**[CLERKS – PLEASE COPY & PASTE INTO YOUR FILE !!!]**

**MODEL GOVERNING BOARD / TRUSTEE BOARD AGENDA**

**Spring Term Meeting to be held on**

**XXX XXX 2024 at XX pm**

**AGENDA**

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

**on XX XX 2024**

**Please ensure that you have replied to the invitation accordingly**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF BUSINESS INTERESTS**

**3. ANY OTHER BUSINESS**

**4. 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
* To discuss vacancies and how to address
* To review outcomes of skills audit and highlight any training opportunities

**5. CHAIR’S ACTION [maintained] / CHAIR’S UPDATE [academy]**

**6. MINUTES OF PREVIOUS MEETING (attached)**

**7. MATTERS ARISING**

**8.** **HEADTEACHER’S REPORT / SCHOOL DEVELOPMENT PLAN / SEF**

**9. SITE MANAGEMENT / HEALTH & SAFETY**

* RAAC
* Update on CIF bids
* NGA documents on good estate management for maintained school and academies ON PORTAL

**10. FINANCIAL MATTERS**

* Monthly management accounts
* Energy efficiency funding
* Additional Government funding
* Capital Funding
* PPG funding
* PE & Sports Premium [primary only]
* Financial Regulations
* School Financial Value Standard (maintained schools only) Guidance documents available in Clerking Update
* School Resource Management Self-Assessment Checklist (academies only)
* 2023/24 Budget [maintained schools only]
* Audited Accounts [academies only]
* Reporting on gender pay gap information [for academies with over 250 employees]

**11. POLICIES FOR REVIEW/APPROVAL**

* Admission arrangements for 2024/25

**12. SAFEGUARDING / CHILD PROTECTION**

**13. SEND**

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

* To discuss the approach to Governor Monitoring
* To review the Monitoring Schedule [*in line with the SDP?]*
* To receive feedback from Governors/Trustees who have recently attended training sessions and to cascade any relevant information
* To identify any training needs including GBDSs

**15. DATA PROTECTION / WEBSITE AUDIT**

* Report on any breaches, incidents or requests for subject access
* Data Protection Officer report

**16. ANY OTHER BUSINESS**

**17. DATES FOR FUTURE MEETINGS**

**Suggestions for the Finance agenda – some of these may only be relevant to academies (A) or maintained schools (M)**

**Other potential agenda items**

* Admission arrangements (A & M)
* Pupil Premium / Sports Premium Reports (A&M)
* SEND Report (A& M)
* Governor training (A & M)
* Evaluation of Governing Body / Trust Board (A & M)
* Data protection issues (A & M)
* Benchmarking (A & M)
* Complete and approve SFVS by 31.3.24 (M)
* Consider and approve insurance arrangements (A & M)
* Consider implications of national funding formula (A & M)
* Publish 2022/23 Annual Report and Financial Statements on Trust website by 31.1.24 (A)