



St. Mary's CE Primary School
Full Governing Body Meeting

Thursday 1st October 2020 @ 7.00 pm
Venue: Remote (via Zoom)

7.00 – 7.10 Welcome

1. Welcome / Opening Prayer / Apologies.
2. Declaration of Interests.
3. Note any appointments.

7.10 – 7.40 Knowledge

4. Governance update, presented by Marcus Cooper, Director's Assistant (Primary Adviser), SDBE.

7.40 – 7.55 Governor Admin Part 1

5. **Election of Chair (Co-Chair) and Vice Chair.**
6. **Chair's actions.**
7. **Head teacher appraisal.**

7.55 - 8.20 GOVERNING BOARD STRATEGY AND ADMINISTRATION Part II:

8. **Governing Board Administration:**
 - a. Disclosure & Barring Checks (DBS) Checks.
 - b. Code of conduct: Adopt Code of Conduct 20/21 - all Governors to sign. (Paper 8b attached)
 - c. Changes to Governing Board membership (verbal).
 - d. Review Scheme of Delegation and committee structures (verbal). (Paper 8d attached)
 - e. Register of Business Interests: All Governors to sign – to be published on website. (Paper 7e attached)
 - f. Get Information about Schools (formerly Edubase) – Confirm this is up to date.
 - g. Website compliance checklist.
9. **Governing Board Strategy 2020-21:-**
 - a. Agree Governing Board Annual Work Planner 20-21 (inc. meeting dates). (Paper 9a attached)
 - b. Agree Schedule of Policy Review.
 - c. School Development Plan priorities.
 - d. Update on governor training.
 - e. Annual Governance Impact statement – approval. (Paper 9e attached)
 - f. Governing Board Self Evaluation.
10. **Minutes of previous Extraordinary FGB meeting held on 7th July & Matters Arising.** (Paper 10 attached)

8.20 - 8.40 REPORTS

11. **Headteacher's report.** (Papers 11/11a attached)
 - a. COVID-19 update.
 - b. School Development Plan. (To follow under separate cover)
12. **Pupil Premium report.** (Paper 12 attached)
13. **Safeguarding:-**
 - a. KCSIE.
 - b. Report from Link Governors.
14. **Health and Safety:-**
 - a. Annual audit report.
 - b. Report from Link Governor. (verbal)

8.40 – 9.00 FINANCE AND POLICIES

15. **Financial Management:-**
 - a. Covid Catch up funding.
 - b. 2020-21 Budget Plan monitoring (Receive and Note).
 - c. Adoption of LA Financial Handbook Procedure.
 - d. Teachers' pay award 2020.
16. Equality information and objectives statement for publication.
17. **Policies:-**
 - a. SEN Information Report and SEN (Inclusion) Policy. (Papers 17a/17ai attached)
 - b. Staff discipline, conduct & grievance procedures. (to note approved in July)
 - c. Approval of HR Handbook. (Paper 17c list of policies in Handbook attached)
 - d. Safeguarding. (Paper 17d attached)
 - e. Admission policy (variation) Faith Schools update.
 - f. Behaviour Policy. (Pupil approval – verbal update) (Paper 17f attached)
 - g. Complaints Procedure (L&M approval - verbal update)
18. Any Other Business.
19. Date and time of next:- (Meeting date schedule 20/21 attached as paper 19)

FGB meeting – Thursday 14th January 2021.

(Committee Meetings:- Pupil 22nd Oct / L&M 19th Nov / Resources 10th Dec)