

To the Governors of Holt House/Carterknowle Federation

Dear Governor

You are invited to attend a virtual meeting of the governors to be held on 1 December 2020 at 9:00 a.m.

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

Governors/Trustees 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/TRUSTEES – AGENDA

1. To receive and, if agreed, approve apologies
2. Declaration of any pecuniary interests relevant to this agenda and update register of pecuniary interests
3. Appointment of Chair and Vice Chair and confirmation of term of office
(where applicable, Clerk to lead on this item)
 - 3.1 Appointment of Chair
 - 3.2 Appointment of Vice Chair
4. Conduct of meetings in the coming year - whether to continue virtual attendance
5. Confirmation of the minutes of the previous meeting(s) and report on matters arising
6. Review of Governing Board/Trust Constitution, membership/vacancies and roles (Clerk to lead/advise)
7. Review the range of committees in place and agree their Terms of Reference
8. Committee Minutes and reports from governors with curriculum links
9. Headteacher's Report – including update on school opening
10. To adopt or confirm the Governing Board Code of Conduct – NGA Revised Edition 2020

11. Receive report on spend of Pupil Premium and Sports Premium Grants in previous school year
12. Review and update Governing Board/Trust Skills Audit
13. Annual Report on safeguarding (if not covered during summer 2020 meetings)
14. School Admissions 2022/23 – to approve the Indicated Admission Number
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 2022/23 admission booklet. If Governors have any objection to this proposal please respond via the minutes to the Admissions Team.
Carterknowle – The Authority is proposing 60 as the Admission Number for 2022/23 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 to the Admissions Team.
15. Set Governing Board/Trust objectives for the year – linked to the School or Trust Development Plan
16. Review of the meeting – how has the Governing Board fulfilled the three core functions for which it is responsible?
17. Review of Governor Training Opportunities
18. Any other urgent business
19. Date and time of the next meeting/s (it would be recommended to publish the full year’s meetings at, or shortly following the meeting)

