

HOTHAM PRIMARY SCHOOL
Autumn Term 2023
FULL GOVERNING BOARD MEETING
Thursday 30th November @ 6.00 pm
(In School Hall)

AGENDA

1. Welcome / Apologies.
2. Declarations of Interests.
3. Governing Board Administration:-
 - (a) Update on GB Vacancies/Appointments (1 x Co-Op; 1 x Staff Gov)
 - (b) Terms of Reference – to formally minute board approval (reviewed at Strategy Mtg 21/9)
(Paper 3b attached)
 - (c) DBS clearances & ‘Get Information about Schools’ – Confirm for minutes all up-to-date.
 - (d) Website Compliance Check - Confirm for minutes all up-to-date.
4. Governing Board Evaluation:-
 - (a) GB SEF (see also 20 Questions notes on basecamp following strategy meeting 19.10.23)
 - (b) GB Individual Skills Audit & Contributions (JM to circulate - to be completed before the end of term).
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 13th July 2023 and matters arising. *(Paper 5a – attached)*
 - (b) Annual Strategy Review Meeting on 21st September 2023. *(Paper 5b – attached)*
6. Reports from Committees:- *Draft Minutes attached [for information only](#).*
 - (a) Planning & Resources (2nd Nov) – *(Notes to follow) including Financial Management i) 2023-2024 Budget Monitoring and ii) Adoption of LA Financial Handbook Procedure and note a) Inventory Sign Off b) Risk Assessment Review.*
 - (b) Strategy Group (19th Oct) – *(See notes on basecamp)*
 - (c) Community, Families & Children (CFC) (9th November) *(Draft Mins to follow)*
7. Performance Management – Report back on:-
 - (a) Governors’ Annual Report on Performance Management. (Pay Committee met 9/10/23 see also P&R notes)
 - (b) Headteacher’s PM Review. (HTPM Review held 9/10/23 see also P&R notes)
8. Chair’s Report. (Verbal update)
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; exclusions; complaints; equality related incidents; any reports from committees established to consider complaints or exclusions).
10. Stakeholder Engagement – Parental and Pupil survey analyses.
11. Equality Objectives – Review and update – next steps for this academic year the objectives were set 21-24.

12. Safeguarding Update.
13. Health & Safety & Premises Update.
14. GDPR & Cyber Security Update.
15. Staff Wellbeing and Workload Charter.
16. Policies:-
 - (a) Cyber Security Policy (Reviewed and approved by P&R 2/11/23)
 - (b) School Emergency Plan/Business Continuity Plan. (Reviewed and approved by P&R 2/11/23)
 - (c) Data Protection (UK GDPR) Policy. (Reviewed and approved by P&R 2/11/23)
 - (d) Teachers’ Pay Award 2022 – Whole School Pay Policy. (Reviewed by P&R – waiting for updated version when receive from LA)
 - (e) Teachers’ Appraisal Policy. (Reviewed and recommended for approval by P&R 2/11/23)
 - (f) Lettings Policy (Reviewed and recommended for FGB approval by P&R 2/11/23)
 - (g) Online Safety. (Reviewed and recommended for FGB approval by CFC 9/11/23)
 - (h) SEND Local Offer, Information Report & Policy. (Reviewed and recommended for FGB approval by CFC 9/11/23)
 - (i) Pupil Premium Strategy ‘Academic Year’ Review. (Reviewed and recommended for FGB approval by CFC 9/11/23)
14. Any Other Business.
15. Any Items of Confidential Business.
16. Dates and times for next cycle of meetings:-

Date	Event/Meeting Time
Community, Families & Children	Thursday 1 st February 2024 @ TBC
Planning & Resources Committee	Thursday 22 nd February 2024 @ 6pm
Strategy Group	TBC
FGB (Spring 2024) Meeting	Thursday 14th March @ 6.00 pm
Planning & Resources Committee – Budget Approval Meeting	TBC
Community, Families & Children	Thursday 23 rd May @ TBC
Planning & Resources Committee	Thursday 20 th June @ 6pm
Strategy Group	Tuesday 20 th June @ 09.00 am
FGB (Summer 2024) Meeting	Thursday 11th July @ 6.00 pm