



LOCAL GOVERNING BODY YEAR PLANNER AND TEMPLATE AGENDA

Background

This document has been produced to support the effectiveness and efficient operation of LGB meetings. It includes guidance on the information that should be available to support discussions, sets out expectations on the role governors in meetings and supports the process of production of meeting agendas by providing an annual planner and a template agenda.

Information for Meetings

For an effective meeting, governors will be provided in advance of the meeting with information relevant to the issues to be covered at the meeting from a range of sources. These include formal reports from the headteacher, the CMAT Director of Performance & Standards, other lead professionals within the school or CMAT (Estates Officer for instance), governor monitoring visit reports and from any Ofsted Executive Board (OEB) in place. The information provided will, for example, address:

- Safeguarding (*Examples: update on Child Protection Register and information on new cases and assurance report; Annual report from Lead Governor for Safeguarding*)
- SEND
- Catholic Life (*Examples: Diocesan Spiritual themes, staff and pupil leadership of Catholic Life, Pastoral Care, RSE/PHSE, Chaplaincy update, RE update, links with parishes and wider Catholic and other faith communities*)
- Outcomes: *Pupil attainment & progress and to include progress of vulnerable groups, PP, SEND, LAC, gender [Priorities agreed with the Director of Standards], report back from Ofsted Executive Board (if in place)*
- Lead Staff reports – *subject reports, key stage reports, themes etc.*
- Quality of Teaching & Learning
- Pupil Attendance – *summary and comparative data with other CMAT schools and national position and actions taken*
- Admissions – *summary of changes to numbers on roll, in year admissions for governors to consider and decide*
- Behaviour incidents and exclusions – *including comparative data with other CMAT schools and national position*
- Premises
- Health and Safety updates – *including accidents and injuries to pupils and staff, security breaches*
- Staffing issues - *including staff changes, attendance and CPD*
- Pupil Voice and engagement with parents, parish and wider community

Note: Not all elements will be addressed at every meeting, only those relevant to the school and its specific circumstances at that time of the academic year.

Focus on Key Issues

All meetings should take as their focus the key priorities for the school and it is the Chair's responsibility to ensure this happens. Meetings should not be distracted by routine issues, issues that do not have a material impact on core business or operational matters that governors should not be involved in. For the most part, the key priorities for the school will already feature in the School Development Plan (SDP) and as such be scheduled for review and discussion. However, it is important that meetings properly follow through on actions from previous meetings and that agendas are flexible enough to be able to respond to issues arising at



school level during the course of the school term that have a demonstrable impact on the school – for instance, inspection monitoring reports.

There is no specific agenda item for reports from the headteacher/Director of Performance/lead staff etc. as these should be the source documents supporting the agenda and will be referred to throughout the meeting. In a similar way there is no separate agenda item for governor monitoring reports as these should be linked to and discussed with the appropriate agenda item (i.e. Catholic Life, standards).

The Role of Governors

The governor role is to hold the leadership to account by questioning, challenging and triangulating evidence to gain assurance that the actions set out against the priorities for the school in the School Development Plan are being addressed. This will be done through regular monitoring visits and reporting back to the LGB but also routinely within LGB meetings where an important part of each meeting will be the check on actions agreed at previous meetings and by asking the simple questions and asking for evidence:

- What progress has been made?
- What impact has been achieved?
- How do you know this is correct?
- What and where is your evidence?
- What monitoring has taken place?
- What are the next steps and actions / who is responsible for them and when will they be reported on?

Note: Governors should also be aware that reports from the CMAT Directors of Performance (DPS) may also include references to follow up actions and questions for governors to pursue.

Questions from governors must be appropriate to the school circumstances and the precise priorities for the school and questioning is most constructive where governors have read LGB documents in advance of the meeting.

The Role of the Clerk

The clerk is key to the management and operation of effective meetings. They should work in advance of meetings with the Chair and the headteacher to establish relevant agendas that take into account the key priorities for the school that require addressing at each meeting and having regard to the LGB Annual Planner (annex 2) and the school's policy review schedule. The template LGB Meeting Agenda for clerks' use is at annex 1.

Contact for further advice:

Tamer Hodgson, CMAT Governance Lead



Local Governing Body Template Agenda Annex 1

1.	Opening Prayer
2.	Regulatory & Compliance Apologies for absence, reasons and whether to accept Declaration of interest, business, financial, related third party or otherwise Governor vacancies/elections Minutes of the last meeting Matters arising
3.	Safeguarding Changes to Register/New additions Issues to report Staff/governor training Annual report (<i>as appropriate</i>)
4.	Catholic Life Diocesan spiritual themes Staff and pupil leadership of Catholic Life Evaluations based on monitoring of Catholic Life, Religious Education and Collective Worship Issues arising from diocesan canonical inspection (if appropriate) Pastoral care (pupils and staff) RSE/PHSE Chaplaincy update RE update (standards, other world faiths, CPD) Links with parishes and wider Catholic and other faith communities Commitment to those in need
5.	Standards Quality of teaching and learning Reports from Director of Performance and Standards and/or external reports Subject / key stage / theme reports and reviews Staffing – staff changes, attendance and CPD Report from Ofsted Executive Board (if in place)
6.	Pupils Pupil attainment and progress Progress of vulnerable groups, PP, SEND, LAC, gender Pupil attendance Behaviour incidents and exclusions
7.	Academy Business Admissions – review of numbers on roll and changes to local demographics Health and Safety – including accidents and injuries and security breaches ICT and premises Strategic planning Risk review Pupil, Staff and Parent voice School policy review
8.	CMAT & NRCDES Updates from CEO/Chair of Trust NRCDES updates School budget information reports CMAT policy updates
9.	Feedback to CMAT Board To be raised within Chairs' Symposium meetings or with Link Directors
10.	Impact What impact have our decisions had? How has this meeting helped us to best serve our pupils, our parish and our other stakeholders? Have we captured evidence of challenge in our minutes? What has been the impact of local governing body monitoring?
11.	Date of Next Meeting
12.	Closing Prayer



Local Governing Body Annual Planner Annex 2

Meetings	Advent 1	Advent 2	Lent 1	Lent 2	Pentecost 1	Pentecost 2
Meeting specific	Report from HT/DPS on School Development Plan (SDP), Self-Evaluation Framework (SEF) and clarification of school priorities for academic year LGB & Trust Board Skills Audits and Training	Annual Safeguarding Report including confirmation that staff have received Safeguarding updates and DSLs trained Health & Safety compliance report Secondary Admissions – <i>check on ranking of applications</i> Performance Management report - <i>including headteacher</i>	Annual SEND report Primary Admissions – <i>check on ranking of applications</i> Improving the Learning Environment – <i>priorities for building works, outdoor space etc</i>	Annual LAC report Performance Management midpoint review outcomes – <i>including headteacher</i> Review pupil number forecasts (3 year) – <i>do we need marketing/publicity?</i>	Review of Pupil Premium Strategy and Pupil Premium report Sports Premium report (primary schools) Review of effective use of resources Strategic review including short/medium term risk/opportunities and horizon scanning	Election of Chair and Vice Chair and Safeguarding/SEND, H&S and GDPR link governors for new academic year Pupil, staff and parent voice Confirmation from CMAT Financial Director of budget for following year. LGB review/Self-Assessment LGB succession planning
Policies	Review Safeguarding Policy and procedure in line with Keeping Children Safe in Education (KCSIE) Any policies for review	Admissions Policy (<i>to note any changes notified by CMAT or NRCDES</i>) Any policies for review	Review progress against Equality objectives Any policies for review	Any policies for review	Review Risk Register on Trust Governor Any policies for review	Schedule policies for review in the next year Any policies for review
Governor Monitoring and Reports	Governor SDP monitoring visit reports Key findings and impact	Governor SDP monitoring visit reports Key findings and impact	Governor SDP monitoring visit reports Key findings and impact	Governor SDP monitoring visit reports Key findings and impact	Governor SDP monitoring visit reports Key findings and impact	Governor SDP monitoring visit reports Key findings and impact
	Website & GIAS Compliance check	Governor Safeguarding check – <i>S175 Audit Checklist</i>		Website & GIAS Compliance check	Portable Assets register spot check	Website & GIAS Compliance check
		Single Central Record (SCR) check		Single Central Record (SCR) check		Single Central Record (SCR) check