

To the Governors of Carterknowle Holt House Federation

Dear Governor

You are invited to attend a meeting of the governors to be held at the school on 26 November 2019 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**
3. **Appointment of Chairperson and Vice Chairperson and confirmation of term of office (where applicable, Clerk to lead on this item)**
 - 3.1 Appointment of Chairperson
 - 3.2 Appointment of Vice Chairperson
- Enc. 4. **Confirmation of the minutes of the previous meeting(s) and report on matters arising**
5. **Headteacher's Report**
6. **Committee Minutes and reports from governors with curriculum links**
7. **Review of Governing Board Membership (Clerk to lead/advise) / Constitution / Committees**
8. **To adopt or confirm the Governing Board Code of Conduct – NGA Revised Edition 2019**
9. **Annual Report on Safeguarding (if not covered at Summer 2019 meeting)**
10. **School Admissions 2021/22 – to approve the Indicated Admission Number –**
Carterknowle - The Authority is proposing 60 as the Admission Number for the 2021/22 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 - 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 2021/22 admission booklet. If Governors have any objection to this proposal please respond via the minutes to the Admissions Team.
11. **Review of the meeting – how has the Governing Board fulfilled the three core functions that it is responsible for?**

12. **Review of Learn Sheffield Governor Training Options 2019/20 including confirmation of or appointment of a Training Coordinator**
13. **Consider Sheffield Governor Newsletter**
14. **Any other urgent business**
15. **Date and time of the next meeting**