

**St. Mary’s CE Primary School**

**Full Governing Body Meeting**

**Thursday 22nd September 2022 @ 6.00 pm**

**Venue: School Hall**

**6.00 – 6.10 Welcome**

1. Welcome / Opening Prayer / Apologies.
2. Declaration of Interests.

**6.10 – 6.25 Governor Admin Part 1**

1. **Election of Chair (Co-Chair) and Vice Chair***.*
2. **Minutes of previous FGB meeting held on 5th May & Matters Arising.** (Summary of Action points set out below for ease of reference)(Paper 4 attached)

**6.25 – 7.00 GOVERNING BOARD STRATEGY AND ADMINISTRATION Part II:**

1. **Governing Board Administration:**
2. Governing Board Membership & Vacancies (to include succession planning).
3. Review Instrument of Government *(to ensure it is fit or purpose)* (Paper 5b attached)
4. Review Scheme of Delegation and committee structures. (Paper 5c attached)
5. Code of Conduct: Adopt Code of Conduct 22/23 - all Governors to sign confirmation form (Paper 5d/5di attached)
6. Register of Business & Pecuniary Interests 2022/23 - all Governors to complete and sign attached form – information will be published on website. (Paper 5e attached)
7. Disclosure & Barring Checks (DBS) Checks.
8. Get Information about Schools (formerly Edubase) – Confirm this is up to date.
9. Annual Governance Impact statement. (Paper 5h attacjed)
10. **Governing Board Strategy 2022-23:-**
11. Agree Governing Board Annual Work Planner 22-23.

 (Policy Review Schedule already finalised by CP and sent to Chairs/Cmtt Chairs and Clerk).

1. Governor working days
2. Update on governor training.
3. Governing Board Self Evaluation.
4. **Governing Board Committees**.
5. Agree HT & Performance Management Committee.
	1. JK to report that 21/22 process successfully completed.
6. Pay Review Committee.

**7.00 – 7.30 REPORTS**

1. **Headteacher’s report**. (Paper 8 and 8i attached)
	1. SEF. (Paper 8a attached)
	2. School Development Plan. (Paper 8b attached)
	3. Pupil Premium Report - Verbal (*no paper - report will be sent to Pupil Comm when ready)*
	4. Governor visits. (Paper ?? Governor Visit Schedule 2022/23 attached)
2. **Safeguarding:-**
3. KCSIE – new guidance 1st September 2022 – all Governors to sign to confirm they have read the guidance and Part 1 (Papers 9ai/aii/aiii attached)
4. Report from Link Governors.
5. **Health and Safety:-**
6. Report from Link Governor. (verbal)

**7.30 – 7.50 FINANCE AND POLICIES**

1. **Financial Management:-**
2. 2022-23 Budget Plan monitoring (Receive and Note). (Paper 11a attached)
3. Adoption of LA Financial Handbook Procedure and approval of Scheme of Financial Delegation.
4. Teachers' Pay award 2022.
5. **Policies**:-
6. Safeguarding & Child Protection. (Paper 12a attached)
7. Teachers’ Pay Policy.
8. Approval of HR Handbook. (List of Policies school adopts paper 12c attached)
9. Any Other Business.
10. Date and time of next:- (Meeting date schedule 22/23 re-circulated as Paper 14)

 **Autumn Committee Meetings:-**

* **Pupil 13th Oct**
* **L&M 17th Nov**
* **Resources 1st Dec**

 **Spring FGB meeting – Thursday 19th January 2023.**