



AGENDA

Stoke Heath Primary School Governing Board

Date and time: Thursday 18th May 2023 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. Reminder to update Declaration of Interest(s) on their GovernorHub profiles and update for 2022/23.
3. **Action taken under powers of urgency (2 min)**
To report any decisions taken under powers of urgency by the Chair.
4. **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 – There is one vacancy
 - ii) Review constitution - Is it appropriate and effective? **DOCUMENT 1**
5. **Governor Information & Training (10 min)**
 - i) Discuss Governing Board training needs and indicate any undertaken
 - ii) Next Governor Briefing and Coventry Governor Association (CGA) Dates:
Tuesday 23rd May – One Friargate 1pm-2pm and repeated on
Wednesday 24th May – Virtual MS Teams 6pm-7pm
 - iii) Self -Evaluation of the Effectiveness of the Governing Board and the impact of the Governing Board on School Improvement (*consider a Skills Audit, Competency Framework for Governance, Effectiveness of the Chair – feedback from the board, Chair discussion with individual Governors on impact of their contribution to the GB*).
 - iv) Arrangements for Election of Chair/ Vice Chair in the Autumn Term
6. **Minutes of the last meeting and matters arising** **DOCUMENT 2**
 - i) To confirm the minutes of the meeting held on 30th March 2023. **(3mins)**
 - ii) Matters arising from the minutes not on the agenda (including actions from the last meeting)**(5min)**
7. **Policy Approval (10mins)**
 - i) Workforce and Inclusion Policy **DOCUMENT 3**
8. **Headteacher's Report (20 min)** **DOCUMENTS 4 & 5**
9. **School Improvement Plan and School Self Evaluation Process (10 min)** **DOCUMENTS 6 & 7**
 - i) To receive and discuss the School Improvement Plan and update on progress
 - iv) Governor Visits to School - Governors to report on any visits made to school and the impact and outcomes of the visits
10. i) **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>

- ii) **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. Assessment Presentation

12. Dates of Next Meeting: (2 min)

Summer 2023:

Thursday 8th June – Governor Training 4.30pm – 6.00pm

Friday 16th June 9.00AM-12.00AM

Thursday 13th July – Governing Board RM Focus

13. Items for the next Governing Board meeting

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

15. 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:

Contacts: ☎ Tel 024 7697 2102 ✉ e-mail Jacqueline.shearer@coventry.gov.uk
or GovernorSupportServiceInbox@coventry.gov.uk

