



**St. Mary's CE Primary School**  
**Full Governing Body Meeting**  
**Wednesday 10<sup>th</sup> October 2018 @ 7.00 pm**

1. Welcome and Apologies.
2. Staff Presentation – Early Years at St Mary's.
3. Declarations of Interests.
4. Governing Board Administration:- (Papers for items 4f-4l sent under separate cover see email from SMG 28/9)
  - (a) Register of Business Interests. (Paper 4a attached)
  - (b) Changes to Governing Body Membership (verbal).
  - (c) DBS Clearances / 'Get Information about Schools' – confirmation all up-to-date.
  - (d) Election of Chair/Vice Chair.
  - (e) Succession Plan (for key posts & govs). (verbal)
  - (f) Review Instrument of Government.
  - (g) Review Scheme of Delegation & Committee Structures.
  - (h) Review Annual Governance Impact Statement.
  - (i) Review Code of conduct.
  - (j) Review 18/19 Agenda Cycle.
  - (k) Agree Schedule of Policy Review.
  - (l) Governor Training/Visits.
5. Minutes of the previous full Governing Board meeting on 18<sup>th</sup> July 2018 and matters arising. (Paper 5 attached)
6. Head Teacher's Report. (Paper 6 attached)
7. Chair's Report. (To follow under separate cover)
8. Pay Committee Report (verbal).
9. Data Protection compliance. (verbal update – need to decide how to do this?)
10. HTPM Review Arrangements . (verbal)
11. Finance & Premises Updates:-
  - (a) Adoption of LA Financial Handbook Procedure.
12. Equality Objectives – Annual Review. verbal)
13. SDP. (To follow under separate cover)
14. SEF. (Paper 14 attached – see note in accompanying email)
15. Pupil Premium. (To follow under separate cover)

16. *Policies:-*

- (a) Adoption of LA Human Resources Statutory Policies.*
- (b) Safeguarding Policy – Annual review. (Circulated under separate cover – email from SMG dated 27/9)*
- (c) Teachers’ Appraisal Policy – Annual review. (Papers 16c attached)*
- (d) Pay Policy. (See note in accompanying email)*
- (e) SEN Information Report. (To follow under separate cover).*

17. Date and time of next meeting – Wednesday 23<sup>rd</sup> January 2018.

18. AOB