**AGENDA FOR THE [NAME OF MEETING]**

**OF THE GOVERNING BOARD OF [NAME OF SCHOOL]**

To be held on [date] at 5.30pm at [location or ‘via remote meeting’]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Timing** | **Item** | **Discussion / Decisions / Actions** | **Lead** | **Documents / links** |
| 17.30 | 1 | **Welcome and Apologies.** | **Chair** |  |
|  | 2 | **Declaration of Interests** | **Chair** |  |
|  | 3 | **Notification of AOB***Not all boards allow this – check with the Chair.*  | **Chair** |  |
|  | 4 | **Approval of the minutes of the Previous Meeting** | **Chair** | [minutes for approval] |
|  | 5 | **Matters Arising***Please see Action Log at the bottom of this agenda* | **Chair** |  |
| 17.35 | 6 | **Clerk’s report** *Eg GB vacancies, upcoming ends of term of office, clerks’ briefing information to disseminate etc* |  |  |
| 17.45 | 7 | **Subject Leaders’ Report/s** | **SL/s** | [Subject leader report/s] |
| 18.00 | 8 | **Headteacher’s Report** | **Headteacher** | [HT report][data pack][School Dev’t Plan] |
| …. | … | **Item title [etc… for each item]** | **….** | **….** |
|  | 11 | **Standing Item: Governor Visits*** **Safeguarding Governor report update**
* **SEND Governor visit**
* **English Link Governor visit**
 | **SG****SEND G****MN** | [SG visit report][SEND gov visit report][Gov visit report] |
|  | 12 | **Safeguarding (standing agenda item)** | **SG**  |  |
|  | 13 | **Policy approval*** **Policy 1**
* **Policy 2**
 | **Chair** | [Policy 1: for approval][Policy 2: for approval] |
|  | 14 | **Information items** | **Info only** | [documents for info only] |
|  | 15 | **Any other business** *(if allowed - see item 3)* | **Chair** |  |
|  | 16 | **Part II items** | **Chair** |  |
|  |  | **Date of next meeting is [date]** |  |  |

**Rolling Action Log**

|  |  |  |
| --- | --- | --- |
| **Item** | **Action** | **Who and when** |
|  | *Action description**Update [date}: postponed pending x decision. New date set*  | *[name]**[date] now [new date]* |
|  | *Action description**Update: COMPLETED* | *[name]**[date] - completed* |
|  | *Action description**Update: To be discussed in Agenda Item 8 see above* | *[name]**[date] – pending discussion*  |
|  | *etc* |  |