AGENDA FOR A MEETING OF THE GOVERNING BODY OF

SHENFIELD HIGH SCHOOL

**Date of meeting: Tuesday 12th December 2023**

**Time: 4:30 pm**

**Venue: Boardroom**

**Clerk: Juniper Services**

**NOTE: Please bring to the meeting all those documents already circulated and referred to in the separate agenda items.**

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| **APOLOGIES** To receive apologies. |
| 1. **NOTIFICATION OF ANY OTHER BUSINESS**   To note any late item of business, not on the agenda, which any governor wishes to raise and to decide whether the urgency of the matter is such as to warrant consideration at this meeting. |
| 1. **DECLARATION OF BUSINESS INTERESTS/CONFLICT OF INTEREST**  * To give governors the opportunity to declare any new business interest or potential conflict of interest arising from the agenda for the meeting. * To receive any declaration of gifts and hospitality received or given. |
| 1. **COMPANY ACCOUNTS AND FINANCIAL STATEMENT**   To receive a presentation from the accountants on the end of year accounts. To consider and approve the company accounts for 2022-23.  **[Report on Weebly]** |
| 1. **MEMBERSHIP OF THE GOVERNING BODY**   To note any resignations/new appointments and re-appointments that have arisen since the last meeting. |
| **MINUTES OF THE PREVIOUS MEETING** To confirm the minutes of the meeting held on 19th September 2023  **[Minutes on Weebly]** |
| 1. **MATTERS ARISING**   To consider any matters arising from the previous meeting not covered elsewhere in the agenda. |
| 1. **SAFEGUARDING AND CHILD PROTECTION**   To receive a report from DJ Barron, Assistant Headteacher  **[Report on Weebly]** |
| 1. **BEHAVIOUR AND ATTENDANCE**   To receive a report from Jamie Rigg, Deputy Headteacher  **[Report on Weebly]** |
| 1. **PUPIL PREMIUM STRATEGY REPORT 22-23 AND PUPIL PREMIUM 3 YEAR PLAN**   To receive the Pupil Premium Report 22-23 and discuss the new Pupil Premium Plan 3 year plan.  **[Report and plan on Weebly]** |
| 1. **SEF**   To discuss the updated SEF  **[Document on Weebly]** |
| 1. **STRATEGIC PRIORITIES 2023-2024**   Governors to consider and discuss the Strategic Priorities 2023-2024  [**Document on Weebly]** |
| 1. **HEADTEACHER’S REPORT**   To discuss the report from the Headteacher.  **[Report on Weebly]** |
| 1. **STAFF WELLBEING**   Governors to consider the support for the wellbeing of all staff. |
| 1. **REPORTS FROM COMMITTEES**   Pay Committee 10th October 2023 **[Minutes circulated to Pay Committee Only]**  Resources Committee 10th October & 2nd December 2023 **[October Minutes on Weebly]**  Standards & Performance 17th October 2023 **[October Minutes on Weebly]**  Headteacher’s Appraisal 23rd November 2023 **[Notes circulated by the Chair]** |
| 1. **REPORTS FROM LINK GOVERNORS**  * Safeguarding and Attendance - Julian Beard * CCF - Jane Swettenham * Inclusion - David Churchill * Health & Safety - Andy Williams * Careers - Jane Swettenham |
| 1. **NGA SKILLS AUDIT**   Governors to consider the results of the skills audit and discuss how this should inform future training and recruitment.  **[Results on Weebly]** |
| 1. **GOVERNANCE ACTION PLAN**   Governors to receive an update on progress.  **[Plan on Weebly]** |
| 1. **SCHEME OF DELEGATION**   Governors to review and approve.  **[Scheme on Weebly]** |
| 1. **NON-PUPIL DAYS**   To receive and adopt the non-pupil days for 2024-25  **[Dates on Weebly]** |
| 1. **POLICY REVIEWS**   To receive recommendations from the S&P committee and adopt the following policies:   * Complaints * Careers * SEND information report * Behaviour for learning * RSE * Equality, Diversity and Inclusion in Employment * Pay Policy * ECT * Exclusions * Whistleblowing * Supporting pupils medical conditions * SEND * Anti Bullying child on child   **[Policies on Weebly]** |
| 1. **TERMS OF REFERENCE**   To ratify the following terms of reference having previously been approved at committee level:   * Pay Committee * Pay Appeals Committee * Headteacher’s Appraisal Committee * Resources Committee * Standards and Performance Committee   **[T of R on Weebly]** |
| 1. **MONTHLY MANAGEMENT ACCOUNTS AND VIREMENTS**   Governors to consider the management accounts and receive reports of any virements.  **[Virements on Weebly]** |
| 1. **ESFA LETTERS**   To be advised of and to consider any letters received from the ESFA |
| 1. **CHAIR’S ACTION**   To report any urgent action taken by the Chair (Vice Chair) in accordance with the provisions of Paragraph 8 of The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 |
| 1. **CHAIR’S BUSINESS/CORRESPONDENCE**   To note and/or consider matters arising from correspondence received by the Chair. |
| 1. **GOVERNOR MONITORING, DEVELOPMENT AND TRAINING** 2. To receive any reports from governors who have undertaken monitoring visits to school. 3. To receive a report from the Training Governor - Katharine Boulton. 4. To receive feedback from Governors who have attended training courses since the previous termly meeting of the Governing Body. 5. To identify any training needs for the governing body including self-development session for the current year. |
| **ANY OTHER BUSINESS**  To consider any items of urgent business agreed for discussion (item 2 refers) |

Circulation:

Mr Julian Beard, Mrs Katharine Boulton, Mr David Churchill, Mrs Alexandre De Dominicis, Mr Cajiten D’Silva, Mrs Jo Gray, Mr Gary Haines, Mrs Clare Hoddy, Miss Amelia Mauger, Mr Stuart Roberts, Mrs Karuna Shaunak-Hobbs, Mrs Jane Swettenham, Mr Andy Wiliams, Miss Clare Costello, Mrs Jane Martin, Mr Jamie Rigg, Mr DJ Barron, Mr Tom Poole

Cc’d: Mr Ben Clifford, Mr Richard Drew, Mr Andy Cooke