

# Hotham Primary School Governing Body

## SUMMER TERM 2023 FULL GOVERNING BODY MEETING

13<sup>th</sup> July 2023 at 6.00 pm

### Agenda

1. Welcome / Apologies.
2. Declarations of Interests.
3. **GB Administration:-**
  - (a) GB Membership Update – farewells, vacancies.
  - (b) Preparation for 2023/24:-
    - (i) Succession Planning – Election of Chair/Vice Chair.
    - (ii) Chair/Vice Chair of P&R.
    - (iii) Committee Membership.
    - (iv) FGB/Committee Meeting Schedule for 2023/24.
  - (c) DBS Checks / GIAS (to record for the minutes both up-to-date)
  - (d) Performance Management – Agree HT Appraisal Panel and Pay Review Committee for Autumn 2023.
  - (e) Chair’s Report / Actions.
  - (f) Engagement with Stakeholders.
4. **Minutes of the previous full Governing Board meeting on 16<sup>th</sup> March** and matters arising:- (Draft Minutes Paper 4 attached and summary of action points below.
5. **Reports from Committees:-** (Draft Minutes Items 5a/b/c of Summer Cmtt Meetings attached for information)  
*Please read and prepare any Q ahead of meeting*
  - (a) Children, Families & Community. (27<sup>th</sup> April) (RG) including Safeguarding & CLA.
  - (b) Planning & Resources Committee. (18<sup>th</sup> May) (MS)  
**Including for GB information - Financial Management 2022/2023/2024**
    - Year End update 2022/2023.
    - Budget Approval and Monitoring 2023/24.
    - LA Financial Audit.
    - Sign off of School Journey Accounts.
    - Sign off School Inventory Check List and Review of School Trip Risk Assessment.
6. **Governor Visits and Training.**
7. **Headteacher’s Termly Report to Governors.**  
(to include End of Year SDP progress; proposed SDP priorities for 23/24; safeguarding, attendance, behaviour; pupil progress; impact of PPG and PE & Sport Premium Funding (briefly - actual reports will be done in autumn ’23); SIP note of termly visit; GPE notes of visit; equality objectives update; exclusions; complaints; equality related incidents; any reports from committees established to consider complaints or exclusions)
8. **SEND update.**

9. **Staffing Arrangements 2023/24.**
10. **Annual GDPR / Cyber Security Report.**
11. **Health & Safety Annual Audit Report** – to note that the annual H&S Inspection took place and update on progress of any actions arising.
12. **Policies:-**
  - (a) Health & Safety Policy (reviewed by P&R on 18<sup>th</sup> May and approved)
  - (b) Lockdown Policy. (reviewed by P&R on 18<sup>th</sup> May and approved)
  - (c) Early Career Teacher Policy. (reviewed by CFC on 27<sup>th</sup> April and approved)
  - (d) School Uniform Policy. (New Policy for governor review and approval)
  - (e) First Aid Policy. (Policy has been updated – governors to review and approve)
13. **Any other business / Confidential Business.**
  - (a) School House – future use.
  - (b) PTA Constitution and Charity Status.
  - (c) RSPCA Development.
14. **For information - next FGB September XX to include:**

Part One: Safeguarding

  - (a) Annual Safeguarding Refresher Training
  - (b) KCSIE 2023-2024
  - (c) Hotham Safeguarding & Child Protection Policy
  - (d) Hotham Behaviour Policy

Part Two: GB Administration

  - (a) Code of Conduct
  - (b) Declaration of Business Interests
  - (c) GB Scheme of Delegation etc

Part Three: Preparation for 2023/2024 Academic Year and School Improvements

  - (a) Vision reminder
  - (b) SDP 2023/2024 – new priorities, agree monitoring, visits & stakeholder engagement
  - (c) Ofsted reminder