



# AGENDA

## Stoke Heath Primary School Governing Board Quality and Standards Focus Meeting

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**Date and time:** Thursday 18<sup>th</sup> January 2024 at 4.30pm  
**Place:** Virtual Via Teams

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**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 2023/24 if not already done.

**3. Action taken under powers of urgency (2 min)**

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

**Geography presentation: 10 mins**  
**PSHE presentation 10 mins**

**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 are two vacancies.

**5. Governor Information & Training (10 min)**

- i) Update on training undertaken -
- ii) Discuss outcomes of Governing Board Self Review and Skills Audit. *(A skills audit should be conducted annually and self review at least bi annually)*
- iii) Discuss Governing Board Training Needs – A reminder that annual safeguarding training is required.
- iv) Learning Link – online modules  
<https://www.nga.org.uk/Training-and-Development/NGA-Learning-Link-e-learning.aspx>
- v) Next Governor Briefing Dates:  
 (Insert here)
- vi) Governor Information on the School Website and updating Get Information About Schools (GIAS).
- vii) Governor Support Service SLA for 2024/25 – Structure, Paper or Electronic Support

**6. Minutes of the last meeting and matters arising**

**DOCUMENT 1**

- i) To confirm the minutes of the meeting held on 14<sup>th</sup> December 2023. **(3mins)**
- ii) Matters arising from the minutes not on the agenda (including actions from the last meeting)**(5min)**

**7. Statutory Policy Approval (10mins)**

- i) Looked After Children
- ii) Teaching and Learning

**DOCUMENT 2**  
**DOCUMENT 3**

**8. Headteacher's Report (20 min)**

Report  
LA external reports

**DOCUMENT 4**

**9. Data**

**DOCUMENTS 5 & 6**

**10. Leadership and Management**

- i) School Evaluation & Monitoring- evidence of improvement against key priorities in the School Improvement/Development Plan and SEF **DOCUMENTS 7 & 8**
- ii) Governor Visits to School - Governors to report on any visits made to school and the impact and outcomes of the visits

**11. Provision**

- i) Use of and impact of additional funds – update so far.

**12. Dates of Future Meetings: (2 min)**

**Spring 2024:** Thursday 14<sup>th</sup> March - Governing RM Focus  
**Summer 2024:** Thursday 25<sup>th</sup> April - Governing Board Q&S Focus  
Thursday 11<sup>th</sup> July - Governing Board RM Focus

Meetings to commence at 4.30pm

**Training morning 24<sup>th</sup> January 2024 9am -12pm**

- Ofsted
- Data
- Teacher and Learning

**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.

**Priya Sahota Governor Support Service Apprentice**

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