

Hackney Education - Governance Services

Model Framework with Guidance for School Governing Boards shaping Agendas - Spring Term 2026



This model framework including useful items and guidance provided to assist Chairs, Headteachers, Principals and Governance Professionals working in maintained schools or academies when compiling the agendas for Full Governing Boards (or equivalent) Spring 2026 meetings. This document offers a highly comprehensive framework for an FGB but is intended for guidance purposes only.

The framework balances all components of effective governance: procedure, finance, compliance, strategy, and welfare. It provides comprehensive coverage, a high level of detail, proactive and modern focus, and excellent guidance. It is a robust tool that ensures the board is focused on strategic challenge and compliance oversight.

The items needed at your meeting(s) will vary according to your arrangements. There will be items that may not be applicable to your board; you will also have items specific to your board that can be added. You are advised to re-order items according to urgency, importance and practical or staff availability considerations.

A lot of the organisational work should be done outside the meeting. Written reports should be prepared and circulated in advance as a norm. We recommend you discuss link governor reports / governor visits and policies under the applicable item, not in separate items. Policies should be reviewed in advance of the meeting and comments sent in writing.

The bulk of the meeting should focus on strategic and compliance challenges, planning, and decision making.

Please email governorservices@hackney.gov.uk with any feedback.

Full Governing Board Meeting Agenda TEMPLATE - Spring 2026

Date/Time: <<insert details>>

Venue: This meeting will be held **virtually / in school / in a hybrid format**. Please follow these instructions on joining: <<insert details>>

Governors are advised to reflect on the purpose of the meeting, balance the benefits of the medium, consider accessibility, and technology. If you decide on blended meetings, we recommend iterating 'rules of meeting conduct'.

Members: Name / Initials / Category / Role / Term of Office Dates / Attendance

If you are unable to attend, please send your apologies to the Chair and Clerk as soon as possible. The quorum for this meeting is <<insert details>>.

Notice on Attendance: Governors are reminded that in case of absence, they may still be able to participate in the meeting by submitting questions in relation to any agenda item to the Chair, Headteacher, or the Clerk.

Additional Attendees: E.g., Clerk, SBM, DHT, any guest presenters

PART 1: Non-Confidential Items

Item	Topic	Lead	Notes / Papers
0.	Welcome and Introductions <i>(Prayer and reflection for Church Schools)</i>	Clerk/ Chair/ All	<i>Note: Standard Item every meeting</i>
1.	Apologies for absence <i>Clerk to report apologies, including reasons. Board to decide whether to accept.</i>	Clerk	<i>Note: Standard Item every meeting - check criteria for acceptance</i>
2.	Declarations of interest: <ul style="list-style-type: none"> Governors/trustees should declare potential conflicts – financial or otherwise – in any agenda items discussed at the meeting 	Chair / all	<i>Note: Standard Item every meeting - interests, including those of related parties (eg family members) specific to items on that agenda.</i>

3.	<p>Board organisational matters :</p> <ul style="list-style-type: none"> • Make any appointments to committee membership if needed • Appoint link governors/trustee roles if needed • Date of future meetings • Governor visits schedule • To agree what, if any, items should be declared confidential and recorded under 'confidential items' and recorded under 'confidential items' in Part 2 minutes. 	Chair/ Clerk	<p><i>Some matters may need to be confidential under GDPR requirements. However, confidentiality should always be carefully considered and a part 2 minutes will usually not be needed with appropriate minuting.</i></p>
4.	<p>Minutes of the last meeting and matters arising:</p> <ul style="list-style-type: none"> • Confirm whether minutes are true and accurate record of previous meeting(s) • Address any matters arising from the minutes • Review and update the Action Log • Report any Chair's Actions 	Chair	<p><i>Note: Standard Item every meeting. Governors to ensure signature of minutes and documents agreed at all previous meetings are up to date and to assure themselves that the Board and school are compliant.</i> <i>Papers: Recent Minutes, Action Log</i></p>
5.	<p>Feedback from the <<insert name>> Committee</p> <ul style="list-style-type: none"> • <i>Minutes of most recent meeting for noting</i> • <i>Any item to be referred to FGB</i> • <i>Any policies under the remit of the committee</i> 	Chair of Comm ittee	<p><i>Note: Name and number of committees specific to school, e.g Finance and Resources, Pupils and Curriculum</i> <i>Papers: past Minutes, policies recommended by the committee for approval</i></p>
6.	<p>Financial Monitoring and Planning</p> <ul style="list-style-type: none"> - 26/27 Final Budget Approval - School Financial Value Standard Review and Approval 	Chair of Financ e Comm ittee / SBM	<p><i>Note: Includes review of the Schools Financial Value Standard (SFVS)(deadline 31 March 2026). Also includes final approval of next year's budget.</i> <i>Papers: Draft Budget 2026/27, Completed SFVS.</i></p>
7.	<p>Strategy</p> <ul style="list-style-type: none"> - School Improvement Plan / School Development Plan - review progress against objectives and expenditure - Review latest SIP Report - Considering the strategic use of AI - risks and benefits 	All	<p><i>Papers: SIP, SDP, SIP Report, AI Policy</i></p>
8.	<p>Estate Management and Health and Safety</p> <ul style="list-style-type: none"> • Progress on Planned Building Works: Review updates on scheduled or ongoing capital projects. Consider implications for school operations and finances, including any delays or cost variations. 	EHT/ HT/ CEO/ Princi pal	<p><i>Note: Standard Item every meeting - topics under it will vary</i> <i>Papers: Headteacher's Report</i></p>

	<ul style="list-style-type: none"> Health & Safety Compliance: Examine recent inspection reports and risk assessments. Ensure any identified issues are being addressed promptly and appropriately. Impact on Financial Planning: Assess how estate-related developments (e.g. emergency repairs, deferred maintenance, or changes in project scope) may affect the school's budget and future financial forecasts. Governor visits Link governor reports Policies to review and approve 	EHT/ HT/ CEO/ Principal / SBM	
9.	<p>Headteacher's Report</p> <ul style="list-style-type: none"> Pupil Performance and Curriculum <ul style="list-style-type: none"> Relationships, Sex and Health Education (RSHE) Curriculum Update Pupil Progress KS4 Mocks indications (secondary) Year 6 SATs readiness (primary) Pupil roll Pupil Behaviour <ul style="list-style-type: none"> Behaviour Report Suspensions / Exclusions Directions off site, Alternative Placements, Managed Moves Pupil Well-being - review data and update on actions / training Targets for 2025/26 School trips and visits Careers Provision (Secondary ONLY) Compliance and progress against the 8 Gatsby Benchmarks. Governor visits Link governor reports Policies to review and approve 	EHT/ HT/ CEO/ Principal / SBM/ Link Governor	<p><i>Note: Monitoring progress on the School Improvement Plan (SIP). Reviewing attendance data, especially any identified priority groups. Understanding plans for 2026 tests or exams.</i></p> <p><i>Papers: Headteacher's Report, SIP Monitoring Data, Attendance Report.</i></p>
10.	<p>Statutory Compliance and Admissions</p> <ul style="list-style-type: none"> Admission Arrangements Website Statutory Information and GIAS details statutory compliance assurance Governor visits Link governor reports Policies to review and approve 	EHT/ HT/ CEO/ Principal/ Clerk / Admissions Link Governor	<p><i>Note: Determining admission arrangements for entry in September 2027(for VA/Foundation schools - deadline 28 Feb 2026). Reviewing arrangements for publishing the appeals timetable. Check website statutory information and Governor Details on GIAS</i></p> <p><i>Papers: Draft Admission Arrangements 2027 (if applicable).</i></p>
11.	<p>Staffing and Wellbeing</p> <ul style="list-style-type: none"> Staff recruitment. Outstanding disciplinary, grievance, 	EHT/ HT/ CEO/	<p><i>Note: Discussing staff wellbeing and mental health(for staff and pupils). Reviewing recruitment processes ahead of key notice deadlines (e.g., 31 Jan for Headteachers). If applicable, reviewing and</i></p>

	<p>sickness, or other staffing procedures.</p> <ul style="list-style-type: none"> ● Staff changes ● Performance management/appraisal ● Staff wellbeing - review of survey results and assurance on engaging with the DfE's Mental Health Lead Training. ● Implications of the Employment Rights Act - to be implemented over the next two years ● Governor visits ● Link governor reports ● Policies to review and approve 	Principal/HR Lead / Wellbeing Link Governor	<p>preparing to publish gender pay gap information(deadline 30 March 2026). <i>Papers: Wellbeing Report/Survey Feedback, Recruitment Policy/Update, Gender Pay Gap Report (if applicable).</i></p>
12.	<p>Safeguarding</p> <ul style="list-style-type: none"> ● Update ● Opportunity to raise a concern ● Review 2025 LA Safeguarding Audit, and action plan, tracking progress on recommendations ● New DfE guidance on the use of restrictive interventions in schools, including use of reasonable force, from April 2026 ● Independent Safeguarding Practice Review into Mossbourne Victoria Park Academy - consider and respond to LB Hackney ● Governor visits ● Link governor reports ● Policies to review and approve 	EHT/HT/CEO/Principal / Safeguarding Lead/Link Governor	<p><i>Papers: Headteacher's Report / Safeguarding Report</i></p>
13.	<p>SEND</p> <ul style="list-style-type: none"> ● School update and questions. ● Check Compliance / SENCO qualifications, training, support ● Governor visits ● Link governor reports ● Policies to review and approve 	EHT/HT/CEO/Principal/SENCO / Link governor	
14.	<p>Risk Management, Cybersecurity, AI</p> <ul style="list-style-type: none"> ● Digital strategy: risks and opportunities <ul style="list-style-type: none"> ○ AI: contact, content, academic integrity; human oversight ● Quality and impact: educational outcomes monitoring, values for money assessment, staff workload/training, equity of access ● Compliance oversight. Review and Update: <ul style="list-style-type: none"> ○ Risk Assessment Matrix ○ Data Protection Impact Assessment Register and Breaches log ○ FOI, SARs log ○ Assurance on the Cyber Security framework / fitness for purpose 	EHT/HT/CEO/Principal/DPO	<p>Note: Recommend DfE's Plan Technology for Your School. Governing Bodies have ultimate responsibility for Data Protection Compliance (UK-GDPR, DPA 2018, FOIA 2000, DUAA 2025, PECR 2003), Equality and KCSIE compliance,</p>

	<ul style="list-style-type: none"> ○ Digital and Technology Standards Self-assessment / monitor recommendations progress ● Policies to review and approve e.g. AI acceptable use ● Governor visits ● Link governor reports 		
15.	<p>Stakeholder engagement:</p> <ul style="list-style-type: none"> ● Headteacher/ CEO / relevant link governors to present information on engagement/communication with parents/carers and the wider community ● Complaints Update / Lessons Learned ● Review Stakeholder Engagement Strategy / Effectiveness ● Governor visits ● Link governor reports ● Policies to review and approve 	All	<p><i>Note: Can be standard Item every meeting but with key times in year more to report eg after surveys</i></p> <p><i>Papers:</i></p> <p><i>Stakeholder engagement data, e.g. parent survey</i></p>
16.	<p>Governance Review and Training</p> <ul style="list-style-type: none"> ● Governor / Trustee Self-evaluations ● Discuss training needs in line with school priorities ● Report on any training undertaken and training needs still to be addressed ● Induction arrangements for new governors 	Clerk / Chair	<p><i>Note: Familiarisation with the 2025 Ofsted inspection framework (to ensure governors are 'Ofsted-ready'). Confirming governor training arrangements (e.g., safeguarding, finance basics). Papers: Governor Training Log, Ofsted Framework Summary.</i></p>
17.	<p>Educational / governance updates</p> <p><i>Local</i></p> <p>Hackney Area Based Partnership Update: Effective collaboration with the Hackney family of schools and key partners</p> <p>Focus for 2025-26 on the direction from LB Hackney to consider the development of effective area-based partnerships.</p> <p><i>National</i></p> <ul style="list-style-type: none"> ● Maximising Value for Pupils ● £3bn Investment to End SEND Postcode Lottery ● Violence Against Women and Girls Strategy ● Ofsted Update - MAT Inspections (2027) ● Guidance on Restrictive Interventions in Schools: ● New Guidance on Behaviour and Attendance Hubs: Falling Rolls Threatens Financial Sustainability ● Legal Changes to Employment Rights 	Clerk / Chair/ EHT/ HT/ CEO/ Principal	<p><i>Note: Can be standard Item every meeting - topics under it will vary. HGS will recommend some but HT can add.</i></p> <p><i>Please circulate our Hackney Chair's Update to the Board for more details</i></p>

18.	Any Other Urgent Business	All	<i>Standard Item every meeting</i>
19.	Review/closure of meeting <i>Closing prayer for faith schools</i>	Chair	<i>Standard Item every meeting</i>

PART 2: Confidential Items