



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

Thursday 28th September 2023 @ 6.00 pm
Venue: School Hall

6.00 – 6.15 Welcome in new playground

(move indoors)

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

6.10 – 6.25 Governor Admin Part 1

3. **Election of Chair (Co-Chair) and Vice Chair.** *(as per discussion at 4/5 meeting – transition period of PG shadowing JK/NH will take place over the Autumn term so that PG can take over the Chair from the Spring term)*
4. **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:

5. **Governing Board Administration:**
 - a. Review Instrument of Government *(to ensure it is fit or purpose)* (Paper 5a attached)
 - b. Review Scheme of Delegation and committee structures (Paper 5b attached)
 - c. Code of Conduct: Adopt Code of Conduct 2023/24 - **all Governors to sign confirmation form** (Paper 5c/5ci attached)
 - d. Register of Business & Pecuniary Interests 2023/24 - **all Governors to complete and sign attached form** – information will be published on website. (Paper 5d attached)
 - e. Disclosure & Barring Checks (DBS) Checks.
 - f. Get Information about Schools (formerly Edubase) – Confirm this is up to date.
 - g. Annual Governance Impact statement. *(Paper 5h to follow under separate cover)*
6. **Governing Board Strategy 2023-24:-**
 - a. Agree Governing Board Annual Work Planner 2023-24 *(This document is in the process of being updated and will be forwarded for information under separate cover once finalised).*
 - b. Update on governor training.
 - c. Governing Board Self Evaluation.
7. **Governing Board Committees Updates:-**
 - a. Pupil. (LoR)
 - b. L&M. (KH)
 - c. Resources. (JK)
 - d. Agree HT Performance Management Committee.
 - e. Pay Review Committee.

7.00 – 7.30 REPORTS

8. School Reports

- a. Headteacher's report. (Paper 8a attached)
- b. SEF. (Paper 8b attached)
- c. School Development Plan. (Paper 8c attached)
- d. Pupil Premium Report. (Paper 8d to follow under separate cover)

9. Safeguarding:-

- a. KCSIE – new guidance 1st September 2023 – [all Governors to sign to confirm they have read the guidance.](#) (Papers 9a/9ai sent in a separate email dated 22/9 from the Clerk)
- b. Report from Link Governors.

10. Health and Safety:-

- a. Report from Link Governor. (verbal)

7.30 – 7.50 FINANCE AND POLICIES

11. Financial Management:-

- a. 2023-24 Budget Plan monitoring (Receive and Note). (Paper 11a attached)
- b. Adoption of LA Financial Handbook Procedure and approval of Scheme of Financial Delegation.
- c. Teachers' Pay award 2023.

12. Policies:-

- a. Safeguarding & Child Protection. (Paper 12a attached)
- b. Staff Disciplinary Policy. (Paper 12b attached)
- c. Staff Grievance Resolution Policy. (Paper 12c attached)
- d. Teachers' Pay Policy. (*The Pay Policy is not yet available on the HR website – CP requests governors' agreement to this being approved by email once it is available?*).
- e. Approval of HR Handbook. (List of Policies attached as Paper 12e)

13. Any Other Business.

14. Date and time of next:- (Meeting date schedule 23/24 re-circulated as Paper 14)

Autumn Committee Meetings:-

- Pupil 19th Oct @ 6.00 pm (virtual meeting)
- L&M 17th Nov @ 6.00 pm (virtual meeting)
- Resources 7th Dec @ 6.00 pm (virtual meeting)
- Faith Group 7th December @ 13.45 (at school)

Spring FGB meeting – Thursday 25th January 2024.