

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



SPRING-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 Declaration of any pecuniary or other interest with regard to items on the agenda	Chair	
2. Minutes and Actions 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
3. LGB Membership 3.1 Review and record appointments, resignations and vacancies	Chair	
4. Presentation from Senior/Middle Leader 4.1 Receive presentation from Senior/Middle Leader on NVF Bitesize Improvement Focuses (BIFs)	KS	
5. Headteacher's Report 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"> • SOAP • OO • SCP
6. Performance Management (see Notes to Clerk) 6.1 Receive confirmation of Moderation/ Outcome for Headteacher Performance Management 6.2 Receive update re Teacher and Support Staff performance management		
7. Reports from Committees and Designated/Link Governors 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
8. Governor Monitoring 8.1 Receive Governor Visit reports and discuss actions required	All	Visit Reports
9. Continuous Professional Development for Governors 9.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities	All	

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