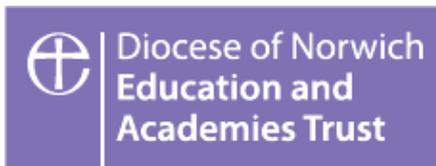**THE NAR VALLEY FEDERATION OF CHURCH ACADEMIES**
Full Meeting of Local Governing Body at 6.00pm on Tuesday 18th July 2023, at Narborough CE Primary Academy & via Teams

'Working Together for the Good of All'

Diocese of Norwich
Education and Academies Trust

'Let your light shine'
Matthew 5:16

We aim to become a community which nurtures individuals to develop a sense of belonging, purpose and self-belief in order for all to flourish and shine.

Our values of respect, responsibility, kindness, courage, hope and forgiveness are clearly illustrated in the parable of the Good Samaritan (Luke 10:25-37). This powerful message provides a basis to enable our children to flourish and shine as unique individuals.

Summer 2 2023 Agenda		
Description	**Lead**	**Paper Ref**
1. Opening formalities 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	See note 1
2. Minutes and Actions 2.1 Approve the minutes of the meeting held on 16/05/23. 2.2 Review actions from previous meetings. 2.3 Discuss matters arising from the minutes.	Chair	Minutes Actions Summary
3. Academy Improvement 3.1 Review available test results. 3.2 Receive and discuss Headteacher's/Principal's Termly School Self-Evaluation Report including the analysis of the vulnerable groups across the school and progress re Single Change Plan/Academy Improvement Plan. 3.3 Receive and discuss report from the Headteacher on the inclusion of pupils placed outside of their chronological year group, on a part time timetable or in alternative provision. 3.4 Update regarding SIAMS SEFs for NVF Academies. 3.5 Consider recommendations from external reviews of the academy (e.g. Ofsted or Effectiveness and Capacity Audit or DfE visit letter) and agree actions.	Headteacher/ Principal	HT Report SCP/AIP
4. Safeguarding 4.1 Receive report from Designated Safeguarding Lead 4.2 Discuss the impact of Safeguarding arrangements on pupil safety.	DSL LGB	**PTO**

5. **Resources** 5.1 Review Management Accounts (YTD), including reviewing miscellaneous financial expenditure outside of the agreed budget and payments within agreed financial limits. 5.2 Receive the Headteacher's recommendations for likely budget overspends where this would produce a deficit and require approval from the Trust. 5.3 Consider staffing capacity within budget constraints. 5.4 Receive and agree maintenance and development plan.	Headteacher/ Principal/SBM	May 23 Management Accounts and Report to Governors from FBM Premises report
6. **Risk Management** 6.1 Review the Academy Risk Register for changes/additions	Headteacher/ Principal/SBM	Latest NVF Risk Register
7. **Monitoring and Committees** 7.1 Receive Governor Monitoring Reports. 7.2 Website Compliance Checklist 7.3 Review and update monitoring plan for the year.	Governors	4 x reports Checklist from LB
8. **Policies** 8.1 Note new and updated policies issued by the Trust. • HR08 Management of Sickness Absence • HR13 Quality of Teaching & Learning – Monitoring & Evaluation Policy (QTL Monitoring and Evaluation) • HR17 Smoke Free Policy • HR18 Shared Parental Leave Policy (Birth) • NS01 Collective Worship Policy • NS08 Offensive Weapons Policy • S19 Administration of Medicines* *This policy has been updated, since it was last approved in May 2023, to correct an error and bring it in line with DfE guidance about administering non-prescription medicines. • HR06 All Staff Probation Procedure • HR15 Adoption Policy • S03 Supporting Pupils with Medical Conditions Policy • S06b Equality and Diversity Statutory Duties and Objectives • S21 Intimate Care Policy 8.2 Receive Academy policies for approval as per agreed schedule. • NVF Choices for Learning • NVF Before and After School Care	Chair	[Trust policies are on the website](#) 2 x NVF Policies
9. **Governor CPD and Succession** 9.1 Plan/Review CPD/Induction for Governors (including Safer Recruitment and Safeguarding training). 9.2 Review and update LGB written Succession Plan as needed. 9.3 Review and elect vice chair and appoint link governors for Safeguarding, SEND, Website Compliance, Health & Safety, and SIAMS for 2023-24.	Chair	Skills audit/governor experience/training offer See note 2 2022/23 Link Governor List
10. **Date of next meeting** Trust schedule TBA		
Reflection *Are we confident that our Local Governing Body understands the academy's key priorities, knows what is being done to build upon its strengths and address its weaknesses and how our Christian vision informs this?*		

Considerations for Governors

Governors can use this list of questions as a prompt to formulate their own questions in the meeting. This is not an exhaustive or required list of questions.

Consider the following of each report/verbal presentation:
1. Where is there achievement (success) or underachievement (less success)?
2. To what extent?
3. Why?
4. What action is being taken?
5. How will the school know action taken has been successful and how/when will that be reported to governors?
6. How are the ethos, vision and values of the school reflected in the school's activities?

As a Governor, does what you have read, what is being said and what you have seen build a consistent picture?

Notes
1. Declarations should be completed by each governor via GovernorHub. Go to your profile by clicking on your name at the top of the screen and then:
   - click the Declarations tab
   - Edit or delete existing declarations of interest by clicking on the 3 dots to the right of the declaration
   - To add a new declaration, click the 'Add a new declaration' button
   - Once your declarations are correct, click the Confirm button

2. All scheduled and Modern Governor training can be accessed via the Training tab in the DoN Governor Support area on GovernorHub.
   A guide to training governors should prioritise is available [here](#).
   Succession planning resources available [here](#).