



AGENDA

Stoke Heath Primary School Governing Board

Date and time: Thursday 13th July 2023 at 4.30pm
Place: Virtual via MS Teams

- 1. Apologies for absence**
Governors to consider if appropriate to accept apologies
- 2. Declaration of Interest**
Governors to declare any pecuniary or other interest in any items of business on the agenda.
- 3. Action taken under powers of urgency**
To report any decisions taken under powers of urgency by the Chair.
- 4. Membership and Review of Governor Responsibilities**
Vacancies, expiring terms of office and actions to be taken as follows:
i) Co-opted Governors – Nick Mort’s term of office will finish on 31st August 2023. Governing Board to re-appoint. There is one vacancy.
- 5. Governor Information & Training**
 - i) Discuss Governing Board training needs and indicate any undertaken
 - ii) Discuss outcomes of Governing Board Self Review and Skills Audit
 - iii) Next Governor Briefing and Coventry Governor Association (CGA) Dates:
 - Tuesday 10th October – One Friargate 1pm-2pm and repeated on
 - Wednesday 11th October – Virtual MS Teams 6pm-7pm
 - iv) Arrangements for Election of Chair/ Vice Chair in the Autumn Term
- 6. Minutes of the last meeting and matters arising** **DOCUMENT 1**
 - i) To confirm the minutes of the meeting held on 18th May 2023.
 - ii) Matters arising from the minutes not on the agenda (including actions from the last meeting)
- 7. Length of School Day Requirements- Does the school meet the minimum expectation?**
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1063520/Minimum_expectation_for_length_of_school_week_-_information_note.pdf?utm_source=Master+Audience&utm_campaign=08130dc15f-EMAIL_CAMPAIGN_2023_05_05_09_34&utm_medium=email&utm_term=0_-08130dc15f-%5BLIST_EMAIL_ID%5D
- 8. Finance** **DOCUMENTS 2 & 3**
 - i) Outturn 2022/23- including Carry Forward
 - ii) Approval of Budget Plan for 2023/24 for recommendation to Governing Board (including pupil projections, Pupil Premium and Sports Premium Funding, Catch Up Premium)
 - iii) Virements/ Write offs and Disposals

The following items are covered in the Governors Health and Safety Report **DOCUMENT 4**
- 9. 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

10. Human Resources

- i) Human Resource Update including staffing update and structure and staff well-being.
- ii) Review Staff Absence
- iii) Consideration of workload and well-being for Headteacher and school staff
- iv) Ensure plans in place for the Autumn Term for Headteacher appraisal including appointing an external advisor
- v) Teachers Performance Related Pay- Reminder that a Pay Committee needs to meet in the Autumn Term to approve Teachers and Headteacher Pay

11. Premises and Health & Safety

- i) Premises Update
- ii) Health and Safety Update to include audit updates, accidents, incidents and near misses
- iii) Health and Safety implications of future plans

12. Statutory Data Update

13. Proposed Dates of Future Meetings: (2 min)

Autumn 2023:	Thursday 21 st September – Governing Board Q&S Focus
	Thursday 14 th December – Governing Board RM Focus
Spring 2024:	Thursday 18 th January - Governing Q&S Focus
	Thursday 29 th February – Governing RM Focus
Summer 2024:	Thursday 25 th April – Governing Board Q&S Focus
	Thursday 11 th July – Governing Board RM Focus

Governor Training Dates: TBC

Meetings to commence at 4.30pm

14. Items for the next Governing Board meeting

15. Any other urgent business previously notified to the Chair

16. Publication of Documents

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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