**DRAFT AGENDA**

Governing Board Meeting - Autumn 2021

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| **Date/ time:** |  |
| **Venue:** | This meeting will be held **virtually / in school / in a blended format.** Please follow these instructions on joining<<insert details>>We advise governors to reflect on the purpose of the meeting, balance the benefits of the medium, consider accessibility, and technology. If you decide on blended meetings, we recommend iterating ‘rules of meeting conduct’. |
| **Members:** | Name / Initials / Category / Role / Term of Office Dates / Attendance |
| **Additional attendees:** |  |
| **Notes:** | If you are unable to attend, please send your apologies to the clerk as soon as possible. The quorum for this meeting is <<insert details>>.**Notice on attendance:** Governors are reminded that in the case of absence, they may still be able to participate in the meeting by sending questions in relation to any item on the agenda to the Chair, Headteacher or the Clerk. **Preparation:** Governors are reminded to prepare for this meeting by reading all the documentation circulated.**Declaration:** Governors and associate members are reminded that if they have a personal or business interest in any of the agenda items, then it must be declared, and they must withdraw for that part of the agenda. |

**PART 1: Non-Confidential**

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| **No**. | **Item / suggested questions** | **Purpose: for information / to discuss / to review / to approve / to agree****(delete as applicable)** | **Lead / Time** |
| **1.** | **Welcome and introductions** |  |  |
| **2.**  | **Receive and consider apologies from governors not in attendance** |  |
| **3.** | **Minutes of the previous meeting*** To agree previous minutes <<insert date>>
* Action Items
* Matters outstanding
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| **4.** | **Headteacher’s Report***(See Hackney Education template)*  |  |  |
| **5.** | **Strategic Priorities for 2021 and beyond** * *How do we ensure quality of education and high achievement for all?*
* *How do we promote equalities and anti-racism? What is our school ethos and what are our values?*
* *What do we still need to incorporate in our medium and long term strategic plans? What resources do we need to achieve our goals? How do we stay highly responsive?*
* *How do the lessons learned from the 2020/21 experience of governing during the Covid-19 pandemic shape our strategic governance?*
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| **6.** | **(Full) Governing Body Business** *How do we ensure and employ GB expertise to ensure the long term strategic recovery of the school and alignment to school priorities?**How do we ensure we are fit for purpose to support and challenge?** Annual business planner (update annual policy review planner - *See DfE 2021 list AND Hackney Education guidance that includes all statutory policies, including Safeguarding, Freedom of Information, Equality, etc)*
* Governing Board composition including: diversity, reviewing the skills audit in connection with School priorities, Chair succession and recruitment (consider if new appointments / terms of office / Chair / Vice-Chair / other governor elections as needed – do record terms of office in the minutes)
* Business interests declaration register, in readiness for website publication as statutory requirement *(See new Hackney Education templates)*
* Key roles and responsibilities (e.g. SEND/ Safeguarding / Careers link governors)
* GB / Committee Terms of reference and schemes of delegation
* Membership of the Headteacher’s Annual Appraisal Panel and date (appraisal linked to agreed objectives)
* Governor Code of Conduct
* Governor annual programme of training
* Website compliance *(See Hackney Education audit template in line with DfE September 2021 publication)*

**Papers**NEW [DfE - School and Trust Governance during the Coronavirus (COVID19) pandemic -Findings from investigative research (July 2021)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1006077/School_And_Trust_Governance_During_COVID_Pandemic.pdf)NEW [DfE - Statutory policies for schools and academy trusts (August 2021 update)](https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts?utm_medium=email&utm_campaign=govuk-notifications&utm_source=b8ceaa3a-3ace-4e72-a9bb-afb09e987039&utm_content=immediately) |  |  |
| **7.** | **Quality of Education - curriculum, assessment and gaps in learning**1. ***Committee Report/minutes*** *(if appropriate)*
2. ***Link Governor / visit report***
3. ***Discussion:***
* How do we ensure continuity of quality of learning experiences during the pandemic, in school and/or through remote learning?
* How do we get each child back and increase attendance?
* How do we support families who choose elective home education?
* What pastoral provision and activities have been implemented to ensure pupils are integrated and engaged in learning?
* How do we particularly support vulnerable /SEND pupils?
* What are our plans to support new children joining our school, particularly for vulnerable/SEND pupils?
* What are our plans to deliver high quality learning experiences that address curriculum recovery and learning gaps?
* How do we ensure we use robust data effectively to hold schools to account to assess educational outcomes?
* How do we ensure oversight of the school’s technology for learning?
1. ***Governor training*** *(if needed/to report)*
* [What do Governors Need to Know about the Ofsted Inspection Process?](https://hackneyeducation.bookinglive.com/book/add/p/475) Tuesday, 5 Oct. 2021, 9.am to 11.am
1. ***Policies for ratification*** *(if appropriate)*
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| **8.** | **Wellbeing, Mental Health and Stakeholder Engagement**1. ***Committee Report/minutes;*** *(if appropriate)*
2. ***Link Governor / visit report***
3. ***Discussion:***
* How do we oversee risk assessments and safety procedures and their effectiveness?
* How is our pupil wellbeing and mental health supported?
* How do we ensure our pupils feel safe in school?
* How is our Headteacher and staff wellbeing / mental health supported?
* How well do we connect with children and families and what are we learning from their views?
* How are we continuing to keep in touch with pupils, especially those we regard as most vulnerable?
* How are we monitoring response to any key emerging concerns?
1. ***Governor training,*** *(if needed/ to report)*
* [Introduction – How do Governors Fulfil their Professional and Ethical Responsibility?](https://hackneyeducation.bookinglive.com/book/add/p/463) Wednesday, 6 October 2021, 5pm to 7pm
* [Safeguarding: How do Governors Fulfil their Responsibility to Safeguard and Protect Children?](https://hackneyeducation.bookinglive.com/book/add/p/474) Thursday, 14 Oct.2021, 9 - 11.am
* [Safeguarding: How do Governors Fulfil their Responsibility to Safeguard and Protect Children?](https://hackneyeducation.bookinglive.com/book/add/p/474) Wednesday, 1 Dec. 2021, 5 - 7pm
1. ***Policies for ratification,*** *(if appropriate)*

**6. Papers**NEW [Keeping Children Safe in Education - 1 September 2021](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2?utm_source=JARVIS&utm_campaign=b4ee9dee6a-EMAIL_CAMPAIGN_2021_09_03_01_29&utm_medium=email&utm_term=0_afe2f6e1a8-b4ee9dee6a-50048078) NEW: DfE [Direction](https://nga.us4.list-manage.com/track/click?u=61b50c958d6d8bdc66ca58bbd&id=41414d2a8f&e=529cda309b) placing a legal duty on state schools to continue to provide remote education for pupils who cannot attend school due to Covid-19.NEW [The Children Society - The Good Child Report](https://www.childrenssociety.org.uk/good-childhood?utm_source=JARVIS&utm_campaign=b4ee9dee6a-EMAIL_CAMPAIGN_2021_09_03_01_29&utm_medium=email&utm_term=0_afe2f6e1a8-b4ee9dee6a-50048078)NEW [**Safeguarding Update** - August 2021: briefing sets out our suggested safeguarding action points for schools for the new academic year. By Stone King](https://www.stoneking.co.uk/literature/e-bulletins/safeguarding-update-august-2021?utm_medium=email&utm_campaign=Safeguarding%20Update%20-%20August%202021&utm_content=Safeguarding%20Update%20-%20August%202021+CID_4b4dd22213cbfdc5ce3dc1fd86c7115d&utm_source=Campaign%20Monitor&utm_term=For%20more%20information%20please%20click%20here) |  |  |
| **9.** | ***SEND, Inclusion and diversity**** *Reducing exclusions*

***Governor training*** *(if needed/to report)** [Tackling Inequalities: Hackney Young Black Men Initiative – Understanding Cultural Competency, Racial Identity and Unconscious Bias](https://hackneyeducation.bookinglive.com/book/add/p/468) Wednesday, 20 Oct. 2021, 5 - 7pm
* [Tackling Inequalities: How can Governors Improve Outcomes for those at Risk of Exclusion and What Should they know before Considering an Exclusion?](https://hackneyeducation.bookinglive.com/book/add/p/470) Wednesday, 10 Nov. 2021, 5- 7pm
* [Send Webinar for Governors](https://hackneyeducation.bookinglive.com/book/add/p/559) Thursday, 14 Oct.2021, 5 - 7pm

***Papers*** |  |  |
| **10.** | **Staffing**1. ***Committee Report/minutes*** *(if appropriate)*
2. ***Link Governor / visit report***
3. ***Discussion:***
* How do we discharge our role in the recruitment and retention of staff? How do we ensure diversity and inclusiveness?
* What additional support and training will staff need?
* How do we ensure effective professional development?
* How are new staff being recruited and inducted?
1. ***Governor training,*** *(if needed/ to report)*

[Staff Welfare, Morale and Workload: How do Governing Boards Create Excellent Workplaces that Support Staff Welfare, Manage Performance and Oversees Organisational Changes?](https://hackneyeducation.bookinglive.com/book/add/p/473) Thursday, 21 Oct. 2021, 9 - 11.am [What do Governors Need to Know to Ensure the Performance Management of the Headteacher leads to School Improvement](https://hackneyeducation.bookinglive.com/book/add/p/549) Thursday, 21 Oct. 2021, 5- 7pm1. ***Policies for ratification,*** *(if appropriate)*
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| **11.** | **Strategic business/ financial planning and risk assessment**1. ***Committee Report / minutes (****if appropriate)*
2. ***Discussion:***
* What are the continued costs associated with the pandemic and what is the  impact on our current budget?
* What are our contingency plans for managing Covid-19?
* What additional financial support do we expect to receive?
* Pupil Premium Expenditure and impact?
1. ***Governor training,*** *(if needed/ to report)*
* [How do Governing Boards Make the Right Strategic Financial Choices for their School?](https://hackneyeducation.bookinglive.com/book/add/p/465) Thursday, 4 Nov.2021, 5- 7pm
* [How do Governing Boards Strategically Assess and Manage Risks in their Schools?](https://hackneyeducation.bookinglive.com/book/add/p/467) Wednesday, 17 Nov.2021, 5- 7pm
1. ***Policies for ratification,*** *(if appropriate)*
2. *Papers*

NEW [*Institute for Fiscal Studies: School spending in England: trends over time and future outlook*](https://ifs.org.uk/publications/15588?utm_source=JARVIS&utm_campaign=b4ee9dee6a-EMAIL_CAMPAIGN_2021_09_03_01_29&utm_medium=email&utm_term=0_afe2f6e1a8-b4ee9dee6a-50048078) *(2 September 2021)* |  |  |
| **12.** | **Effective collaboration with the Hackney family of schools and key partners** |  |  |
| **13.** | **Any Other Business for Consideration**  |  |  |

**PART 2: Confidential**