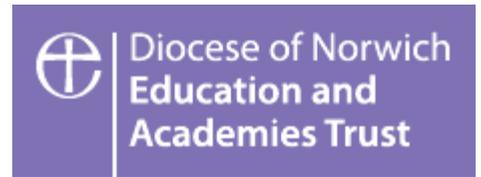**Nar Valley Federation**
Full Meeting of Local Governing Body
10ᵗʰ October 2017
Castle Acre Primary 18:00

Diocese of Norwich
Education and
Academies Trust

- Items highlighted in <mark>pink</mark> are available to download from GovernorHub – DNEAT Governor Support – Resources – Meetings: Tools and Templates
- Items in **purple** are available to download from individual LGB's Documents section of GovernorHub

No	Description	Lead	Paper Ref
**AUTUMN-1 2017 AGENDA**		
**Opening Prayer**		
1 1.1 1.2	**Absence** Receive Apologies for absence Consent/Non-consent to absence		n/a
2 2.1 2.2	**Pecuniary and Other Interests** Complete **Declaration of Pecuniary and Personal Interest forms** Declaration of any pecuniary or other interest with regard to items on the agenda	Clerk	P&PI Form
3 3.1	**Chair's Urgent Action** To consider any urgent action taken by the Chair on behalf of the governing body.	Chair	
4 4.1	**Election of Vice Chair** To elect a Vice Chair	Chair	
5 5.1 5.2 5.3	**Minutes of Previous Meeting** To approve the minute of the meeting held on 11ᵗʰ July 2017 Review actions from previous meetings Matters arising from minutes	Chair	Minutes Actions Summary
6 6.1	**LGB Code of Conduct** To adopt and sign the **DNEAT LGB Code of Conduct 2017-2018**	Chair	Code of Conduct
7 7.1	**Scheme of Delegation 2017-2018** To adopt and sign the **Scheme of Delegation 2017-2018**	Chair	SoD

8	**Committee structures, membership, TOR and individual responsibility**	Chair	
8.1	Review and record appointments, resignations and vacancies		Record of membership
8.2	Review and agree committee structures, membership and terms of reference		
8.3	Assign responsibility to named governor for: • Safeguarding • Special Educational Needs and Disability • Looked After Children • EAL • Pupil Premium • Sports Premium • Health & Safety • Website Compliance		
9	**Single Change Plan**	HT	
9.1	Discuss and approve the Single Change Plan		SCP
10	**End of KS Assessments**	HT	
10.1	Receive Flying Start Workbook (including report on End of KS Assessment for previous year)		Flying Start Workbook
11	**Performance Management**	Chair	
11.1	Review plan for Head Teacher and Staff performance management		
12	**Academy Ethos**	Chair	
12.1	Affirm Academy's aims, vision and ethos		
13	**Committee Reports**	Committee Chairs	
13.1	Receive Reports from committee meetings held since last full LGB meeting – no committee meeting held after 11th July 2017		Committee minutes
14	**Governor Monitoring and Evaluation**	Chair	
14.1	Receive Governors' Monitoring and Evaluation Programme related to Operational Overview		Operational Overview Visit Reports
14.2	Receive Governors' visit reports as per Operational Overview		
15	**CPD for Governors**	Chair	
15.1	Plan/Review CPD/Induction for Governors (including Safer Recruitment and Safeguarding training)		Skills Audit
16	**Statutory and Non-Statutory Policies**	Chair	
16.1	To adopt/approve the following Core Trust policies (available on DNEAT website): • Adoption Policy (new) • Continuous Professional Development Policy (new) • Equality and Diversity for Employees (new) • Equality and Diversity Policy and Procedures (new) • Management of Sickness Absence (revised) • Maternity and Maternity Support (new)		Policies on DNEAT website

	• Safeguarding Policy (revised) • Weapons and Knives Policy (new) • E-Safety and ICT Acceptable Use Policy (revised) • Preventing Extremism and Radicalisation Policy (revised)		
17	**Any Other Business**		
17.1	Update from Effectiveness Audit at Narborough		n/a
Reflection: What impact will this meeting have on the outcomes for the pupils in our academ(ies)?			
Closing Prayer			