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| To:  **The Governing Board of**  **BUCKTON VALE PRIMARY SCHOOL**  **Stalybridge** | **CHILDREN’S SERVICES**  **Jane Sowerby**  **Head of Education, Improvement and Partnerships**  **CORRESPONDENCE ADDRESS ONLY**  **NO PUBLIC ACCESS:**  Tameside Council  PO Box 317  Ashton u Lyne  OL6 0GS  [www.tameside.gov.uk](http://www.tameside.gov.uk)  email: rachel.lees@tameside.gov.uk  Call Centre 0161 342 8355  Ask for L Carter  Direct Line **0161 342** **3206**  Date 23 November 2021 |
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Dear Governor

**AUTUMN TERM 2021 GOVERNING BOARD AGENDA**

The autumn term meeting of the Governing Board is to be held or virtually, via Microsoft Teams, on Tuesday 7 December 2021 commencing at 4:30 pm, and will consider the business on the following agenda.

The contribution of governors to the school’s performance is evaluated as part of the judgement on the effectiveness of leadership and management. Governors are strongly urged to read the information provided prior to the meeting.  This provides the opportunity to prepare and ask relevant, challenging and supportive questions to ensure that your school is able to deliver the highest expectations for its pupils and staff.

If you are unable to attend, a reason for your absence must be conveyed to the Clerk to the Governing Board.  Please email [rachel.lees@tameside.gov.uk](mailto:rachel.lees@tameside.gov.uk) or telephone the Governor Services Team on 0161 342 3206.

I look forward to seeing you at the meeting.

Yours sincerely

Rachel Lees

Clerk to Governing Board

Governor Services

**Enclosures:**

***Declaration form for the Register of Pecuniary/Business Interests***

***Minutes of the first Autumn Term Governing Board/COP meeting held on 12 October 2021***

***Minutes of the COP. Governing Board training and Extraordinary Governing Board meeting held on 21 September 2021 and 12 October 2021***

***Minutes of the Curriculum and Standards Committee meeting held on 16 November 2021***

***Minutes of the Finance, Personnel and Premises Committee meeting held on 22 November 2021***

***Committee Structure 2021-22***

***Code of Conduct / Catholic Code of Practice*** *if applicable*

***Governing Board Year Planner 2021-22***

***Financial Year Planner 2021-22***

***Keeping Children Safe in Education Part 2***

**AGENDA**

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| **No.** | | **Item** | **Attachments\*/*Notes*** |
| 1 | | Welcome   1. Apologies for Absence and Attendance – Cllr Sharif   *(Clerk to record and note attendance and absences)*   1. Declaration of Pecuniary/ Business/Personal Interests (*Please complete the declaration form attached and give this to the Headteacher for inclusion in the school’s Register of Pecuniary/Business Interests)* | *Governors should provide a reason for absence. The Governing Board should give careful consideration before they accept an absence.*  *Governors must declare any new interest or any interests in specific items on this agenda.* |
| 2 | | *The Clerk will take the chair for this item:*   1. Appointment of Chair for the 2021-22 academic year   *(Nomination/s received in advance of the meeting)*   1. Appointment of Vice-Chair for the 2021-22 academic year   *(Nomination/s received in advance of the meeting)* | *Anybody employed in any capacity at the school is ineligible to be appointed as Chair or Vice-Chair.* |
| 3 | | Governing Board membership:   1. Current governor vacancies 2. Forthcoming end/s of term/s of office 3. Appointment of Co-opted/Authority governors |  |
| 4 | | To Receive the Minutes of Committee meetings:   1. COP, Governing Board training and Extraordinary Governing Board meeting – 21 September 2021 2. COP/Governing Board meeting – 12 October 2021 3. Curriculum and Standards Committee meeting -   16 November 2021   1. Premises, Health and Safety Committee meeting 2. Finance, Personnel and Premises Committee meeting – 22 November 2021 | *Please see the attached minutes from the autumn term Committee meetings.* |
| 5 | | Headteacher’s report to the Governing Board:  *(including governors’ questions to challenge and support the school)*   1. Quality of Education 2. Behaviour and Attitudes 3. Personal Development 4. Leadership and Management 5. School Development Plan 6. Self-Evaluation |  |
| 6 | Governing Board items:   1. Governing Board decision re academisation 2. Report from Chair including Chair’s briefing on 13 September 2021 3. Subject leader information 2021-22 4. Carol Thomas Autumn term report 2021 5. Report from governors with special responsibilities 6. Governor Training – future training to be undertaken 7. Budget Plan for 2021-22 8. To confirm arrangements/completion of the Pay Committee’s Annual Review\* 9. To confirm arrangements for the Headteacher’s Performance Management Review\*\* | | *No training report for Summer Term*  *\*To be completed by 31 October 2021 (Please refer to the Pay Policy 2021)*  *\*\*To be completed by 31 December 2021* |
| 7 | Safeguarding:   1. Part 2 of Keeping Children Safe in Education (Sept 2021) 2. Safeguarding Effectiveness /Awareness /Update including Operation Encompass 3. GDPR update and termly report from DPO 4. Local Authority Safeguarding Audit Form (Section 175 audit) for 2021 | | *Clerk to ensure governors have completed the KCSE document*  *The Safeguarding Audit Form may be discussed at Committee level* |
| 8 | Annual review and approval:   1. Committee structure list, including special responsibility governor roles\* 2. Terms of Reference of Committees 3. Staff Code of Conduct 4. Governing Board Year Planner\* 5. Governing Board Financial Year Planner\* 6. To consider publication of the Annual Governance Statement on the school website, including governors’ attendance at meetings over the preceding 12 month period | | *\*Document attached* |
| 9 | Review and approval of statutory and non-statutory Policies and Documents:   1. Admissions Policy 2. Pay Policy – *defer to spring term 2022* 3. Policies specific to Buckton Vale Primary School    1. Behaviour Policy | |  |
| 10 | To note Governing Board and Committee meeting dates for spring and summer term 2022 (see table below) | |  |
| 11 | 1. Any other business: 2. Consideration of confidential items (previously determined earlier in the meeting) -   *Governors who are not eligible for this item must leave the meeting.* | | *Chair to be informed at the beginning of the meeting.* |

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| Spring 2022 |  |  |
| Governing Board training | Tuesday 25 January 2022 | 4:30 pm |
| Curriculum and Standards Committee | Monday 7 February 2022 | 4:30 pm |
| Finance, Personnel and Premises Committee | Tuesday 1 March 2022 | 9:30 am |
| Governing Board | Monday 21 March 2022 | 4:30 pm |
| Summer 2022 |  |  |
| Governing Board training | Monday 23 May 2022 | 4:30 pm |
| Finance, Personnel and Premises Committee (Budget setting) | Tuesday 14 June 2022 | 9:30 am |
| Curriculum and Standards Committee | Tuesday 26 April 2022 | 4:30 pm |
| Governing Board | Tuesday 28 June 2022 | 4:30 pm |