| **Meeting Title:** | **Governing Board Meeting Spring 2021**  *(Hackney Governance Services template for an agenda of items to be discussed by Governing Boards either as a Full Governing Board or as a Committee, as appropriate)* |
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| **Date/time/venue:** | <<insert details>>  *Held virtually, in compliance with GDPR.* |
| **Members:** | <<insert details>>   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name** | **Initials** | **Category of governor / role** | **Term of Office** | **Presence** | |  |  |  |  |  | |
| **Additional attendees** | <<insert names>> |
|  | **Attendance:** This meeting will be held **virtually**. Please follow these instructions on joining<<insert details>>If you are unable to attend, please send your apologies to the clerk as soon as possible. The quorum for this meeting is <<insert details>>.  **Notice on attendance:** 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.  **Preparation:** Governors are reminded to prepare for this meeting by reading all the documentation circulated.  **Declaration:** 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. |

**PART 1: Non-Confidential**

|  | **Item / suggested questions** | **Purpose** | **Lead / Time** | **Papers** |
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|  | **Welcome and introductions** |  | Chair |  |
|  | **Acknowledgment and Agreement of Virtual Meeting in line with GDPR regulations and school policy.** | To agree | Chair / All |  |
|  | **Receive and consider apologies from governors not in attendance** | To receive | Chair / Clerk |  |
|  | **Minutes of the previous meeting**   1. To agree previous minutes <<insert date>> 2. Action Items 3. Matters outstanding |  | Chair |  |
|  | **(Full) Governing Body Business**  Governing Board composition: new appointments / terms of office |  | Chair/ All |  |
|  | **Headteacher’s Report**  ***NB*** *We suggest a* ***selection*** *of the following themes in the light of Covid-19, following the headlines and points outlined more fully in the* [*A roadmap for continuing of strategic governance in 2020-21*](https://www.hackneyservicesforschools.co.uk/system/files/extranet/Governance%20Roadmap%202020_21.pdf)*– (updated January 2021)* | To report / discuss | Headteacher / All |  |
|  | **Strategic focus points**   * *How do the lessons learned from the 2020 experience of governing during the Covid-19 pandemic shape our strategic governance?* * *How can we support senior leaders and staff to stay resilient and responsive in the face of challenges and rapid change?* * *What do we still need to incorporate in our medium and long term strategic plans, and what resources do we need to achieve our goal* * *Which pupil groups have been most impacted by schools closures and need to be a particular focus?* * *What are our plans to address leadership challenges / support the longer term strategic recovery of our school?* * *How do we employ expertise to ensure the long term strategic recovery of the school?* |  |  |  |
|  | ***Risk Assessments and Safety Procedures***   1. ***Committee Report*** 2. ***Link Governor / visit report*** 3. ***Discussion:***  * How are we addressing and keeping under regular rigorous and robust  review the risk assessment process? * How are we engaging with all staff to ensure their health risks have been assessed / concerns have been fully considered? * How do we monitor that adaptations to our daily operations, systems and policies work well and are modified as needed to ensure robust measures that minimise/mitigate potential risks? * How do we advise pupils / staff on transport to school in the context of the national lockdown? * What are our processes when a pupil or member of staff has coronavirus symptoms or tests positive for coronavirus?  1. ***Governor training,*** *(if needed/ to report)* 2. ***Policies for ratification,*** *(if appropriate)* |  |  | Current January 2021 Hackney guidelines [here](https://www.hackneyservicesforschools.co.uk/sites/default/files/document/Schools%205th%20Jan%202021%20-%20Covid%2019%20Variant.pdf) |
|  | **Wellbeing, Mental Health, Resilience and Stakeholder Engagement**   1. ***Committee Report/minutes*** *(if appropriate)* 2. ***Link Governor / visit report*** 3. ***Discussion:***  * How is our pupil wellbeing and mental health supported? * How is our Headteacher and staff wellbeing / mental health supported in the context of long-term pressures and fluctuations? * How are we continuing to connect with families, including those for whom English is a second language, and what are we learning by listening to the views of pupils, parents and staff? * How are we continuing to keep in touch with pupils, esp. those we regard as most vulnerable, to ensure welfare, pastoral support and learning? How are we monitoring response to any key emerging concerns?  1. ***Governor training,*** *(if needed/ to report)* 2. ***Policies for ratification,*** *(if appropriate)* |  |  |  |
|  | **Quality of Education - curriculum, assessment and gaps in learning**   1. ***Committee Report/minutes*** *(if appropriate)* 2. ***Link Governor / visit report*** 3. ***Discussion:***  * How do we ensure continuity of quality of learning experiences during the pandemic, in school and/or through remote learning? (How is this communicated in a policy / on our website?) * What pastoral provision and activities have been implemented to ensure pupils are integrated and engaged in learning, and maintain social connections whether learning from home or from a school setting? * How do we particularly support vulnerable /SEND pupils to ensure their continuous quality of learning? * How do we continue to address significant safeguarding matters, is our policy sufficiently meeting current need? * Do our children have access to / access support through wider services? * How do we make effective use of technology and online resources to ensure continuity of education? How do we measure effectiveness? * How do we ensure all children have access to technology and  support those children who are at digital disadvantage? * What scenarios are we planning to establish/optimise blended school and home/online learning and ensure continuity and flexibility? * What can we learn from the exam grading and outcomes, what issues might our school need to address, what are the plans for next year? * What are our plans to support new children joining our school, particularly for vulnerable/SEND pupils? * What are our plans to deliver high quality learning experiences that address curriculum recovery and learning gaps? * What additional support and training will staff need to implement safe practices, blended models of learning, including effective and safe use of technology? * How do we ensure time is  allocated/utilised for continuity of professional development? How are new staff being recruited and inducted?  1. ***Governor training*** *(if needed/to report)* 2. ***Policies for ratification*** *(if appropriate)*    1. *Remote Learning Policy* |  |  | See DfE January 2021 support [here](https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19) |
|  | **Staffing**   1. ***Committee Report/minutes*** *(if appropriate)* 2. ***Link Governor / visit report*** 3. ***Discussion:***  * How often and robustly are we reviewing the risk assessments and implementing measures to ensure the wellbeing of all staff, particularly those who are shielding / vulnerable? * How are we listening to our staff about their anxieties and concerns? How do we engage with them, and professional bodies/ Trade unions, and prevent / mediate potential issues? * How effectively does the school ensure a balanced workload, especially in the context of deploying staff to protect clinically vulnerable people (following Tier 4 recommendations), and staff shortages due to the pandemic?  1. ***Governor training,*** *(if needed/ to report)* 2. ***Policies for ratification,*** *(if appropriate)* |  |  |  |
| **12.** | **School finance and resources, including discussion of budget**   1. ***Committee Report / minutes (****if appropriate)* 2. ***Link Governor / visit report*** 3. ***Discussion:***  * What are the continued costs associated with the pandemic and what is the  impact on our current budget? * What additional financial support do we expect to receive? * How are we preparing a curriculum led financial plan and setting a budget for 2021/22, robustly integrating our strategic goals? * What are the changes to our longer term budget and to our forecast moving forward? * Budget approval (Hackney deadline for budget submission 1/05/2021)  1. ***Governor training,*** *(if needed/ to report)* 2. ***Policies for ratification,*** *(if appropriate)* |  |  |  |
| **13.** | **Any Other Business for Consideration** |  |  |  |
| **14.** | **Self-Reflection** |  |  |  |
|  | **PART 2: Confidential** |  |  |  |