

**The Nar Valley Federation of Church Academies**  
**Full Meeting of Local Governing Body**  
**6.00pm, 12<sup>th</sup> February 2019**  
**At Sporle CE Primary Academy**



SPRING-1 2019 AGENDA		
Description	Lead	Paper Ref
<b>1. Opening formalities</b> 1.1 Opening Prayer 1.2 Receive Apologies for Absence 1.3 Consent/Non-consent to absence 1.4 Declaration of any pecuniary or other interest with regard to items on the agenda	Chair	
<b>2. Minutes and Actions</b> 2.1 To approve the minutes of the meeting held on 11/12/18 2.2 To review actions from previous meetings 2.3 To discuss matters arising from the minutes	Chair	Minutes Actions Summary
<b>3. LGB Membership</b> 3.1 Review and record appointments, resignations and vacancies	Chair	
<b>4. Presentation from Senior/Middle Leader</b> 4.1 Receive presentation from Senior/Middle Leader on NVF Bitesize Improvement Focuses (BIFs)	KS	
<b>5. Headteacher's Report</b> 5.1 Receive verbal report from Headteacher including the analysis of the vulnerable groups across the school and progress re single change plan	HT	<ul style="list-style-type: none"> <li>• SOAP</li> <li>• OO</li> <li>• SCP</li> </ul>
<b>6. Performance Management (see Notes to Clerk)</b> 6.1 Receive confirmation of Moderation/ Outcome for Headteacher Performance Management 6.2 Receive update re Teacher and Support Staff performance management		
<b>7. Reports from Committees and Designated/Link Governors</b> 7.1 Receive verbal reports from Chairs of LGB Committees for meetings held this half-term: 7.1.1. Standards & Curriculum 7.1.2. Receive verbal report from Designated/Link Governors regarding any activity they have undertaken since the last meeting (Safeguarding, SEND, Looked After Children, Pupil Premium, Sports Premium, Health & Safety, EAL, Website Compliance)		Committee Minutes
<b>8. Governor Monitoring</b> 8.1 Receive Governor Visit reports and discuss actions required	All	Visit Reports
<b>9. Continuous Professional Development for Governors</b> 9.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities	All	

<p><b>10. Policies</b></p> <p>10.1 Adopt the following Core Trust Policies:</p> <ul style="list-style-type: none"> <li>• Management of Sickness Absence Policy</li> <li>• Recruitment of Ex-Offenders Policy</li> <li>• Staff Grievance Procedure</li> <li>• Health &amp; Safety Trust-wide Policy</li> <li>• Staff Well-being Policy</li> <li>• Disciplinary Procedures for All Employees Policy</li> <li>• Data Retention Policy</li> <li>• Safeguarding Trust-wide Policy</li> <li>• Staff Bullying &amp; Harrassment Policy</li> <li>• Discretionary Leave of Absence Policy</li> <li>• Continuous Professional Development (CPD) Policy</li> <li>• Spiritual, Moral, Social &amp; Cultural (SMSC) Development Policy</li> </ul> <p>10.2 Agree and approve the following Nar Valley Federation Policies:</p> <ul style="list-style-type: none"> <li>• NVF Assessment Policy</li> </ul>	Chair	Core Trust Policies are on DNEAT website
<p><b>11. Equality &amp; Diversity Policies &amp; related Accessibility Plans</b></p> <p>11.1 Review updated Equality and Diversity Policies and approve related NVF Accessibility Plans</p>	KS	DNEAT Equality & Diversity Policies NVF Accessibility Plans
<p><b>12. Published Admission Numbers</b></p> <p>12.1 Review Published Admission Numbers (PAN) and forecast NOR and consider any specific implications of falling/rising numbers (see Notes to Clerk)</p>	Chair	
<p><b>13. Annual Questionnaire to Parents &amp; Carers</b></p> <p>13.1 Review the draft Annual Questionnaire to Parents &amp; Carers</p>	KS	Draft Annual Questionnaire
<p><b>14. Any Other Business</b></p> <p>Of sufficient urgent and important to be discussed and to be agreed with the Chair <b>prior</b> to the meeting</p>	Chair	
<p><b>15. Closing Formalities</b></p> <p>15.1 Date, time, venue of next meeting</p> <p>15.2 Closing prayer/reflection</p>	Chair	

**Notes to Clerk:**

Item 6: Staff Governor should be requested to leave the meeting for this item

Item 11: If the LGB decide the PAN should be changed, an action should be recorded for the Headteacher to make a recommendation to the Trust, via their AGEF

**Notes for Governors:**

Governors may wish to bear in mind the following questions and ensure that these are addressed during discussion with the senior leadership team at the meeting:

- Have you taken account of the key lines of enquiry in your Inspection Dashboard Summary Report (IDSR)?
- Have you identified all of the key weaknesses in your self-evaluation and not overstated your strengths?
- Does your SCP address the key areas?
- Can you evidence leadership capacity by demonstrating that the actions you have taken/are taking are having a marked impact on provision and outcomes for pupils currently in the school?
- Are you well prepared to speak to the Lead Inspector and provide a full set of up-to-date information at that point?
- Can other leaders speak with the same authority, drawing upon a strong evidence base?
- Does your website represent your school as it is now and are key documents up-to-date?
- When discussing the Admission Numbers, consider what action is being taken to promote the school to ensure full take up of available places