

**The Nar Valley Federation of Church Academies
Full Meeting of Local Governing Body
3.30pm Tuesday 29th September 2020
Virtual Meeting held via Teams**



Diocese of Norwich
Education and
Academies Trust

AUTUMN-1 2020 AGENDA		
Description	Lead	Paper Ref
1. Opening formalities 1.1 Opening Prayer 1.2 Receive Apologies for Absence 1.3 Consent/Non-consent to absence 1.4 Complete Declaration of Pecuniary and Personal Interests 1.5 Declaration of any pecuniary or other interest with regard to items on the agenda	Chair	Via Governor Hub - See Note 1 below
2. Elect Vice-Chair 2.1 Election of Vice-Chair	Clerk	
3. Minutes and Actions 3.1 To approve the minutes (including confidential minutes) of the meeting held on 14/7/2020 3.2 To review actions from previous meetings 3.3 To discuss matters arising from the minutes	Chair	Minutes Actions Summary
4. LGB Code of Conduct 4.1 To adopt the DNEAT Code of Conduct 2020-21	Chair	Via Governor Hub - See Note 2 below
5. Scheme of Delegation and Terms of Reference 5.1 To adopt and sign the Scheme of Delegation for 2020-2021 5.2 To adopt the Terms of Reference for the Full LGB	Chair	SoD & Signatory Sheet
6. LGB Membership, Committees and Designated Governor Responsibility 6.1 Review and record appointments, resignations and vacancies 6.2 Review and agree committee membership and Chairs 6.3 Designate responsibility to named governor for: <ul style="list-style-type: none"> • Safeguarding • Special Educational Needs and Disability (SEND) • Looked After Children (LAC or CLA) (not required if no LAC pupils) • English as an Additional Language (EAL) (not required if no EAL pupils) • Pupil Premium • Sports Premium • Health & Safety • Website Compliance • RSHE 	Chair	

NB: Some schools appoint link governors for curriculum areas or cohorts; depending on the size of your school, you may wish to consider doing this

<p>7. Headteacher's Report</p> <p>7.1 Receive verbal report from Headteacher regarding key priorities for 2020-2021, including recovery curriculum plan</p> <p><i>NB All governors should have watched the Recovery Conversations presentation prior to the meeting.</i></p>	HT	Recovery curriculum plan Operational Overview
<p>8. Reports from Committees and Designated/Link Governors</p> <p>8.1 Receive verbal reports from Chairs of LGB Committees:</p> <p>8.1.1. Standards & Curriculum – <i>meeting postponed on 22/9/20</i> (discussions re recovery curriculum)</p> <p>8.1.2. HTPM (feedback regarding plan for HT and Teacher Performance Management)</p> <p>8.2 Receive verbal report from Designated/Link Governors regarding any activity they have undertaken since the last meeting – in particular:</p> <p>8.2.1. Confirm that Academy website is fit for purpose and is statutorily compliant</p> <p>8.2.2. Receive update regarding current state of readiness re requirements of Relationships, Relationships and Sex and Health Education (RSHE) legislation</p>	Chair Des.Gov Website Compliance Des Gov RSHE	S&C Minutes Academy Website Compliance report
<p>9. Safeguarding</p> <p>9.1 Receive report from Safeguarding Governor to include their check on Single Central Record for amendments each term (including Safer Recruitment check)</p> <p>9.2 Annual Self-Assessment Review of Safeguarding with particular focus on anti-bullying and cyber bullying</p>	Des Gov Safeguarding HT	
<p>10. Governor Monitoring</p> <p>10.1 Agree plan for remote monitoring by governors</p>	Chair	Visit Reports
<p>11. Continuous Professional Development for Governors</p> <p>11.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities</p> <p><i>NB: all governors are expected to attend/undertake at least 2 training sessions each year (either online or face to face)</i></p>	Chair	See Note 3 below
<p>12. Policies</p> <p>12.1 Adopt the following Core Trust Policies:</p> <p>12.1.1 Flexible Working Policy</p> <p>12.1.2 Staff Induction Policy</p> <p>12.1.3 Safeguarding Policy Sep 20</p>	Chair	Core Trust Policies are on DNEAT website
<p>13. Any Other Business</p> <p>Of sufficient urgent and important to be discussed and to be agreed with the Chair prior to the meeting</p> <p>13.1 Sporle Pre-school Query from BV</p>	Chair	
<p>14. Closing Formalities</p> <p>14.1 Date, time, venue of next meeting</p> <p>14.2 Closing prayer/reflection</p>	Chair	
<p style="text-align: center;">Reflection</p> <p style="text-align: center;"><i>Are we confident that our Local Governing Body has sufficient understanding of what the academy is trying to achieve through the recovery curriculum and will be able to judge whether there has been a positive impact</i></p>		

Notes

1. Declarations should be completed by each governor via GovernorHub. Go to your profile by clicking on your name at the top of the screen and then:
 - click the Declarations tab
 - Edit or delete existing declarations of interest by clicking on the 3 dots to the right of the declaration
 - To add a new declaration, click the 'Add a new declaration' button
 - Once your declarations are correct, click the Confirm button
2. Governors should confirm that they agree to abide by the LGB Code of Conduct by clicking on the relevant button in the Declarations section of GovernorHub (as per Note 1)
3. Lists of training courses can be found on GovernorHub in the [Resources for all Governors / Governor CPD: Tools and Resources](#) folder.