THE NAR VALLEY FEDERATION OF CHURCH ACADEMIES

Full Meeting of Local Governing Body at 6.00pm on Tuesday 5th December 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.

Autumn 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 17/10/23 2.2 Review actions from previous meetings 2.3 Discuss matters arising from the minutes	Chair	Minutes Actions Summary
3. Academy Improvement 3.1 Receive presentation from Senior/curriculum leaders related to Single Change/Academy Improvement Plan and Standards 3.2 Receive and discuss Headteacher's Termly School Self-Evaluation Report including Annual Health and Safety report to the LGB 3.3 SIAMS - IQ2 How does the curriculum reflect the school's theologically rooted Christian vision? (Use discussion to update the relevant section of the Summary or ongoing SEF). 3.4 Receive notice of any Pupil Withdrawals from RE/Collective Worship 3.5 Receive and note the updated Trust Finance Policy 3.6 Review Planned Admission Numbers (PAN) and forecast NOR 3.7 Receive Safeguarding Update from DSL 3.8 Receive report from Safeguarding Governor including most recent check on Single Central Record for amendments each term (including Safer Recruitment check)	Headteacher/ Principal DSL Safeguarding Governor	Report from ST (NVF RE Lead) SCP/AIP The SIAMS Framework September 2023 – Governance Tasks and Duties Monitoring form

4. Risk Management 4.1 Review Academy Risk Register	Headteacher/ Principal	Risk Register
5. Monitoring 5.1 Receive governor monitoring feedback 5.2 Actions from governor monitoring 5.3 Update Governors' Monitoring Plan with completed and planned actions 5.4 Agree plans for collecting pupil and parent voice	Governors	[Monitoring plan template](#) [Monitoring form](#) [Parent Voice Example](#)

6. Policies
6.1 Note new and updated policies issued by the Trust
    • Whole School Pay Policy
6.2 Receive academy policies for approval as per policy schedule
    • Attendance Policy 2023/24
    • Before and After School Care
    • Assessment
6.3 Approval of NVF Pupil Premium Strategy 23/24-26/27
	Headteacher/
	School
	Business
	Manager	

7. Governor CPD and Succession 7.1 Plan/Review CPD/Induction for Governors (including Safer Recruitment and Safeguarding training) 7.2 Review and update LGB written Succession Plan.	Chair	See note 2 Skills audit and training records [Succession plan template and guidance](#)
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?

3 – Academy Improvement
3.5 Governors should be aware of the Finance Policy as it relates to the academy. For information on the governor's role related to finance see the Scheme of Delegation or Terms of Reference.

5 – Risk Management
Any potential risks identified at the meeting should be discussed to be added to the register.
Governors should seek assurance that suitable mitigations for identified risks are in place.

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

3. 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 that governors should prioritise is available [here](#).