**MOOR PARK PRIMARY SCHOOL**

# You are invited to a meeting of the Governing Board to be held at the school on

# Wednesday 27 November 2019 at 4.00pm

# A G E N D A

Please note that Governing Board Meetings are not expected to exceed two hours.

You can download this agenda and all enclosures onto your device from GovernorHub

in advance of the meeting.

All Boards have four core functions:

* Ensuring clarity of vision, ethos and strategic direction;
* Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and
* Overseeing the financial performance of the organisation and making sure its money is well spent
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* Ensure that other key players with a stake in the organisation get their voices heard by:
* Gathering the views of pupils, parents and staff and reporting on the results
* Reaching out to the school’s wider community and inviting them to play their part
* Using the views of stakeholders to shape the school’s culture and the underpinning strategy, policies and procedures

Vision and agreed strategic priorities 2019-20:

*Suggested reading/links:*

* [Department for Education 'Governance handbook'](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf)

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|  | **1.** | **Preliminaries:**  Governors to confirm that due notice of the meeting has been provided by the Clerk, together with a copy of the agenda and any report or papers to be considered at the meeting, and that a quorum is present.  Governors to welcome Mr Andrew Walker, Co-opted Governor, and Mrs Jean Martin to the meeting. |
|  | **2.** | **Appointment of Chair and Vice Chair:**   1. **Appointment of Chair**   Governors to appoint a Chair from among their number. In line with the adopted procedures, with nominations sought by the Clerk in advance of the meeting, Mrs Janet Roberts has expressed an interest in the position, subject to a discussion around succession planning.   1. **Appointment of Vice Chair**   Governors to appoint a Vice Chair from among their number.  ***Suggested reading/links:***   * [NGA ‘Co-Chairing’](https://app.governorhub.com/document/5d53c8d313b3787b5f2e1df3/view) * [NGA Chair role description](https://app.governorhub.com/document/5d53c975455402441813d494/view) * [The Key 'Vice Chair roles and responsibilities'](https://app.governorhub.com/document/5d53c9723e1c7e7be675a378/view) |
|  | **3.** | **Appointment of Clerk:**  In line with the SLA, Governors to confirm the appointment of Clerk to the Governing Board and any appointed Committees.  ***Suggested reading/links:***   * [NGA model job description - clerk to the governing board](https://app.governorhub.com/document/5d53c97413b378066b2e1dfe/view) |
|  | **4.** | **Apologies and Consideration of Consent for Absence from Meetings:**  In line with statutory requirements the Governing Board is asked to consider the acceptance of any apologies for absence provided by Governors. |
|  | **5.** | **Declaration of Interest:**   1. **Register of Business Interests**   Governors are asked to ensure they have completed an annual review of their business interests, and return this to the Clerk in advance of the meeting.  **Enclosure**   1. **Declaration of Interests**   Governors to declare whether they have a business or pecuniary interest in any items on the agenda, in order for consideration to be given as to whether they are required to withdraw from the meeting at that juncture. |
|  | **6.** | **Governance:**   1. **Membership**   Governors to:   1. Note the resignation of Mr Ian Todd, Co-opted Governor. 2. Consider Mrs Jean Martin for the Co-opted Governor vacancy. 3. **Getting Information About Schools (GIAS)**   There is a statutory requirement for schools to keep the Governance information on GIAS (formerly EduBase) to be kept up to date.   1. **Communication**   Governors who are not receiving GovernorHub notifications via e-mail are requested to turn these on to ensure they do not miss any important information/updates.   1. **Board of Governors Development**   Governors to note the training accessed by colleagues over the previous three years, and receive information on future training opportunities.  **Enclosure**  ***Suggested reading/links:***   * [DfE statutory guidance, 'The constitution of Governing Bodies of maintained schools'](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/640562/The_constitution_of_governing_bodies_of_maintained_schools_2017.pdf) * [Inspiring Governance ‘Everyone on Board’ campaign](https://www.inspiringgovernance.org/everyone-on-board/) * [NGA guidance 'The right people around the table'](https://app.governorhub.com/document/5cb39adcf67282fad81c4b32/view) * [NGA Young Governors Network](https://www.nga.org.uk/News/NGA-News/Sept-16-Feb-2017/Join-the-Young-Governors%E2%80%99-Network.aspx) * [Blackpool Governor Services induction checklist](https://app.governorhub.com/document/5cc18ac3b2e7e93a01e88b6c/view) * [NGA guidance ‘Preparing your board for the future’](https://www.nga.org.uk/getattachment/Knowledge-Centre/Governance-structure-roles-and-responsibilities/Roles-and-responsibilities/Chairing/Preparing-your-board-for-the-future/Succession-Planning-Feb-19-FINAL.pdf?lang=en-GB) * [Department for Education 'Competency framework for governance'](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf) * [Blackpool Governor Services template training and development plan](https://app.governorhub.com/document/5d53d12113b37801e42e1fd1/view) |
|  | **7.** | **Governing Board Procedures and Delegation of Functions:**  The Governing Board is required to review the delegation of its functions annually, and accordingly is asked to review its working practices, which record the procedures agreed by the Governing Board in line with current governance regulations/requirements.  Governors are asked to review the following documents **(GovernorHub/Documents/Governance Information)** and forward any proposed changes to the Chair for consideration at the meeting:   1. **Instrument of Government/Articles of Association**   Outlines the constitution of the Governing Board, as agreed by the Local Authority.   1. **Code of Conduct**   Sets out the expectations on and commitment required from Governors and Trustees in order for the Governing Board to properly carry out its work within the school and the community. Governors are requested to consider adopting the 2019 NGA model code of conduct.  **Enclosure**   1. **Procedures for the appointment of Chair and Vice Chair**   Procedures for the appointment of Chair and Vice Chair.   1. **Delegation Planner**   Outlines the key roles and functions of the Governing Board, and determines where these have been delegated to a Local Governing Board/committee or individual in line with Governance regulations. Governors are requested to consider approval of recommended changes (highlighted).  **To be circulated under separate cover**   1. **Policy Review Planner**   Details the statutory policies requiring consideration by the Governing Board, and where these have been delegated to a committee or individual in line with Governance regulations.   1. **Committee Terms of Reference**   Outlines the procedures and functions delegated to Committees established by the Governing Board.   1. **Committee Membership and Nominated Governor Roles**   Confirms the appointment of nominated Governor Roles and Membership on each established Committee of the Governing Board.  **Enclosure** |
|  | **8.** | **Minutes of the Previous Meeting:** Confirmation of the minutes of the previous meetingGovernors to confirm the minutes of the previous meeting held on 12 June 2019.Enclosure  1. **Agreed actions from the proceedings of the previous meeting**   Governors to note progress on any outstanding agreed actions from the previous meeting that are not contained elsewhere on the agenda:   * Review of website compliance – Mr L Creegan |
|  | **9.** | **School Improvement Matters:**   1. **Report of the Headteacher**   Governors to scrutinise the content of the report, in order to outline any challenge/questions at the meeting.  **Enclosure**  ***Questions for Governors to consider:***   * *What progress has been made against the agreed strategic objectives?* * *How is the school/academy/MAT performing against budget? How do we know we are getting value for money?* * *Are there any issues to consider in relation to resources e.g. staff, buildings?* * *What does pupil performance look like? How does this compare locally/nationally/to similar schools? What is being done to address any areas for improvement?* * *What is the curriculum’s intent? How are British Values embedded?* * *What does the quality of teaching look like? What is being done to address any areas for improvement?* * *How do we know the Safeguarding Policy is being followed in practice?* * *What does welfare of pupils look like e.g. attendance, exclusions? What is being done to address any areas for improvement?* * *Has termly data been made available on pupils removed from roll for any reason? Are we confident that the reason for each serves the best interests of the pupil, rather than the school? Are there any trends in the data which cause concern?* * *Are we receiving the right information, at Board or Committee level, to exercise our three core functions?*   ***Suggested reading/links:***   * The Education and Skills Funding Agency (ESFA) [Understanding your data: a guide for school governors and academy trustees](https://www.gov.uk/government/publications/understanding-your-data-a-guide-for-school-governors-and-academy-trustees) * [Blackpool School Improvement Board priority plan](https://www.blackpool.gov.uk/Residents/Education-and-schools/School-improvement/School-Improvement-Priority-Plan.aspx) * [Blackpool Opportunity Area Delivery Plan 2017-20](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/675034/Social_Mobility_Delivery_Plan-Blackpool.PDF) * [Education Endowment Foundation](https://educationendowmentfoundation.org.uk/school-themes/) * [Blackpool Schools Forum](https://www.blackpool.gov.uk/Business/Working-with-the-council/Education-and-schools/Schools-forum.aspx) * [Blackpool Teaching School Alliance](https://www.blackpoolteachingschoolalliance.org.uk/) * [Blackpool Research School](https://researchschool.org.uk/blackpool/) * [GovernorHub newsfeed](https://app.governorhub.com/news) continually updated education related articles from a range of sources including BBC News, Gov.UK, The Guardian and The Telegraph.  1. **Review of School Development Plan 2018-2019**   **To be circulated under separate cover**   1. **SEND Annual Report**   Governors to receive a summary report for 2018-19 on the number of children with additional needs and the progress they are making, impact of intervention strategies, funding/support allocation.  **Enclosure**  ***Questions for Governors to consider:***   * *What lessons have been learnt in 2018-19?* * *What funding will be received in 2019-20?* * *Is the SEND Policy up to date?* * *How do you know that staff understand and adhere to the policy in practice?* * *Do all staff have the confidence, knowledge and skills required to effectively support children with a range of SEND? What plans are in place to address any training needs?* * *How do you ensure the same level of ambition for pupils with SEND?* * *How is the impact of additional support/interventions monitored?* * *How did children perform/progress in 2018-19? Are there any significant trends/themes? Do school leaders have plans for addressing underperformance or less than expected progress? How will we know that things are improving?*   ***Suggested reading/links:***   * [SEND Code of Practice](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf) * [Blackpool Council 'Reasonable expectations of educational settings and Local Authority to make provision for children and young people with Special Educational Needs within Blackpool's EHC Pathway'](https://search3.openobjects.com/mediamanager/blackpool/fsd/files/003_0615_education_and_local_authority_provision_for_sen.pdf) * [FYi DIRECTORY Blackpool SEND Local Offer](https://www.fyidirectory.co.uk/kb5/blackpool/directory/localoffer.page?district=blackpool&directorychannel=2)  1. **Chair’s Update**   Report to be received from the chair and/or vice chair on the work recently undertaken on behalf of the Governing Board (including any ‘Chair’s Actions’), and work being planned for the forthcoming year.  ***Suggested reading/links:***   * [The Key 'The Chair's power to act in cases of urgency'](https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/governing-body-chairs/the-chair2019s-power-to-act-in-cases-of-urgency/?marker=content-body)  1. **Governor Reports/Visit Feedback**   Reports from Governors with delegated responsibilities, and who have recently attended school or undertaken activities to exercise those functions.  ***Suggested reading/links:***   * [NGA guidance 'Knowing your school - school visits'](https://app.governorhub.com/s/blackpoolgs/resources/59243c623bb88c000126ac50) * [The Key 'Role of the pupil premium Governor'](https://app.governorhub.com/document/5a003461520f5300014b7129/view) * [The Key 'Role of the safeguarding Governor'](https://app.governorhub.com/document/5a003462520f5300014b712d/view) * [The Key 'Role of the SEND Governor'](https://app.governorhub.com/document/5a003462520f5300014b712b/view) * [Example role description for training and development Governor](https://app.governorhub.com/document/5d53d060455402df7713d5c2/view) |
|  | **10.** | **Unofficial School Fun 2018-2019:**  As stated within the SFVS voluntary funds should be audited annually and the audit should be completed within three months of the end of the fund’s financial year. An independent person who is not associated with the fund in any other way should audit all funds.  The Governing Board is requested to:   * accept the independently verified/audited account of the Unofficial School Fund 2018-19. * appoint/re-appointan Independent Examiner/Auditor and Treasurer for the Fund for 2019-20.   **To be circulated under separate cover** |
|  | **11.** | **Committee Minutes:**   1. **Receipt of minutes from committee meetings**   The Governing Board has a duty to receive evidence of work done by committees with delegated responsibilities, including the actions they have taken to exercise those functions, and are therefore asked to receive the minutes of the following committee meetings:   * Finance and Resources 16 October 2019 * Standards and Effectiveness 20 November 2019   **Enclosure/to be circulated under separate cover**   1. **Actions Arising from Committees Requiring Consideration by the Governing Board**   The Finance and Resources Committee on 16 October 2019 was not quorate. A number of recommendations were made for Governors to consider:   1. Mr J Hayward be appointed as Committee Chair for the ensuing academic year. Governors also to consider election of Committee Vice Chair. 2. That £15,000 for a family room and additional meeting spaces be match funded against potential Headstart funding. |
|  | **12.** | **Policy Approval:**   1. Governors to consider the approval of the following statutory policies:  * Pay   **To be circulated under separate cover**   1. No policies are due for review in Spring Term 2020.   ***Suggested reading/links:***   * [Statutory policies for schools](https://www.gov.uk/government/publications/statutory-policies-for-schools) * [Department for Education guidance 'Implementing your school's approach to pay'](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/786098/Implementing_your_school_s_approach_to_pay.pdf) |
|  | **13.** | Declaration of Confidentiality: The Governing Board is requested to identify any items on this agenda which it requires to be recorded in the minutes as confidential matters. Please note that confidential minutes may still need to be disclosed under the Freedom of Information Act 2000. |
|  | **14.** | **Dates of Future Meetings:**  Governors to discuss potential changes to the current regular meeting time/day.  *Standards and Effectiveness 04 March 2020*  *Finance and Resources 25 March 2020*  *Board of Governors 01 April 2020*  *Finance and Resources (budget) 06 May 2020*  *Standards and Effectiveness 20 May 2020*  *Board of Governors 17 June 2020*  *All meetings will begin at 4.00pm and held in school, unless indicated otherwise.* |