

Governor Support Service

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Monday 19th December 2017

To the Governors of Holt House and Carterknowle Schools Federation

Governors are reminded of the three core responsibilities of the governing board and should bear these in mind when considering questions to be asked at the meeting:

- 1. Ensuring clarity of vision, ethos and strategic direction of the school**
- 2. Holding the Headteacher to account for the educational performance of the school and its pupils**
- 3. Overseeing the financial performance of the school and making sure its money is well spent**

Dear Governor

MEETING OF GOVERNORS

Please may I invite you to attend a meeting of the governors to be held at Holt House School on Tuesday 10th January 2017 at 4.30 p.m.

AGENDA

- 1. To accept or receive apologies for absence.**
- 2. Declaration of any pecuniary interests relevant to this agenda.**
- 3. Election of the Chair of the Board of Governors.**
- Enc. **4. Confirmation of the minutes of the previous meeting(s) and report on matters arising from the minutes.**
- 5. Agree the meeting schedule for 2017, including the date and time of the next meeting and updating of the Governors' programme.** (All governors to bring diaries.)
- 6. Committee minutes and reports from link governors.**
- 7. Preparation for Section 5 Inspection: Ofsted School Inspection Handbook – Effectiveness of leadership and management.** (Previously circulated via email to governors.)
- 8. Any other urgent business.**

Yours sincerely

A handwritten signature in purple ink, appearing to read 'ABingham'.

Andrew Bingham
Governor Support team