

GOVERNOR SERVICES: EDUCATION IMPROVEMENT

ASHTON COMMUNITY SCIENCE COLLEGE (06104)

**GOVERNING BODY
AUTUMN TERM MEETING**

**TO BE HELD AT THE SCHOOL
ON
WEDNESDAY 27 NOVEMBER 2024 AT 5PM**

A G E N D A

1. APOLOGIES FOR ABSENCE

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 Head Students report.

3. ELECTION OF CHAIR

The clerk takes the chair for this item.

The governing body is asked to elect a chair. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 require that the governing body, prior to the election, determines the date on which the term of office of the chair will end.

4. ELECTION OF VICE CHAIR

The governing body is asked to elect a vice-chair. The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 require that the governing body, prior to the election, determines the date on which the term of office of the vice-chair will end.

5. GOVERNING BODY MATTERS

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. Consider the succession plans for those coming to the end of their term of office.

As part of Governor Service's ongoing efforts to maintain accurate and up-to-date records, **governors are kindly requested to** review and update their personal details on GovernorHub. This ensures that the service has the correct information on file for all official communications and administrative purposes.

Please use the link below or visit the Lancashire Governor Services page Compliance tab.

<https://app.governorhub.com/s/lancashiregovernorservices/compliance>

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.



d) Register of Business Interests

The governing body is reminded of the need to update the register of business interests on an annual basis, and to ensure that appropriate details are included on the school's website.

The Register of Business Interests can be recorded and downloaded for publication to the school's website via GovernorHub by accessing the Compliance tab on the Lancashire Governor Services page or you can access via this link –

<https://app.governorhub.com/s/lancashiregovernorservices/compliance>

e) Code of Conduct (2024) (*Information Booklet page 2*)

The governing body is recommended to adopt the updated Code of Conduct (2024). Governors are invited to reflect on the commitment, duties and responsibilities included in the code.

Governors are asked to confirm that they have read and agree to adhere to the Code Of Conduct via GovernorHub by following the link below or accessing the Compliance tab on the Lancashire Governor Services page – <https://app.governorhub.com/s/lancashiregovernorservices/compliance>

f) Disqualification Criteria (*Information Booklet page 6*)

The governing body is reminded of the disqualification criteria for governors.

6. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The governing body is requested to approve the minutes of the previous meeting.

7. MATTERS ARISING

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.



8. REVIEW OF COMMITTEES AND NOMINATED GOVERNORS *(Document enclosed)*

In the light of experience and operation over the last 12 months, together with the results of any recent governing body skills audit, **the governing body is asked to:**

- a) **review** the constitution, membership and terms of reference of its committees, against the school's strategic priorities. **The governing body will also need to appoint** a clerk (who must not be the headteacher), to each committee.
- b) **review** the roles / appointments and reporting arrangements for nominated governors, mindful of the current needs of the school.

9. REPORTS

a) Committees

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.



10. **KEEPING CHILDREN SAFE IN EDUCATION 2024** (*Information Booklet page 8*)

The governing body is asked to note the updated KCSiE document. All governors should receive appropriate safeguarding and child protection (including online) training at induction, and training should be updated regularly.

Governors are asked to confirm they have read and understood the recent KCSiE document. This can be accessed by using the link below or accessing the Lancashire Governor Services page Compliance tab.

<https://app.governorhub.com/s/lancashiregovernorservices/compliance>

Suggested questions to consider –

- Have all staff received updated training which includes the new KCSiE guidance?
- Does the child protection policy comply with the updated version of KCSiE? (the board must approve this policy)
- Has everyone on the board read KCSiE?
- Have governors received appropriate safeguarding and child protection training?
- Do we have procedures to manage any safeguarding concerns or allegations that do not meet the harm threshold (low-level concerns), about staff members?
- Do we seek assurance that, where another body is providing services or activities, they have appropriate safeguarding and child protection policies/procedures in place?

11. **SCHOOL IMPROVEMENT AND HEADTEACHER'S REPORT**

a) School Improvement

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 and **to agree and approve** the School Improvement Plan.

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

- How do the targets/objective reflect and help us achieve our vision?
- Are the objectives achievable?
- What impact will the SIP have on the school budget?
- How and when will the plan be monitored and reviewed?



b) Headteacher's Report

The governing body is asked to discuss any aspects of the headteacher's report not covered in the item above. This may include outcomes and data, performance management and pupil targets.

Questions to consider –

- How well does our school perform compared to schools locally and nationally?
- Have pupils performed as expected?
- Which areas performed well, and which are we concerned about?
- What were the outcomes for children with SEND and disadvantaged children?

12. UNAVOIDABLE SCHOOL CLOSURES

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

13. SCHOOL TERM AND HOLIDAY DATES – 2025/26 (*Information Booklet page 9*)

The governing body is asked to –

- **note** the school term and holiday framework provided by Lancashire County Council for 2025/26 following consultation with the County Union Secretaries and the Diocesan/Church Authorities;
- **determine** the five INSET days for 2025/26;
- **agree** their individual school term and holiday pattern.



14. EDUCATIONAL VISITS *(Information Booklet page 12)*

a) Health and Safety of Pupils on Educational /Off Site Visits Policy and Guidelines

The governing body is asked to:

- **note** the information provided on the health and safety of pupils on educational/off site visits;
- **confirm** the name(s) and designation(s) of the school's trained Educational Visits Co-ordinator(s) and EVOLVE system users with Head and Administrator rights.

Previous designations:

Staff with Head rights: Sharon Asquith and Stephen Fern

Staff with EVC rights, including Admin Support EVCs (Admin Support EVCs state (AS) next to their names: Stephen Fern and Janet Hoyle (AS)

- **confirm** the agreed reporting procedures for visits.

Previously agreed reporting procedures are:

Option 3:

The Governing Body to approve residential Type B visits only prior to submission to Lancashire County Council.

The Headteacher/EVC to approve all Type A visits and to approve all other Type B visits for submission to the Lancashire County Council.

The decisions to be reported to the Governing Body meeting each term.

- **confirm that** the school will return the e-proforma to the Educational Off Site Visits Service team no later than 20 December 2024.

b) Approval and Evaluation of Visits

The governing body is also 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.



14. LANCASHIRE POLICY/PROCEDURE REVIEWS *(Information Booklet page 13)*

A number of model Lancashire Personnel Policies have been reviewed and are recommended to the governing body as models of good practice. In most cases, the review results in a change of any dates or terminology e.g. job titles of those involved in the procedure (List (i) in the information booklet). In some cases, more significant amendments are made (List (ii) in the information booklet).

The governing body is invited to confirm adoption of the latest versions of the Lancashire Policies as detailed in the information booklet.

15. FINANCE

a) Finance Policies

The governing body is asked to review or make arrangements for the review of any finance related policies, including:

- Lettings Policy/Charges;
- Charging and Remissions Policy;
- Internal Financial Regulations;
- The Control and Disposal of School Assets
- Use of Direct Central Payment/Non-Order Invoice and Confirmation Order Routes Within FMS;
- Income treatment and reconciliation policy (including the use cashless payments systems);
- Potential Risks and Key Controls Checklist;
- Petty Cash / Imprest Accounts Financial Arrangements; and
- Debt Management/Billing Arrangements.

b) Schools Financial Value Standard (SFVS) *(Information Booklet page 14)*

The governing body is asked to agree arrangements for the completion of the Schools Financial Value Standard by:

- **agreeing who will consider** the Schools Financial Value Standard (SFVS). This can be delegated to the Resources committee (or other appropriate group of governors) but best practice suggests not to an individual governor;
- **arranging for the committee/group** (as agreed above) **to present** a detailed report together with the completed self-assessment, including the related party transactions (RPTs) spreadsheet, if required and an action plan, to a future meeting of the governing body for approval (This meeting must be arranged before 31 March 2025);
- **submitting the approved standard** to the local authority before 31 March 2025.



c) Budget Sustainability (*Information Booklet page 14*)

The governing body is asked to:

- **review** the 2024/25 budget forecast/monitoring, including the use of any reserves;
- **review** up to date pupil numbers, which will form the basis of 2025/26 funding (the October 2024 pupil census is used for this);
- **consider** the implications of the above for setting the 2025/26 budget;
- If needed, **establish** a budget working group to consider actions to be taken to set a sustainable budget for 2025/26 and beyond;
- **take** appropriate financial and HR advice.

d) The Unofficial School Fund 2023/24 (*Information Booklet page 15*)

The governing body is asked to:

- **approve** the audited accounts for the 2023/24 unofficial school fund(s);
- **appoint** auditors for the 2024/25 account(s).

e) Financial Transparency of Local Authority Maintained Schools and Academy Trusts (*Information Booklet page 15*)

The governing body is asked to:

- **note** that information on any further requirements on Lancashire maintained schools as a result of the DfE 'Financial transparency' requirements will be provided in due course;
- **ensure** that the school complied with the requirements to publish additional financial information on the school's website.

16. GOVERNOR TRAINING AND DEVELOPMENT (*Information Booklet page 15*)

a) Governor Training update

Following publication of the 2024/25 Governor Training Schedule on GovernorHub, all governors can now view, browse, and book training via GovernorHub. To do so, please use the link below or access via the Lancashire Governor Services page Training tab.

<https://app.governorhub.com/s/lancashiregovernorservices/training>

Please refer to the supporting information booklet for guidance on training relevant to local and national agendas this term.



b) Training Link Governor Report

Effective governance requires a board with a range of knowledge, skills, perspectives, and backgrounds. Governing bodies should undertake an annual skills audit to assess the overall breadth of the board's skills and knowledge and identify any areas to prioritise further development.

The training link governor is asked to report on:

- the training needs of the governing body/individual governors as identified from the annual skills audit;
- any training undertaken by individual governors; any training or development sessions arranged for the whole governing body or identified as a result of a recent governing body self-evaluation.

18. GENERAL DATA PROTECTION REGULATION (GDPR)

Governors should ensure compliance with the UK General Data Protection Regulation (UK GDPR).

You could consider inviting your data protection officer to give a 6-monthly update on how UK GDPR compliance is working.

Questions to consider –

- What training have staff taken to stay compliant?
- Have there been any recent breaches?
- What key challenges have been identified?

19. FOR INFORMATION / ACTION AS APPROPRIATE

- a) Employee Assistance Programme (*Information Booklet page 17*)
- b) Attendance (*Information Booklet page 17*)
- c) Apprenticeship Funding Available (*Information Booklet page 19*)
- d) Chairs Forum 2024/25 (*Information Booklet page 19*)
- e) Lancashire Association of School Governing Bodies (LASGB) (*Information Booklet page 19*)
- f) Special Recognition Award (*Information Booklet page 20*)



20. CONFIDENTIALITY

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

21. DATE AND TIME OF NEXT MEETING

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

Spring Term:

- Curriculum and Standards Committee: Wednesday 29 January 2025 at 4:30pm
- Resources Committee: Wednesday 5 February 2025 at 4:30pm
- Full Governing Body: Wednesday 19 March 2025 at 5pm

Summer Term:

- Curriculum and Standards Committee: Wednesday 14 May 2025 at 4:30pm
- Resources Committee (budget setting): Wednesday 23 April 2025 at 4:30pm
- Resources Committee: Wednesday 21 May 2025 at 4:30pm
- Full Governing Body: Wednesday 25 June 2025 at 5pm

