

**HOTHAM PRIMARY SCHOOL**  
**Autumn Term 2022**  
**FULL GOVERNING BOARD MEETING**  
**Thursday 24<sup>th</sup> November @ 6.00 pm**  
**(In School Hall)**

**AGENDA PART 1**

1. Welcome / Apologies.
2. Declarations of Interests.
3. Governing Board Administration:-
  - (a) Update on GB Vacancies/Appointments (1 x Co-Op);- (Paper 3a attached)
    - (i) GB Approval to Re-Appointment of MS as Co-Optd Gov for another term.
    - (ii) GB Approval to Appointment of CoNC as Associate Member.
  - (b) Terms of Reference. (Paper 3b attached)
  - (c) Annual Work Planner & Policy Schedule. (Papers 3ci/cii attached)
  - (d) Visits Schedule – share Google document – reports from any visits and training. (Paper 3d attached)
  - (e) DBS clearances & ‘Get Information about Schools’ – Confirm for minutes all up-to-date.
  - (f) Website Compliance Check - Confirm for minutes all up-to-date.
4. Governing Board Evaluation:-
  - (a) GB SEF Online Survey. (Paper 4a attached)
  - (b) GB Individual Skills Audit & Contributions. (Paper 4b attached)
5. Minutes of the previous full Governing Board meetings and any matters arising:-  
(Action Point Summaries from both sets of minutes set out below for ease of reference)
  - (a) FGB Meeting on 14th July 2022 and matters arising. (Paper 5a – attached)
  - (b) Annual Strategy Review Meeting on 15<sup>th</sup> September 2022. (Paper 5b – attached)
6. Reports from Committees:- *Draft Minutes attached for information only.*
  - (a) Planning & Resources (11<sup>th</sup> Oct) – (Paper 6a- attached) including Financial Management i) 2022-2023 Budget Monitoring and ii) Adoption of LA Financial Handbook Procedure and note a) Inventory Sign Off b) Risk Assessment Review
  - (b) Strategy Group (17<sup>th</sup> Oct) – (Paper 6b- attached)
  - (c) Community, Families & Children (CFC) (8<sup>th</sup> November) - (Paper to follow)
7. Performance Management – Report back on:-
  - (a) Governors’ Annual Report on Performance Management. (Committee met 21.10.22)
  - (b) Headteacher’s PM Review.
8. Chair’s Report. (Paper 8 attached)
9. Headteacher’s Termly Report to governors (to include update on SDP progress; attendance, behaviour; pupil progress; impact of PPG and PE & Sport Premium Funding; SIP note of termly visit; equality objectives update; exclusions; complaints; equality related incidents; any reports from committees established to consider complaints or exclusions).

10. Safeguarding.
11. Health & Safety & Premises Update:-
  - (a) H&S Inspection Report – Action Plan Update.
12. GDPR & Cyber Security.
13. Policies:-
  - (a) School Emergency Plan.
  - (b) Data Protection (UK GDPR) Policy.
  - (c) Teachers’ Pay Award 2022 – Whole School Pay Policy.
  - (d) Teachers’ Appraisal Policy.
  - (e) Online Safety.
  - (f) SEND Local Offer, Information Report & Policy.
  - (g) Behaviour Policy.
  - (h) Pupil Premium Strategy ‘Academic Year’ Review.
  - (i) Statement of Behaviour Principles (draft that will go to stakeholders spring term).  
(Paper 13i attached)
14. Any Other Business.
15. Any Items of Confidential Business.
16. Dates and times for next cycle of meetings:-

Date	Event/Meeting Time
Planning & Resources Committee	Thursday 12 <sup>th</sup> January 2023 @ 09.00 am
Community, Families & Children	Thursday 2 <sup>nd</sup> February 2023 @ 09.00 am
Strategy Group	Tuesday 28 <sup>th</sup> February 2023 @ 09.00 am
<b>FGB (Spring 2023) Meeting</b>	<b>Thursday 16<sup>th</sup> March @ 6.00 pm</b>
Planning & Resources Committee – Budget Approval Meeting	Monday 27 <sup>th</sup> March 2022 @ 09.00 am
Community, Families & Children	Thursday 27 <sup>th</sup> April @ 09.00 am
Planning & Resources Committee	Thursday 18 <sup>th</sup> May @ 09.00 am
Strategy Group	Tuesday 20 <sup>th</sup> June @ 09.00 am
<b>FGB (Summer 2023) Meeting</b>	<b>WEDNESDAY 13<sup>th</sup> July @ 6.00 pm</b>