

**SIR ALEXANDER FLEMING PRIMARY SCHOOL**

**GOVERNORS' MEETING ON WEDNESDAY 25 FEBRUARY 2015  
AT 8.30AM**

**SPRING TERM 2015 – SUGGESTED STANDARD AGENDA**

**(Disclaimer – this is a template only )**

*Please amend as necessary. Any school specific items headings should be recorded in the box provided at the end of this paper with their preferred item number denoting where they should appear in the agenda.*

1. Apologies
2. Declaration of 'Any Other Urgent Business'
3. Declaration of Interests
4. Minutes
  - 4.1 To Receive and Confirm Minutes of the Previous Meeting(s)
  - 4.2 Matters Arising from the Minutes
5. To Report Action Taken by the Chair (or Vice-Chair) of the Governing Body in Cases of Urgency
6. To Receive Reports/Minutes from Committees
7. Headteacher's / Principal's Report
8. **The Governors Role in School Improvement**

Governors are invited to record in the minutes how they have fulfilled their responsibilities and contributed to maintaining and improving the quality of teaching and learning, behavior and safety and achievement for pupils in the school since the last meeting.

| <b>Governors Core Function</b>   | <b>Impact of governor involvement – What <u>improvements</u> have been secured to pupil outcomes, behaviour and safety, leadership and management?</b> |
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| <p><b><u>Setting the vision and strategic direction of school</u></b></p> <p><b>Governors' activity might include work in the following areas:</b></p> <ul style="list-style-type: none"><li>• School vision, aims &amp; values</li><li>• GB powers and duties</li><li>• School development planning</li><li>• Setting the Performance Management targets for the HT</li><li>• Appointing key members of the leadership team especially the HT</li><li>• Agreeing policies/ procedures</li></ul> |  |
| <p><b><u>Holding the head teacher to account for the schools educational performance</u></b></p> <p><b>Governors' activity might include work in the following areas:</b></p> <ul style="list-style-type: none"><li>• Monitoring and evaluation of</li></ul>   |  |

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| <p>data/reports including use of Data Dashboard, ROL 'G' pages</p> <ul style="list-style-type: none"> <li>• Assure themselves of the rigour and validity of the assessment process.</li> <li>• Visits to the school to monitor e.g. learning walks/ book scrutiny alongside senior/ middle leaders</li> <li>• Seeking and acting on the views of parents/ pupils to evaluate their satisfaction</li> <li>• Interviews with middle/ senior leaders about aspects of the schools work</li> <li>• HT performance management review</li> <li>• Challenge to the HT for linking pay to teacher performance</li> <li>• Any challenge and support offered through committee work/ in response to the HT report which has resulted in improvement to provision and outcomes</li> </ul> |  |
| <p><b><u>Ensuring financial resources are well spent.</u></b></p> <p><b>Governors' activity might include work in the following areas:</b></p> <ul style="list-style-type: none"> <li>• Budget setting which demonstrates spending choices made in line with school priorities</li> <li>• Strategic and reflective budget planning for spending: <ul style="list-style-type: none"> <li>○ Pupil Premium Grant</li> <li>○ School Sports funding</li> <li>○ Year 7 'catch up' moneys</li> </ul> </li> <li>• Robust evaluation of the impact of spending the above grants to schools with a strong focus on impact on pupil outcomes.</li> <li>• Reviewing the scheme of financial delegation</li> <li>• Any exploration of 'best value'</li> </ul>                               |  |
| <p><b><u>Ensuring statutory duties are met and priorities approved</u></b></p> <p><b>Governors' activity might include work in the following areas:</b></p> <ul style="list-style-type: none"> <li>• School website is up to date &amp; complies with regulations</li> <li>• Agenda / work programmes reflect annual cycle of timely discussion , review and approval of key compliance requirements e.g. Child Protection policy , SCR</li> <li>• Safeguarding responsibilities met</li> <li>• Monitoring the delivery of the curriculum offer and the effectiveness of SMSC</li> </ul>   |  |

## **9. School Development Plan (SDP) and School Self Evaluation**

**9.1** Update and review the SDP as required.

**9.2** Agree changes to school processes for summarising self review.

## **10. Constitution of the Governing Body (Paper B) (if applicable)**

The government has published amendment regulations requiring all governing bodies to be constituted under the 2012 Constitution Regulations or the 2012 Federation Regulations (as appropriate) by 1 September 2015.

This means that those governing bodies who are not yet constituted under the 2012 Regulations will have to review their constitution, taking account of statutory guidance, and constitute to comply with the 2012 Regulations. Any changes in the Constitution must be recorded in the Instrument of Government.

## **11. The School Information (England) (Amendment) Regulations 2012 (Paper A)**

The School Information (England) (Amendment) Regulations 2012 came into force on 1st September 2012 removing the requirement upon governing bodies of maintained schools to publish a school prospectus annually. The Regulations set out the detail of information that the governing body are responsible for arranging to be published on a schools website (or a website made known to parents where the school does not have its own website).

The governing body are advised to ensure that they have in place arrangements to continue to comply with the Amendment Regulations and that the website is updated on at least a termly basis.

## **12. Financial/Audit Matters**

### **12.1 Schools' Delegated Budgets (Paper C)**

The governing body is requested to note the school budget timetable for 2015/16. Governing bodies of maintained schools are required to submit an approved annual budget plan to the LA by **no later than 31st May 2015**.

In accordance with the education funding regulations, by March 2015 schools will receive a budget allocation for the financial year 2015/16.

### **12.2 Schools Financial Value Standard**

The Schools Financial Value Standard (SFVS) was introduced in 2012/13 and there is a requirement for maintained schools (not academies) to submit an annual return by 31 March each year. Schools therefore need to complete the 2014/15 SFVS assessment and return it to the Council by 31 March 2015. Returns will not be externally assessed, although it may be taken into account in the Council's internal audit team's programme of work with schools. Further details are available on the DfE website or by contacting Tim Davis, Finance Team Leader, [tim.davis@telford.gov.uk](mailto:tim.davis@telford.gov.uk).

### **12.3 Delegation of Powers**

Governing bodies of maintained schools are reminded that in accordance with the Telford & Wrekin Scheme for Financing Schools "The headteacher's delegated financial powers should be reviewed annually or when there has been a change in headteacher, whichever is the earliest." Governors should therefore ensure that the school's arrangements for delegated powers have been reviewed in accordance with this and minuted accordingly. Such arrangements should specify the amounts up to which the Headteacher, Finance Committee, etc are granted delegated powers by the full governing body to make

**13. Governor Training and Development**

**13.1** Feedback and record impact of any recent governor training.

Governors are encouraged to discuss and capture the effectiveness and impact of any bespoke or other governor training that they have attended since the last meeting. This will provide a use evidence base when the school is inspected.

**13.2** Questions/matters arising/comments from/about LEADING magazine.

**13.3** Governors are encouraged to identify a governor responsible for auditing the skills, training and competencies of the governing body and to ensure that all training / development needs are met.

**14. Health & Safety / Safeguarding (if applicable)**

The governing body has a responsibility to ensure that all staff and governors are aware of the implications of 'Keeping Children Safe in Education'

**15. Certificate of Presentation of Audited School Fund Accounts (if applicable)**

The governing body has a responsibility to present the audited accounts of the school fund to parents. This certificate is to confirm that the accounts have been so presented.

**16. Termly Review of Governor and Headteacher Business Interests**

This register must be reviewed annually but is tabled termly to enable new governors to be included and existing governors to update their entry.

**17. Confirmation of Date and Time of Next Meeting**

**18. Any Other Urgent Business**

To consider the items tabled and recorded under item 2.above

| School Specific Items (identified by SGS) | Item No (to be identified by Head & Chair) | School Specific Items (to be identified by Headteacher & Chair) | Item No |
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