

**St Benedict's C of E VA Junior School, Glastonbury**

**Agenda for the Full Governing Body Voting Meeting**

**To be held on Thursday 21<sup>st</sup> September 2017**

**From 5:30pm until approx. 7:30pm in Leopard classroom**

Please read: Standing Orders, Terms of Reference (Curriculum, Finance & Premises and Staff Pay & Appraisal), Declaration of Interest Forms, Minutes of FGB meeting of 15<sup>th</sup> June 2017, Child Protection & Safeguarding Policy, Management of Allegations against Staff Policy, Competency Framework for Governors and Twenty Questions documents.

**Please bring: Agenda; Diaries.**

	<b>Agenda item</b>	<b>Preparation Notes and Meeting Aims</b>	<b>Lead</b>
1.	Opening Prayer		Ex-Officio Governor
2.	Apologies for Absence	Aim: To record any apologies and discuss their acceptance.	Chair, Clerk
3.	Election of Chair	Aim: To elect Chair for 2017/2018. <b>Preparation: Please consider and submit nominations to Clerk 48 hours before meeting.</b>	Clerk
4.	Election of Vice Chair	Aim: To elect Vice Chair for 2017/2018. <b>Preparation: Please consider and submit nominations to Clerk 48 hours before meeting.</b>	Chair
5.	Election of Committees' Chair & Vice Chair positions	Aim: To elect Curriculum, Finance & Premises and Staff Pay & Appraisal Chair positions for 2017/2018.	Chair
6.	Standing Orders	Aim: To amend as necessary. Preparation: Please read Standing Orders.	Chair
7.	Committees' Terms of Reference	Aim: To amend as necessary. Preparation: Please read Terms of Reference documents	Chair
8.	Declaration of Interest in any agenda item & update of Business Interest Forms	Aim: To ascertain any Business Interest and update records.	Chair
9.	Agree and sign minutes of Full Governing Body meeting of 15 <sup>th</sup> June 2017.	Preparation: Please read minutes. Aim: Comment only on action points and errors	Chair
10.	Matters arising from minutes	Aim: Address updating of issues not covered elsewhere on agenda. <u>Item 8:- Confidential Item</u>	Chair Head
11.	Achievement Update	Aim: To be brought up to date on school achievements and issues.	Head
12.	Academisation	Aim: To update and discuss.	Chair
13.	Policies <ul style="list-style-type: none"> <li>• Child Protection &amp; Safeguarding</li> <li>• Management of Allegations against Staff</li> </ul>	Preparation: Please read policies. Suggestions for amendments and questions to be forwarded to Chair 48 hours before meeting.  Aim: If no questions or amendments are received by Chair, the policies will be adopted as read.	Chair, Head

14.	SDP Monitoring	Aim: To inform re: Governors' SDP Monitoring Calendar 2016/2017 and reports from Summer Term 2016.	Chair
15.	Governing Board Annual Review	Preparation: Please read Competency Framework for Governors and Twenty Questions documents. Aim: To review governors' knowledge and skills. To identify training and recruitment requirements.	Chair
16.	Any other urgent business	Please agree with Chair 48 hours before meeting.	Chair
17.	Date and time of next meetings.	<ul style="list-style-type: none"> <li>• <b>Finance &amp; Premises and Curriculum- Thursday 2<sup>nd</sup> November 2017 at 5:30pm</b></li> <li>• <b>FGB- Thursday 16<sup>th</sup> November 2017 at 5:30pm</b></li> </ul>	Chair