

THE NAR VALLEY FEDERATION OF CHURCH ACADEMIES

Full Meeting of Local Governing Body at 6.00pm on Tuesday 25th April 2023, at Castle Acre CE Primary Academy (re: meeting 28th March postponed)

'Working Together for the Good of All'



'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.

Spring 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 31/01/23 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 SENDCo 'What Does Quality First Teaching Look Like for Children with Additional Needs' 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 Planned Admission Number (PAN) <ul style="list-style-type: none"> Have you filled your planned admission number? What do your pupil forecasts suggest? Compared with this time last year, how differently are you promoting the academy to fill any vacant spaces? 3.4 Consider recommendations from external reviews of the academy (e.g. Ofsted or Effectiveness and Capacity Audit or DfE visit letter) and agree actions	SENDCo - ES Headteacher	SCP/AIP Ref AIR meeting discussion/paper
4. Safeguarding 4.1 Annual Safeguarding Report to Governors 4.2 Discuss the impact of Safeguarding arrangements on pupil safety.	DSL LGB	

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/Principal'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 Audited accounts Friends of Castle Acre 1/12/21 - 30/11/22	Headteacher/ Principal	FOCAS audited a/cs
6. Health & Safety 6.1 Receive completed HS07 'DNEAT Inspection Checklist for Premises' for 3 NVF Academies 6.2 Receive completed 'HS18 Security Checklist Report' for 3 NVF Academies		HS07 – CA/Narb/Sp HS18 – CA/Narb/Sp
7. Risk Management 7.1 Review the Academy Risk Register for changes/additions 7.2 Review the Academy Business Continuity Plan	Headteacher/ Principal	
8. Monitoring and Committees 8.1 Receive Governor Monitoring Reports 8.2 Review and update monitoring plan for the year 8.3 Receive LGB Committee Report(s) – Ethos & Community 7/2/23 (Additional Meeting) & 7/3/23	Governors	Minutes of meetings
9. Policies 9.1 Note new and updated policies issued by the Trust <ul style="list-style-type: none"> • DONESC Complaints Procedure • Staff Grievance Procedure • Code of Conduct for All Adults • Whole School Pay Policy • SEND Policy • Admissions Policy (x 3 – CA/Narb/Sp) 9.2 Receive Academy policies for approval as per agreed schedule <ul style="list-style-type: none"> • PSHE - tbc • Single Equality – tbc 9.3 Review of the NVF Choices for Learning Policy	Chair	Trust policies are on the website NVF Choices for Learning Policy
10. Governor CPD and Succession 10.1 Plan/Review CPD/Induction for Governors (including Safer Recruitment and Safeguarding training) 10.2 Review and update LGB written Succession Plan as needed.	Chair	Skills audit/governor experience/training offer See note 2
<p style="text-align: center;">Reflection</p> <p style="text-align: center;"><i>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?</i></p>		

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](#).