



AGENDA

Stoke Heath Primary School Governing Board

Date and time: Thursday 8th December 2022 at 4.30pm
Place: Virtual via MS Teams

1. Apologies for absence (1min)

Governors to consider if appropriate to accept apologies

2. Declaration of Interest (2 min)

Governors to declare any pecuniary or other interest in any items of business on the agenda. Governors are asked to electronically record their Declaration of Interest(s) on their GovernorHub profiles and update for 2022/23.

Action taken under powers of urgency (2 min)

To report any decisions taken under powers of urgency by the Chair.

3. Membership and Review of Governor Responsibilities (15 min)

Vacancies, expiring terms of office and actions to be taken as follows:

- i) Appointment of Co-Opted Governors – Kathy Von Rabenau and Laura Morle were appointed for a four year term of office until 21st September 2026. Gemma Harper to be appointed at the meeting.
- iii) Approval of Local Authority Nominated Governors – Becki Stewart’s term of office will finish on 5th December 2022, Governing Board to re-nominate.

4. Governor Information & Training (10 min)

- i) Update from the Link Governor
- ii) Discuss Governing Board Training Needs – A reminder that annual safeguarding training is required.
- iii) Learning Link – online modules **DOCUMENT 1**
<https://www.nga.org.uk/Training-and-Development/NGA-Learning-Link-e-learning.aspx>
- iv) Next Governor Briefing Dates:
Tuesday 6th December – One Friargate 1pm – 2pm and repeated on
Wednesday 7th December – Virtual MS Teams 6pm-7pm

5. Minutes of the last meeting and matters arising

DOCUMENT 2

- i) To confirm the minutes of the meeting held on 22nd September 2022. **(3mins)**
- ii) Matters arising from the minutes not on the agenda (including actions from the last meeting)**(5min)**

6. Statutory Policy Approval (10mins)

- i) Pay Policy **DOCUMENT 3-3c**
- ii) First aid policy **DOCUMENT 4**
- iii) Medical policy **DOCUMENT 5**
- iv) Health and Safety **DOCUMENT 6**

Agenda Items 7-11 are in the Governors report

DOCUMENT 7

7. Finance

- i) Finance update
- ii) Pupil Premium // Catch Up Funding – How is the funding being spent and review of previous year **DOCUMENT 8**
- iii) Virements/ Write offs and Disposals
- iv) Pupil Number Update
- v) **Cost of School Uniform – ensure DfE Requirements have been met** – see website update **DOCUMENT 8a**

8. GDPR

- i) To discuss any updates, including audit outcomes and subject access requests (SAR)
- ii) To discuss any data breaches to report to the Governing Board

9. Human Resources

- i) Human Resource Update including staffing update and structure and staff well-being **DOCUMENTS 9 & 10**
- ii) Review Staff Absence **DOCUMENTS 11 & 12**
- iii) Feedback on HT appraisal
- iv) Teachers Performance Related Pay- Reminder that a Pay Committee needs to meet to approve Teachers and Headteacher Pay

10. Premises and Health & Safety

- i) Premises Update
- ii) Health and Safety Update to include audit updates, accidents, incidents and near misses **DOCUMENTS 13 & 14**
- iii) Health and Safety implications of future plans
- iv) **Governor statutory responsibilities for school food – agree how to implement appropriate monitoring** <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/school-food-guidance-for-governors>
- v) **Greener Governance - note the DfE sustainability and climate change strategy and consider if Greener governance is for discussion.** <https://www.gov.uk/government/publications/sustainability-and-climate-change-strategy>

(reduce carbon at your school or trust, put your school's or trust's contribution to environmental sustainability on the agenda; and ensure a climate action plan is developed to make this happen)

11. Preparing Governors for Ofsted inspection

DOCUMENT 15

12. Dates of Future Meetings: (2 min)

Spring 2023:

- Thursday 19th January - Governing Board Q&S Focus
- Training Morning w/c 23rd January 09:00 – 12:00
- Thursday 2nd March – Governor Training 4.30pm – 6.00pm
- Thursday 30th March – Governing Board RM Focus

Summer 2023:

- Training Morning w/c 15th May 09:00 – 12:00
- Thursday 18th May – Governing Board Q&S Focus
- Thursday 8th June – Governor Training 4.30pm – 6.00pm
- Thursday 13th July – Governing Board RM Focus

Governing Board meetings to commence at 4.30pm virtually via MS Teams.

13. Any other urgent business previously notified to the Chair (5 min)

14. Publication of Documents (1 min)

To consider whether any documents discussed at the meeting or items contained within them should be excluded from publication.

Jacqui Shearer - Clerk to the Governors

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Coventry City Council

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