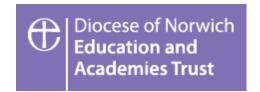**The Nar Valley Federation of Church Academies**
Full Meeting of Local Governing Body
6.00pm, 8ᵗʰ October 2019
At Castle Acre CE Primary Academy

Diocese of Norwich
Education and Academies Trust

AUTUMN-1 2019 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 form 1.5 Declaration of any pecuniary or other interest with regard to items on the agenda	Chair	P&PI Form
2. Minutes and Actions 2.1 To approve the minutes of the meeting held on 16/07/2019 2.2 To review actions from previous meetings 2.3 To discuss matters arising from the minutes	Chair	Minutes Actions Summary
3. LGB Code of Conduct 3.1 To adopt and sign the DNEAT Code of Conduct 2019-20	Chair	Code of Conduct
4. Scheme of Delegation and Terms of Reference 4.1 To adopt and sign the Scheme of Delegation for 2019-2020 4.2 To adopt the Terms of Reference for the Full LGB	Chair	SoD TOR Full LGB
5. LGB Designated Governor Responsibility 5.1 Designate responsibility to named governor for: • Relationships & Sex Education (**New**) • Curriculum Champion (**New**) *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*	Chair	
6. Headteacher's Report 6.1 Receive, discuss and approve the Single Change Plan 6.2 Receive verbal report from Headteacher regarding key priorities for 2019-2020	HT	Single Change Plan SOAP Operational Overview

7. Reports from Committees and Designated/Link Governors
7.1 Receive verbal reports from Chairs of LGB Committees:
   7.1.1. Standards & Curriculum (including feedback regarding test results, Monitoring Visits plan and plan for presentations at meetings by Senior Leaders/Curriculum Champions)
   7.1.2. HTPM (including feedback regarding plan for HT and Teacher Performance Management)
7.2 Receive verbal report from Designated/Link Governors regarding any activity they have undertaken since the last meeting
	Chair	Standards Committee Minutes

8. Governor Monitoring 8.1 Receive Governor Visit reports and discuss actions required	Chair	Visit Reports

Honesty
Openness
Leadership
Integrity
Accountability
Selflessness
Objectivity

9. **Continuous Professional Development for Governors**
    9.1   Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities
    9.2   Discuss succession planning for Chair of LGB
NB: all governors are expected to attend/undertake at least 2 training sessions each year (either online or face to face)
	Chair	Supporting Schools & Academies brochure
		<mark>CPD Guide for Governors and Clerks</mark>

10. **Policies**
    10.1 Adopt the following Core Trust Policies:
        10.1.1. Lettings Policy
        10.1.2. Collective Worship Policy
        10.1.3. Staff Appraisal Policy
        10.1.4. Prevent Policy
        10.1.5. Safeguarding Policy
        10.1.6. Data Protection & Freedom of Information
    10.2 Agree and approve the following Academy Policies:
        10.2.1 Staff Handbook
        10.2.2 Homework Policy
        10.2.3 Behaviour Policy
        10.2.4 Governor Visits Policy
	Chair	Core Trust Policies are on DNEAT website

11. **Any Other Business** Of sufficient urgent and important to be discussed and to be agreed with the Chair prior to the meeting	Chair	

12. **Closing Formalities**
    12.1 Date, time, venue of next meeting
    12.2 Closing prayer/reflection
	Chair	

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Item 7 Headteacher's Report
- What are the key areas of development in your Single Change Plan?
- What is the contribution of governors to the Single Change Plan?
- What does the LGB see as key areas for development within the school? How do you intend to achieve this?
- How do governors find out about the quality of teaching?
- What are the strengths and weaknesses of the leadership team?
- How do leaders and governor evidence their focus on consistently improving outcomes for all pupils but especially for disadvantaged pupils?
- Is our school ambitious enough for its pupils and community?
- How is the school 'narrowing the gap' for any underperforming groups? Who are the vulnerable pupils (Free school meals, children looked after, SEN, EAL etc) and how have they performed relative to their peers?
- How does the progress of 'pupil premium' children in the school compare to progress nationally for children in similar schools. Is the gap being narrowed?
- What would you say are the main challenges in the use of the pupil premium, and how is the school working to overcome them? What benefits can you see from the allocation of the pupil premium?
- Which groups of your students are making the least progress? How are you addressing this?
- What are your three year trends in terms of progress and attainment? How do you know?
- What are your areas of weakness? What are you doing to improve these? What has been the impact of your interventions?
- How do we demonstrate the rigor of our assessment process? What impact does this have on outcomes for children and teaching and learning?

Item 9 Governor Monitoring
- Do governors undertake focused visits?
- How do governors document these and feedback to the school and GB? (Click here to view monitoring forms and plans on GovernorHub https://app.governorhub.com/s/dneat/resources/5874d6591973a80001908dea)
- How are governor visits organised?
- How often do governors visit the school?

Item 10 Continuous Professional Development for Governors
- How are the training needs of governors identified and addressed?
- What training have governors undertaken recently and what has been the impact of this training?
- What training are governors booked to attend this term?
- Has anyone on the LGB booked to attend the Relationships and Sex Education training?
- Are governors using NGA Learning Link?

Item 11 Policies
- How do you know that policies are put into practice and are effective?