



# AGENDA

## Governing Board Meeting - Spring 2023

<b>Date/ time:</b>	5.30pm, 1 March 2023
<b>Venue:</b>	<i>To be held at the school</i>

<b>Members:</b>	<b>Name</b>	<b>Initials</b>	<b>Category of governor / role</b>	<b>Committee</b>	<b>Term of Office</b>
	David Stranger-Jones	DSJ	Chair; co-opted	Finance	June 2024
	Margaret Boateng	MB	Headteacher	Curriculum; Finance; Premises	Ex officio
	Sophie Persson	SP	Vice-Chair; co-opted	Premises (chair); Finance	Nov 2025
	Karima Singh	KS	SEND link; Safeguarding link; co-opted	Curriculum	June 2024
	Matthew Caudle	MC	Co-opted	Finance (chair)	Nov 2023
	Nilgun Ercan	NE	Co-opted		May 2024
	Nick de Haes	NH	Local Authority	Curriculum (chair)	Nov 2025
	Rachel Burd	RB	Co-opted	Curriculum	Nov 2025
	Clive Sterling	CS	Parent	Premises	Nov 2025
	Vacancies		1 x Parent, 1 x Co-opted, 1 x Staff		

<b>Additional attendees:</b>	Jane Ware - Clerk, Hackney Education Sarah-Jane Dooley - nominated new parent governor [tbc] Kira Milmo - Chair of Friends of Holmleigh [tbc]
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<b>Notes:</b>	If you are unable to attend, please send your apologies to the clerk as soon as possible. The quorum for this meeting is one half - rounded up - of the membership of the governing body excluding vacancies. <b>Notice on attendance:</b> Governors are reminded that in the case of absence, they may still be able to participate in the meeting by sending questions in relation to any item on the agenda to the Chair, Headteacher or the Clerk. <b>Preparation:</b> Governors are reminded to prepare for this meeting by reading all the documentation circulated. <b>Declaration:</b> Governors and associate members are reminded that if they have a personal or business interest in any of the agenda items, then it must be declared, and they must withdraw for that part of the agenda.
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**PART 1: Non-Confidential**

No.	Item / suggested questions	Purpose: for information / to discuss / to review / to approve / to agree (delete as applicable)	Lead / Time
1.0	<p><b>Welcome and introductions</b></p> <p><b>Receive and consider apologies from governors not in attendance</b></p> <p><b>Minutes of the previous meeting</b></p> <ul style="list-style-type: none"> <li>To agree previous <a href="#">open minutes of 10 October 2022</a></li> <li>Action Items (see page 4 of this document)</li> <li>Matters outstanding</li> </ul>	For information / review	DSJ
2.	<p><b>Staffing</b></p> <p>New Head Teacher appointment</p> <p>Other staffing matters</p>	For information / to discuss / review / agree	DSJ / All
3.	<p><b>Declarations of Interest</b></p> <p><a href="#">2022-2023 Declarations of Interest Register</a></p>	All	
4.	<p><b>Full Governing Body Business</b></p> <p><b>Governing Board composition</b></p> <ul style="list-style-type: none"> <li><a href="#">Skills audit</a> for 2022-2023 - complete the <a href="#">skills audit template</a></li> <li><a href="#">Terms of office</a></li> <li><a href="#">Governing Body vacancies: The right people around the table</a></li> </ul> <p>1 x parent governor 1 x co opted governor 1 x staff governor</p> <ul style="list-style-type: none"> <li><a href="#">Key roles and responsibilities</a> (e.g. <a href="#">SEND/ Safeguarding link governors</a>)</li> <li><a href="#">Full Governing Body / Finance</a> and <a href="#">Curriculum</a> Committees terms of reference and schemes of delegation</li> <li>Membership of the Headteacher's Annual Appraisal Panel and date (appraisal linked to agreed objectives)</li> <li>Governor <a href="#">Code of Conduct</a></li> <li><a href="#">Website</a> compliance: must include <a href="#">2021-22 attendance register</a> and <a href="#">governor terms of office</a></li> </ul> <p><b>Papers</b></p> <ul style="list-style-type: none"> <li><a href="#">DfE's Handling Strike Action in Schools</a></li> </ul> <p><b>Training</b></p> <p>Future Dates of Hackney Governors Virtual Forum (5 to 6:00pm):</p> <ul style="list-style-type: none"> <li>Thursday 16th March 2023</li> <li>Thursday 18th May 2023</li> <li>Thursday 29th June 2023</li> </ul> <p>Previous <a href="#">updates and tools</a>, <a href="#">Governors Training Programme for 2022/23</a> and <a href="#">Governance Services offer</a>, <a href="#">Subscribe here</a> to be included in future communications.</p>	To discuss / review / agree	

3.	<a href="#">Headteacher's Report</a> - presented by MB	For information / to discuss	MB
4.	<b>Strategic Priorities for 2022 and beyond</b> <ul style="list-style-type: none"> <li>To be discussed during Winter 2022-23 and presented by DSJ/MB at next FGB</li> </ul>	To discuss / review / agree	DSJ / MB
6.	<b>Quality of Education - curriculum, assessment and gaps in learning</b> <ul style="list-style-type: none"> <li>Curriculum Committee meeting minutes <i>[to be added]</i></li> <li>Link governor updates</li> </ul>	To discuss / review / agree	SP
7.	<b>Strategic business/ financial planning and risk assessment</b> <ul style="list-style-type: none"> <li>Finance Committee meeting minutes <i>[to be added]</i></li> <li>Premises Committee meeting minutes <i>[to be added]</i></li> </ul>	To discuss / review / agree	MC / SP
8.	<b>SEND, Inclusion and diversity</b> <ul style="list-style-type: none"> <li>Link governor updates</li> </ul>	To discuss / review	KS
9.	<b>Wellbeing, Mental Health and Stakeholder Engagement</b> <ul style="list-style-type: none"> <li>Staff and pupil wellbeing and mental health</li> <li>Engagement with Friends of Holmleigh <i>[minutes of last meeting to be added - tbc by FoH rep]</i></li> </ul>	To discuss / review / agree	DSJ / MB
10.	<b>Policies for ratification</b> <ul style="list-style-type: none"> <li><a href="#">Mental health and Wellbeing</a> - ratified, for noting</li> <li><a href="#">Safeguarding Policy</a> - ratified, for noting</li> <li><a href="#">Early Years Behaviour Policy</a> - ratified, for noting</li> <li><a href="#">Behaviour and Anti Bullying Policy</a> - ratified, for noting</li> </ul>	To note / review and approve	All
11.	<b>Effective collaboration with the Hackney family of schools and key partners / MAT update</b>	To discuss and review	DSJ / All
12.	<b>Any Other Business for Consideration</b>		All

**PART 2: Confidential**

13.	<b>Confidential Item(s)</b> <a href="#">Confidential minutes of 10 October 2023</a>		All
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## ACTION LOG

Item number	Action	Who	Deadline	Status
5.2.1, 01.07.21 / updated 08/07/22	Website content to be updated, including declarations of interest register, terms of reference for each committee, <b>positive audit of skills</b> , <a href="#">Governorship document</a> , school policies including Complaints, Admissions Arrangements, Behaviour/Discipline and Special Educational Needs and Disabilities (SEND).	KW	ASAP	Ongoing
7.6.1, 11.11.21 / updated 08/07/22 & 10/11/22	DSJ to circulate to governors for review and approval the following: <a href="#">Code of Conduct</a> , <a href="#">Behaviour and Anti-Bullying Policy</a> , <a href="#">Safeguarding Policy</a> , <a href="#">Complaints Procedure Summary</a> , <a href="#">Charging and Remission Policy</a> , <a href="#">Religious Education Policy</a> and <a href="#">Maths Policy</a> , <a href="#">SEND Information Report</a> , <a href="#">Safeguarding and Child Protection Policy</a> , <a href="#">Race Equality Policy</a> , <a href="#">Responsible Use of Technology Policy</a> and <a href="#">School Accessibility Plan</a> , and DSJ to then schedule the policies for periodic review at Full Governing Body meetings, in accordance with <a href="#">DfE guidelines</a> .	DSJ	Spring 2023	Partially completed
10.03.22, 7.2 / updated 08/07/22 & 10/11/22	Strategic priorities to be reviewed when MB takes up the post as head.	MB	Spring 2023	Pending
08/07/22, 12.1	DSJ to review policies and schedule them at FGBs.	DSJ	Over the summer	Partially completed
08/07/22, 16.2	SP to confirm the dates for Committee meetings for 2022-2023.	SP	Over the summer	Completed
10/11/22, 5.4.4.3	RB to be asked if she wants to be the curriculum link governor and Chair of the Curriculum Committee.	SP & RB	Autumn 2022	Completed
10/11/22, 5.8.1	MB to upload the <a href="#">2021-22 attendance register</a> and <a href="#">governor terms of office</a> to the <a href="#">website</a> .	MB	Autumn 2022	Partially complete
10/11/22, 8.1	Curriculum Committee meeting to be arranged.	Cttee Chair	Autumn 2022	Completed