

GOVERNOR SERVICES: EDUCATION IMPROVEMENT

ASHTON COMMUNITY SCIENCE COLLEGE (06104)

**GOVERNING BODY
SUMMER TERM MEETING**

**TO BE HELD AT THE SCHOOL
ON
WEDNESDAY 25 JUNE 2025 AT 5PM**

A G E N D A

1. Apologies for Absence

2 minutes

Any apologies for absence should be reported to the meeting. **The governing body should decide whether or not to accept the apologies.** Governors absent from full governing body meetings for more than six months without the consent of the governing body are disqualified, in accordance with the School Governance (Constitution) (England) Regulations 2012 (Schedule 4).

2. Head Students Report

The governing body is asked to receive a report from the Head Students.

3. Governing Body Matters

5 minutes

a) Declaration of Interest

The governing body is reminded that governors and others who are entitled to attend meetings of the governing body or its committees should declare an interest, withdraw from the meeting and not vote in relation to matters where:

- there may be a conflict between their interests and those of the governing body;
- a fair hearing is required and there is reasonable doubt about their ability to act impartially; or
- they have a pecuniary interest.

b) Membership

The governing body adviser will report any changes and bring to the attention of the governing body the end of term of office of any governor, so that the necessary arrangements can be made.

The governing body is asked to consider any governor vacancies, and how these can be recruited to. Also, to **consider** the succession plans for those coming to the end of their term of office.

c) DBS / Section 128 Checks for Governors

The governing body is asked to ensure that all necessary arrangements are in place, and that all governors have the required clearances.

Further, governors are asked to confirm that the Single Central Record is up to date, and that all details in relation to governors have been duly recorded.

4. Minutes of the Previous Meeting and Matters Arising 5 minutes

- a) **The governing body is requested to approve** the minutes of the previous meeting.
- b) **Governors are asked** if there are any matters arising from the previous meeting which they wish to discuss and for which an opportunity does not occur on the agenda for this meeting.
 - **Review of Committee membership (appointment of new governors) – minute 25.05 b) refers.**

5. Staff Wellbeing (*Information Booklet page 2*) 8 minutes

Staff wellbeing continues to be a priority.

Governors are invited to consider the following questions:

- How are we supporting our headteacher's wellbeing? Are they coping with workload and achieving a healthy work-life balance? How do we know?
- What is school doing to improve wellbeing for different groups of people, such as the headteacher, senior leaders, staff and pupils?
- Do school leaders capture staff voice to understand their needs? How does school act upon this?
- Does the school vision include a commitment to improving mental health and wellbeing?



6. Reports

15 minutes

a) Committee Reports

Committee reports should be in the form of minutes, for the governing body to note. Minutes which require a decision to be made should be brought to the attention of the governing body.

b) Nominated Governors

The governing body is asked to receive any reports from nominated governors.

c) Chair's Action

The chair is asked to report on any action taken on behalf of the governing body since the last meeting.

7. Safeguarding (*Information Booklet page 2*)

5 minutes

The governing body is asked to note the information in Keeping Children Safe in Education that governing bodies should ensure that all governors and trustees receive appropriate safeguarding and child protection training at induction. Training should be regularly updated.

The governing body is invited to consider the following discussion points:

- Is staff training up to date and effective – how is this recorded?
- When was the last time a child voice questionnaire was completed, how do we know that children feel safe in school?
- Has a premises check been done recently, any considerations for site security?

8. School Improvement and Headteacher's Report

20 minutes

a) School Improvement (*Information Booklet page 4*)

The governing body is requested to receive a progress report on the development and implementation of the School Improvement Plan for the current academic year, to review each of the headline objectives.

The governing body is invited to consider the following discussion points:

- Are we making progress towards our objectives? If not, why not?
- Do we have enough information to determine whether we are making progress?

The governing body is asked to meet with school leaders before the end of the academic year to set high-level objectives for next year. This includes determining key areas of improvement and objectives in the School Improvement Plan.



b) Headteacher's Report

The governing body is asked to discuss any aspects of the headteacher's report not covered in the item above.

9. Arrangements for 2025 Exams (*Information Booklet page 5*)

5 mins

GCSEs, AS and A-levels

The governing body is invited to consider the following discussion points:

- How did school support the mental health and wellbeing of pupils in the lead-up to the exam period?
- How did school promote a positive exam culture within the school, encouraging pupils to adopt effective study habits and revision techniques?
- How did school communicate with parents/carers about their role in supporting pupils during the exam period and keep them informed about their child's progress and performance?

10. Unavoidable School Closures

3 minutes

The headteacher is asked to provide an update on any full or partial unavoidable closures.

11. Educational Off-Site Visits (*Information Booklet page 7*)

3 minutes

The governing body is asked to:

- **consider** any proposed educational visits that require governing body approval; and
- **review** any recent educational visits in relation to the impact and benefits for pupils.
- **review** internal arrangements and procedures for the approval of educational off-site visits.

Schools are required to annually review their own internal arrangements and procedures for the approval of educational off-site visits. Following the review the school is required to inform Lancashire County Council of these arrangements in the autumn term.



12. Finance (*Information Booklet page 8*)**20 minutes**

Budget Outturn 2024/25 and School Budget 2025/26, **the governing body is asked to:**

- note the school's outturn position for 2024/25;
- note any continuing commitments for funding carried forward at 31 March 2025 that needs to be taken into account for 2025/26;
- consider the impact of any significant difference between the actual outturn for 2024/25 and that estimated by the school when considering the school's budget for 2025/26;
- consider any budget sustainability issues and pressures when considering the school's budget for 2025/26 and forecasts for subsequent years;
- approve the school budget plan for 2025/26 and the financial forecasts for 2026/27 and 2027/28;
- ensure that the 'Income and Expenditure Form' is submitted by Friday 16 May 2025;
- consider the schools plans for Pupil Premium and other grant funding in 2025/26.

13. Staffing Arrangements**6 minutes**

In preparation for the performance management of staff in the autumn term **the governing body is asked to confirm** that the following arrangements have been made:

- establishment of a committee to undertake the appraisal of the headteacher's performance, including the identification of an external adviser;
- establishment of a committee to undertake pay decisions in relation to the headteacher and other staff as relevant;
- relevant training planned/undertaken for those governors involved in the appraisal and pay decision processes.

The governing body is asked to consider the staffing structure if necessary.

This might be needed if the budget setting process has shown savings are needed, or if staff have resigned, or to deliver a new project, for example.



14. Governor Training and Development (*Information Booklet page 9*) **5 minutes**

Effective governance requires a board with a range of knowledge, skills, perspectives, and backgrounds.

Governors are asked to discuss how they are using GovernorHub to support their development:

- Skills effectiveness tool
- Governor training courses – e-learning, virtual and face to face
- GovernorHub courses
- Knowledge.

15. Governing Body's Effectiveness and Strategy for 2025/6 **5 minutes**

The governing body is invited to consider:

- How well it has worked together.
- Do members across the board have the requisite skills (see training item above)?
- Whether there is a need to make any changes to work more effectively next year?

16. Election of Chair and Vice-Chair **5 minutes**

The governing body is asked to elect a chair and vice-chair to take up office from 1 September 2025 for the academic year 2025/26.

The governing body adviser will provide guidance should a vote be required.

Should a new chair be appointed from 1 September 2025, the outgoing chair and headteacher are asked to make arrangements for handover/mentoring.

New chairs can access the 'new chair mentoring' service which is available from experienced chairs of governors across Lancashire.

17. For Information Only (*no discussion required, however governors should familiarise themselves with the information*)

- a) SEND Inclusion Service updates (*Information Booklet page 10*)
- b) Off-site Directions and Managed Moves (*Information Booklet page 12*)
- c) Lancashire Governance Association (*Information Booklet page 12*)
- d) New Primary Career-Related Learning Resources (*Information Booklet page 13*)
- e) Apprenticeship/Careers Team Update (*Information Booklet Page 14*)



18. Confidentiality**2 minutes**

The governing body is requested to identify any items on this agenda which it requires to be recorded in the minutes as confidential.

19. Date and Time of Future Meetings

The governing body is asked to confirm the date of the next meeting, which may include a cycle of committee meetings.

Autumn Term:

- Full Governing Body Meeting: Wednesday 19 November 2025 at 5pm
- Curriculum and Personnel Committee: Wednesday 15 October 2025 at 4.30pm
- Resources Committee: Wednesday 8 October 2025 at 4.30pm

Spring Term:

- Full Governing Body Meeting: Wednesday 18 March 2026 at 5pm
- Curriculum and Personnel Committee: Wednesday 28 January 2026 at 4.30pm
- Resources Committee: Wednesday 21 January 2026 at 4.30pm

Summer Term:

- Full Governing Body Meeting: Wednesday 24 June 2026 at 5pm
- Curriculum and Personnel Committee: Wednesday 20 May 2026 at 4.30pm
- Resources Committee (Budget Setting Meeting): Wednesday 22 April 2026 at 4.30pm
- Resources Committee: Wednesday 13 May 2026 at 4.30pm

