

**The Nar Valley Federation of Church Academies**  
**Full Meeting of Local Governing Body**  
**6.00pm, 10<sup>th</sup> December 2019**  
**At Narborough CE Primary Academy**



AUTUMN-2 2019 AGENDA		
Description	Lead	Paper Ref
<b>1. Opening formalities</b> 1.1 Opening Prayer 1.2 Receive Apologies for Absence 1.3 Consent/Non-consent to absence 1.4 Declaration of any pecuniary or other interest with regard to items on the agenda	Chair	
<b>2. Minutes and Actions</b> 2.1 To approve the minutes of the meeting held on 8/10/2019 2.2 To review actions from previous meetings 2.3 To discuss matters arising from the minutes	Chair	Minutes Actions Summary
<b>3. LGB Membership</b> 3.1 Review and record appointments, resignations and vacancies (and action taken to fill vacancies)	Chair	
<b>4. Presentation from Senior/Curriculum Leader</b> 4.1 Receive presentation from Senior/Curriculum Leader on topic required by LGB (eg BIF, priority focus for school, etc)		
<b>5. Headteacher's Report</b> 5.1 Receive and discuss Headteacher's Termly School Self-Evaluation Report including the analysis of the vulnerable groups across the school and progress re single change plan	HT	• HT Report • SOAP • OO • SCP
<b>6. Health and Safety</b> 6.1 Review health and safety policy to ensure it is being implemented in line with the DNEAT policy framework	Chair/H&S Desig Gov	
<b>7. Review Planned Admission Numbers (PAN)</b> 7.1 Review planned Admission numbers with reference to consultation for 2021/22	Chair/H&S Desig Gov	

<b>8. Reports from Committees and Designated/Link Governors</b> 8.1 Receive verbal reports from Chairs of LGB Committees for meetings held this half-term: 8.1.1. Ethos and Community 19/11/19 including: <ul style="list-style-type: none"> <li>• Governor Mentors for NVF Subject Leads from Spring 2020 to explore Deep Dive questions around their subjects</li> <li>• Governor attendance at a minimum of 2 NVF Academy events per year</li> <li>• Governor mentoring of pupils from Spring 2020</li> </ul> 8.1.2. Resources 3/12/19 (including feedback regarding new/updated risks from Risk Register) 8.1.3. Standards & Curriculum Committee 5/11/19 <ul style="list-style-type: none"> <li>• Feedback from CW/LS regarding their attendance at the Norfolk Governance Network meeting on 9/11/19</li> <li>• Receive verbal report from Designated/Link Governors regarding any activity they have undertaken since the last meeting (Safeguarding, SEND, Looked After Children, Pupil Premium, Sports Premium, Health &amp; Safety, EAL, Website Compliance, RSHE)</li> <li>• Receive verbal feedback from Chair regarding Autumn AIR meeting (if held prior to this meeting)</li> </ul>		Committee Minutes Ethos 19/11/19  Resources 3/12/19  Standards 5/11/19
<b>9. Governor Monitoring</b> 9.1 Receive Governor Visit reports and discuss actions required	All	Visit Reports
<b>10. Continuous Professional Development for Governors</b> 10.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities	All	Governor training records
<b>11. Policies</b> 11.1 Adopt the following Core Trust Policies: <ul style="list-style-type: none"> <li>• Finance Policy (issued to academies 8/10/19)</li> <li>• SEND Policy (issued 13/11/19)</li> <li>• Administration of Medicines (issued 13/11/19)</li> <li>• Supporting Pupils with Medical Conditions (issued 13/11/19)</li> <li>• Pupil Anti-bullying (issued 13/11/19)</li> </ul> 11.2 Agree and approve the following Nar Valley Federation Policies: <ul style="list-style-type: none"> <li>• Bad Debt Policy</li> <li>• Teaching &amp; Learning Handbook</li> </ul>	Chair	Core Trust Policies are on DNEAT website  NVF policies
<b>12. Any Other Business</b> Of sufficient urgent and important to be discussed and to be agreed with the Chair prior to the meeting	Chair	
<b>13. Closing Formalities</b> 13.1 Date, time, venue of next meeting 13.2 Closing prayer/reflection	Chair	
<p style="text-align: center;"><b>Reflection</b>  What does it feel like to be a pupil/student in this academy?</p>		

## Question Prompts for Governors

### Item 4 Presentation from Senior/Curriculum Leader

- What is the impact of actions taken to secure rapid improvement against milestones and success criteria with the Single Change Plan and/or Bitesize Improvement Plan (BIF) this term?
- How does your curriculum address disadvantage and provide equality of opportunity?
- How will your curriculum lift children out of their 'lived experience' to give them the powerful knowledge they require to improve their life chances?
- Is the curriculum appropriate for the needs of your pupils?
- What are pupil's starting points like when they enter reception? What are they not good at and how do you plan your curriculum so that knowledge deficits rapidly diminish?

### Item 5 Headteacher's Report

- What are the key areas of development in your Single Change Plan?
- What is the contribution of governors to the Single Change Plan?
- What does the LGB see as key areas for development within the school? How do you intend to achieve this?
- How do governors find out about the quality of teaching?
- What are the strengths and weaknesses of the leadership team?
- How do leaders and governor evidence their focus on consistently improving outcomes for all pupils but especially for disadvantaged pupils?
- Is our school ambitious enough for its pupils and community?
- How is the school 'narrowing the gap' for any underperforming groups? Who are the vulnerable pupils (Free school meals, children looked after, SEN, EAL etc) and how have they performed relative to their peers?
- How does the progress of 'pupil premium' children in the school compare to progress nationally for children in similar schools. Is the gap being narrowed?
- What would you say are the main challenges in the use of the pupil premium, and how is the school working to overcome them? What benefits can you see from the allocation of the pupil premium?
- Which groups of your students are making the least progress? How are you addressing this?
- What are your three year trends in terms of progress and attainment? How do you know?
- What are your areas of weakness? What are you doing to improve these? What has been the impact of your interventions?
- How do we demonstrate the rigor of our assessment process? What impact does this have on outcomes for children and teaching and learning?

### Item 6 Health & Safety

- Is our health and safety policy being implemented in line with the DNEAT policy framework?
- How does the school ensure it keeps up to date with relevant health and safety regulations and guidance?
- Is there a designated health & safety co-ordinator; are governors and staff aware of who this person is?
- How often are safety inspections carried out and are the outcomes reported to the governing body?
- Are the school's procedures for dealing with a breach or incident clear?
- Are staff clear about the procedures for dealing with health and safety emergencies?
- Does the school have clear and proportionate procedures in place for approving (risk assessing) school trips/outdoor activities?

- Are learners taught in a healthy and safe environment?
- Are health and safety procedures in place? How are they monitored?

#### **Item 8 Governor Monitoring**

- Do governors undertake focused visits?
- How do governors document these and feedback to the school and GB? (Click here to view monitoring forms and plans on GovernorHub  
<https://app.governorhub.com/s/dneat/resources/5874d6591973a80001908dea>)
- How are governor visits organised?
- How often do governors visit the school?

#### **Item 9 Continuous Professional Development for Governors**

- How are the training needs of governors identified and addressed?
- What training have governors undertaken recently and what has been the impact of this training?
- What training are governors booked to attend this term?
- Has anyone on the LGB booked to attend the Relationships and Sex Education training?
- Are governors using NGA Learning Link?