

To the Governors of Holt House and Carterknowle Federation

Dear Governor

You are invited to attend a meeting of the governors to be held at Carterknowle school on 4 December 2018 at 4:30 p.m.

Governors are reminded to ensure that they have read all the information before coming to the meeting.

***Governors are reminded of the three core functions 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***
- 2. Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff***
- 3. Overseeing the financial performance of the school and making sure its money is well spent***

#### **MEETING OF GOVERNORS - AGENDA**

1. **To receive and, if agreed, approve apologies**
2. **Declaration of any pecuniary interests relevant to this agenda**
- Enc. 3. **Confirmation of the minutes of the previous meeting(s) and report on matters arising**
4. **Headteacher's Report**
5. **Committee Minutes and reports from governors with curriculum links**
6. **Review of:**
  - Committee Structure / Membership
  - Committee Terms of Reference and Delegated Powers
  - Link Governor Arrangements
7. **To adopt or confirm the Governing Board Code of Conduct – NGA Revised Edition 2018**
8. **Annual Report on Safeguarding (if not covered at summer 2018 meeting)**
  - Agreement of new Safeguarding and Child Protection Policy
9. **School Admissions 2020/21 – to approve the Indicated Admission Number**

Carterknowle Junior School

The Authority is proposing 60 as the Admission Number for the 2020/21 Academic Year. This will be published in the Composite Prospectus "A Guide for Parents". If Governors have any objection to this number please record via the minutes.

Holt House Infant School

In practice the school actually operates a higher admission number of 60 each year. It is therefore proposed to publish an admission number of 60 in the 2020/21 admission booklet. If Governors have any objection to this proposal please respond via the minutes to the Admissions Team.

10. **Review of the meeting – how has the Governing Board fulfilled the three core functions that it is responsible for?**
11. **Review of Learn Sheffield Governor Training Options 2018/19 including confirmation of or appointment of a Training Coordinator**
12. **Date and time of the next meetings**

12 March 2019 and 11 June 2019