Premises / site update
* Health & Safety
* Condition Improvement Fund [academies only]
* Contract update
* Premises hire
* Operation of CCTV on site

**18. DATA PROTECTION**

* Report of any breaches, incidents or requests
* Review of role of Data Protection Officer
* Online safety policy and procedures
* Confirmation of annual staff training

**19**. **ANY OTHER BUSINESS**

**20**. **PROPOSED DATES FOR 2032/24 MEETINGS** – it might be that meetings have already been scheduled but this could be a good opportunity to reconsider these dates to ensure that they are necessary / will be effective etc

**FOR YOUR INFORMATION**

**[the attached documents are for information only and are not required to be printed out for the meeting**]

* Being Strategic: Developing a strategy to deliver your vision [single schools} (NGA)
* Being Strategic: Developing a strategy to deliver your vision (MATs) (NGA)
* Charting the course to good governance: common challenges (NGA)
* School and Trust Governance – the here and now (interim - full report to be published shortly)

**Other potential agenda items**

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

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

**- Evaluation of Governing Body / Trust Board**

**- Uniform Policy – to be published on website**

**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]** Submission of school resources management self-assessment tool in Spring 2023
* [**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 2023
* Publish on website how SEND funding was spent and impact
* **[Academies only]** Review the Scheme of Delegation
* **[Academies only]** Academies Planning Calendar 2023/24(**attached**)
* **[Academies only]** Academy Trust Handbook (**attached**)