

INCLUDE SCHOOL NAME

AGENDA – Meeting of the Full Governing Board (Date, Time and Location)

Guidance to ensure meetings are timely and effective:

- i. If providing documents / visit reports for a meeting please endeavour to do so one week before the scheduled meeting.
- ii. If you have actions from the last meeting please ensure these are completed before the next meeting
- iii. If you send your apologies, please make these to the Clerk and ensure your items have been handed over to your deputy/another governor.
- iv. Please read all documents and come prepared with questions you would like to ask/ comments you would like to make - so that we fulfil our primary role of **'challenge and support'** - Time will not be spent in the meeting reading through/talking through the details in every document
- v. Please help to ensure the smooth flow of the meeting by only discussing topics as they come up on the agenda, being succinct and being mindful that if the Clerk is not writing even though the discussion is interesting it is not fulfilling our primary role to **'challenge and support'**.

Item No	Standing Item?	Topic	Information/ Discussion/ Approval	Further Information/Pre-Reading (Including Document Number)	Lead	End Time
1.	Yes	Welcome and Opening Prayer	Information		Chair (initials)	5.02pm
2.	Yes	Apologies for absence 2.1 Quorum declaration	Information/ Discussion/ Approval		Chair	5.03pm
3.	Yes	Urgent Additional Items <i>(to be with the Chair by 5 pm date)</i>	Information/ Discussion/ Approval		Chair	5.04pm
4.	Yes	Declarations of Interests	Information	Any new declarations to be declared at the meeting?	Chair	5.05pm
5.	Yes	Approval of FGB Minutes: Meeting (date)	Approval	5.1 Minutes of (date) 5.2 Action Log (to note – all relevant actions included agenda)	Chair	5.10pm
6.	Yes	Matters arising not covered on the agenda	Information	N/A	Chair	5.15pm
7.	Yes	Headteacher Report	Information/ Discussion	Verbal Update from HT – significant changes since last meeting, any complaints, which fall under the complaints policy, summary of any health and safety incidents plus School admin data; incident reports; review progress of SDP	Headteacher	5.45pm

				7.1 Education Continuity Plan – discussion of provision 7.2 Remote Learning User Agreement (for website) 7.3 Staffing (confidential item)		
8.	Yes	Update from the Chair	Information	N/A	Chair	5.47pm
9.	Yes	School Self Evaluation Form – updates since last meeting	Discussion/Approval	No changes since last meeting	Headteacher	5.48pm
10.	Yes	School Development Plan – updates since last meeting	Discussion/Approval	No changes since last meeting	Headteacher	5.49pm
11.	Yes	Governor Updates Since last meeting	Information Decision	Lead Governor Reports/updates, Other governor Monitoring Reports/updates, and External notes of Visit (not covered elsewhere on the agenda) Curriculum 11.1 Layer 1 Data Pack Summary Report 11.2 Layer 1 Data Pack and groups data; review pupil progress and attainment, including reporting on vulnerable groups 11.3 EYFS Data pack summary report Arrange virtual meetings with pupils and Governors Agree SDP monitoring actions for the coming term Finance Review net capacity of the school Verbal Update on Budget Position 11.4 SFVS Staffing Review staff structure	Chair	6.10pm

				<p align="center">Premises (Excluding Health and Safety) 11.5 Pre-school Deed of Variation</p> <p align="center">Inclusion</p> <p>Update on action: Review SEND funding 2019/20 review document with Senco and share with (initials) prior to FGB</p> <p>Update on action: Update SEN Information report to reflect meetings are being held 3 times per year (in line with code of practice)</p>		
12.	Yes	Safeguarding	Decision	Any safeguarding or bullying and racist incidents since last meeting?	Headteacher	6.12pm
13.	Yes	Health and Safety	Information/ Discussion	Incidents Since Last meeting Update from lead governor	Headteacher (initials)	6.15pm
14.	Yes	SIAMs	Information/ Discussion	Update from Lead Governor Virtual meeting to be held with Headteachers, Lead RE Teacher, (initials) & (initials)	(initials)	6.18pm
15.	Yes	GDPR	Information	Any issues/breaches since the last meeting	Headteacher	6.19pm
16.	Yes	Governor Business and Communications	Information/ Decision	16.1 Co-opted governor advert – agree advert and skills needed Note of gratitude has been sent to parent to thank them for the resources financial donation	Chair	6.23pm
17.	Yes	Governor Training Update	Discussion	Governor training undertaken since last meeting Reports/knowledge sharing on training undertaken	Chair	6.28pm
18.	Yes	Policies Review/ for approval (as per policy schedule)	Information/ Discussion/ Approval	18.1 Updated Policy Tracker <i>Lead governors to connect with (initials) as needed (based on review dates) to ensure policies are reviewed proactively</i>	Chair	6.29pm

19.	Yes	Meeting Impact	Discussion/ Decision	<p>Discuss effectiveness of meeting/impact:</p> <ul style="list-style-type: none"> • What worked well? • What worked less well? • What should be different next time? 	Chair	6.40pm
20.	Yes	Items for next agenda (in addition to actions)	Information	<p>Governors to send any changes to the below before the meeting:</p> <p>Asset Management Plan - (initials) Report on the effectiveness of Assessment Procedures – (initials) Mid-year review of PE & Sport Funding Plan – (initials)</p> <p>Mid-year reviews of: Effectiveness of Pupil Premium Funding and SEND funding (strategic Plans); report on any budget implications (initials) Start work on drafting budget for the coming year including review of purchase of external services – (initials) Agree purchase of external services Health & Safety Inspection feedback; – (initials) Review insurance arrangements and premises costs – (initials) Wrap around care discussion Staff Hours Audit Results – (initials)</p>	Chair	6.45pm
21.	Yes	Date of next meetings	Information	<p>All meetings start at 5pm: 4th May 2023 13th July 2023</p>	Chair	6.55pm