**Please note that this agenda is a sample template – clerks should ensure that they include items as per the annual governance planner**

**INSERT SCHOOL NAME AND / OR LOGO**

**SAMPLE AGENDA TEMPLATE**

Meeting: Full Governing Board / XXXX Committee   
Meeting Date:   
Time:   
Location:

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| **Item No.** | **Agenda Item** | **Lead Person** | **Preparation Notes/ Governors’ Notes/ Questions** |
|  | **Election of Chair** | **Clerk** |  |
|  | **Election of Vice Chair** | **Chair** |  |
| **NB1 - Anyone employed to work at the schools cannot be elected as chair or vice chair**  **NB2 - Anyone taking up employment after being elected as chair or vice chair must relinquish this role** | | | |
|  | **Welcome, Apologies, Declaration of Interests and Chair’s Comments**   * To ensure governors’ register of interests has been updated on the website / GIAS and includes any changes/amendments *(autumn term check and then as changes occur)*   To declare a pecuniary or personal interest (if any) on a particular agenda item | **Chair** | Please sign / complete forms as circulated at / before the meeting. |
|  | **Membership**  Autumn Term (reviews of committees/appointments in spring/summer term to be completed):   * to ensure all governors had received and signed the governors' code of practice / conduct *(autumn term – review throughout year)* * **Committee Structure** – to review terms of reference and delegated powers **(enclosed/attached)** * **Appointment of Governors to committees** * **Appointment of External Advisor for HTPM** (Summer or Autumn Term) * **Appointment of Governors with Special Responsibilities** – to review **(enclosed/attached)** * **To consider the voting procedures at both full governing body and committee meetings** * **Review of governor attendance at meetings 20XX-20XX** (Autumn Term) * **Review of Instrument of Government** (Annually) | **Clerk** | Review all documentation prior to meeting raising queries with the clerk by xxx |
|  | **Previous Minutes – accuracy and to review the list of actions**   * Full Governors’ meeting held on …………. **(enclosed/attached)** * Special meeting held on …………. **(enclosed/attached)** * Committee meeting held on …………. **(enclosed/attached)** * Review of Committee Minutes (NOT PAY) | **Chair** | Please forward any errors, inaccuracies or queries to the clerk no later than 24 hours before the meeting.  Please read attached minutes – CoC’s to give any updates / answer queries. |
|  | **Headteacher’s Report *or* Academy Leadership Report) (enclosed/attached/school to circulate)**   * + Report on key performance indicators / review of data *(delete as necessary)*   + Attendance Report   + Review of SEF/Ofsted Action Plan   + Approval of SDP *(Autumn Term)*/Progress report on SDP   + Governors' development plan (to review / approve) *(delete as necessary)*   + Ofsted action plan (to review / approve) *(delete as necessary)*   + Update on PLAC/LAC(Report from Designated Teacher at least annually)   + Safeguarding update (unless a separate item) and LCC Safeguarding Audit Ratification (Summer Term)   + Health & Safety (unless a separate item)   + Premises update (includes review of estates management strategy and plans)   + Accident report update   + Risk Assessment update   + H&S Audit ratification (Spring Term 1 – Maintained Community and VC schools only)   + Update on pupil premium/ sports premium/other grants   + GDPR (3 times annually – with annual report from DPO) and Cyber Security   + Written report on operation of school’s appraisal and capability policies (annually see LCC HR Schools Support Appraisal policy) | **Head** | Please read the reports and additional documentation prior to the meeting and submit questions to the HT / Clerk by XXX |
|  | **Financial Position and Other Resources Matters**   * MTFP Review * budget outturn/carry forward figure for …………. *(not academies)* * School fund account *(when and if applicable)* * SFVS – to review and complete by end of Autumn Term (maintained schools only) * Benchmarking (requirement under SFVS) * School budget – to approve (*due May annually for Maintained Schools)* * *Review of Risk Register (High Risk – 3 times a year/ Low risk – annually)* * *Receive report on statutory gender pay gap information ahead of publication (where required – over 250 employees) (Annually)* | **Head** | Please read the reports and additional documentation prior to the meeting and submit questions to the HT / SBM by XXX |
|  | **Governors’ Training and Monitoring Update**   * Agree Governor CPD/Training Plan for academic year (Autumn Term) * Link governor report and updated governor training record **(enclosed/attached)** * Governor Monitoring Reports | **Governors** | Please read the reports and additional documentation prior to the meeting and submit questions to the Clerk by XXX |
|  | **Reports from Local Authority for Consideration** *(available via Perspective Lite – see headteacher when preparing draft agenda if unable to access through a Clerk login)*  ***NOTE: LOCALITY LEAD REPORT EVERY BIG TERM*** | **Clerk** |  |
|  | **Church School Distinctiveness**  **(For schools subject to SIAMS Inspection)** | **Governor / Head** |  |
|  | **Policies** (to review any polices as per policy schedule)   * Review and agreement of Policy Schedule & Delegations (Autumn Term) | **Head** | Please review policies prior to the meeting and raise queries to the HT / Clerk by XXX |
|  | **Election of Chair/Vice Chair** – to seek self-nominations *(if applicable to be considered term before election)* | **Clerk** |  |
|  | **Dates of Future Meetings**   * + Full Governors– to consider the following suggested dates: * spring - * summer - * autumn -   + School Development Committee   + Resources Committee   + Personnel / Pay Committee   ***NB:*** *committee names only a suggestion – school will have own committee names – pay committee* ***must*** *be held as per LCC Pay Policy requirements* | **Chair** |  |
|  | **Any Other Business (with prior approval of the chair)** |  |  |

**SEE NEXT PAGE FOR CONFIDENTIAL SECTION**

**CONFIDENTIAL SECTION – Part 2/Part B**

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| --- | --- | --- | --- |
|  | **Membership of the Governing Board** – to receive membership list for information **(enclosed/attached)** *(if appropriate)* | **Clerk** |  |
|  | **Headteacher’s Report *or* Academy Leadership Report (Part B)**   * Key HR staffing issues * Complaints, exclusions and racist incidents ***\**** * Other confidential business   ***NB: only 'numbers of…' should be received on complaints, exclusions and racist incidents with no detail provided due to possibility of governors being required to sit on panels.***  ***\* This information could be included on Part A rather than Part B.*** | **Head** | Please read the reports and additional documentation prior to the meeting and submit questions to the HT / Clerk by XXX |
|  | **Succession Planning (As appropriate)** | **Clerk** | Please read the reports prior to the meeting and submit questions to the HT / Clerk by XXX |
|  | **Previous Minutes – accuracy and any matters arising**   * Full Governors’ meeting held on …………. (enclosed/attached) * Finance Committee meeting held on …………. (enclosed/attached) * …………. Committee meeting held on …………. (enclosed/attached) | **Chair** | Please forward any errors, inaccuracies or queries to the clerk no later than 24 hours before the meeting.  Please read attached minutes – CoC’s to give any updates / answer queries. |
|  | **Report from Pay Committee Chair** (FGB meeting after Pay Committee has taken place) |  |  |
|  | **(GOVERNORS WHO ARE STAFF MAY BE EXCLUDED – SEEK ADVICE FROM HR ADVISOR)**  **Review and agree any staffing structure changes** (Autumn Term 2 and Spring 1) |  |  |
|  | **(THIS ITEM DOES NOT INCLUDE GOVERNORS WHO ARE STAFF and HEADTEACHER)**  **Review and agreement of ILPR (Spring Term 1)** | **Chair** |  |
|  | **Any Other Business of a Confidential Nature (with prior approval of the chair)** |  |  |