

Summer 2020

To the Governors of Holt House and Carterknowle Schools Federation

Dear Governor

You are invited to attend a meeting of the governors to be held virtually on 23 June 2020 at 4.30pm.

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 Verbal update to include:
 - Update on school action/activity around Covid-19
 - Review attendance of pupils/staff to include how we are monitoring wellbeing and welfare
 - Discussion around vulnerable pupils during the summer holidays
 - PSHE Curriculum
 - RSE Policy circulated
5. Review of Committee Minutes and reports from governors with curriculum links
6. Staffing update
7. Annual Report on Safeguarding
8. Confirm or appoint the reviewers for the Performance Management of the Headteacher and to appoint an external advisor to support the process
9. Review of Governing Board Membership/Constitution
(To note ends of term of office for governors and to plan for governor elections, appointments or reappointments)
10. Review of the meeting. How has the Governing Board fulfilled the three core functions that it is responsible for?
11. Should any discussions that have taken place in the meeting be classed as confidential and omitted from the public set of minutes?
12. Any other urgent business

13. Date and time of the next meeting