

Room 001, Waltham Forest Town Hall, Forest Road, London E17 4JF

AGENDA – AUTUMN TERM 2017

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 Date: 4 September 2017

Dear Governor

COPPERMILL SCHOOL GOVERNING BODY

Mission Statement:

We ensure that all our pupils thrive as successful learners through high quality teaching within a rich, supportive and safe learning environment.
 We provide a friendly, harmonious and happy community and set high standards of respect, behaviour and achievement.
 We enable every child to use their abilities to the full through a broad, balanced, differentiated and stimulating curriculum.

The next meeting of the Governing Body will be held on Tuesday 12 September 2017 at 6.30pm at the School.

You are requested to attend this meeting.

Decisions cannot be taken unless a 50% quorum (i.e. 50% of existing membership) is present.

If you are unable to attend the meeting, please contact Governor Services on the above telephone number or email.

Yours sincerely



Nike Shogbolu
Governor Services

AGENDA

| # | Agenda Item | Lead | Timing |
|-----------|---|---------|-----------|
| 1. | WELCOME AND APOLOGIES FOR ABSENCE | James P | 1830-1835 |
| 1.1 | - Apologies for absence accepted | | |
| 1.2 | - Apologies for absence not accepted | | |
| 1.3 | - Quorum | | |
| 1.4 | - Notice of Any Other Business/Confidential items | | |
| 2. | DECLARATIONS OF INTEREST | James P | 1830-1835 |
| 2.1 | - Register of Business Interests - governors are required to complete Pecuniary Interest forms (forms will be provided by the Clerk at the meeting for completion and return) | | |
| 2.2 | - Governors to declare any interests they have in any of the following agenda items | | |

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|-------------------------------------|---|--------------------|-------------|
| 3. | APPOINTMENT OF OFFICERS | James P | 1835-1840 |
| 3.1 | - <u>Election of Chair for the academic year 2017/2018</u> (A quorum of one half existing members rounded up – is needed) | | |
| 3.2 | - <u>Election of Vice-Chair for the academic year 2017/2018</u> (A quorum of one half existing members rounded up – is needed) | | |
| 4. | GOVERNING BODY | James P | 1840-1845 |
| 4.1 | - Clerk to confirm Governing Body membership – noting current vacancies and identify members whose term of office will end before the spring term 2018 | | |
| 4.2 | - To consider disqualification due to non-attendance (the governing body may decide to allow absence for purposes of non-disqualification) | | |
| 4.3 | - Clerk to confirm that DBS checks have been completed by all governors and details are held on file by Governor Services | | |
| 5. | MINUTES (Enclosed) | James P | 1845-1850 |
| 5.1 | - To receive the minutes of the governing body meeting held on 10 July 2017 | | |
| 5.2 | - Matters arising | | |
| 6. | GOVERNING BODY COMMITTEES | James P | 1850-1905 |
| 6.1 | To review membership of committees - Discipline (Governors may agree that the whole governing body would form a pool from 3 governors maybe drawn to consider pupil exclusions) - Staff Discipline, Grievance and Dismissal Appeals (at least 3 members) - Curriculum and Achievement - Resources - Headteacher's Performance Management (Review to be completed by 31.12.2018) | | |
| 6.2 | Governors to review committees' Terms of Reference - Curriculum and Achievement - Resources | | |
| 6.3 | <u>Link Governors</u> - Governors to consider the role and appointment of governors with specific responsibility: • Behaviour & Attendance • Health & Safety • Safeguarding/Looked After Children • SEND • Training • Literacy & Maths | | |
| 7. | LINK GOVERNOR REPORTS - Governors to receive a report from the Safeguarding Link Governor (standing item) | Katie P | 1905-1915 |
| Overall / General Governance | | | |
| 8. | GOVERNING BODY CODE OF CONDUCT Governors to review the Governing Body Code of Conduct | Figen B | 1915-1920 |
| 9. | ALTERNATIVE MEETING ATTENDANCE OPTIONS(Document enclosed) Governors to decide if they wish to allow governors to participate at meetings via alternative methods. | Figen B and Will P | 1920 - 1935 |

| # | Agenda Item | Lead | Timing |
|------|--|---------|-------------|
| 10. | CHAIR'S ACTION The Chair to report on any action(s) taken since last meeting for governors' consideration | James P | 1940-1945 |
| 11 | SCHOOL ITEMS: | James P | 1945 |
| 11.1 | School Term Dates 2018-19 (Attached) | | |
| 11.2 | Audit of the School's Website and Statutory | | |
| 12. | SKILLS ANALYSIS (Emailed) Governors are asked to complete the provided skills analysis document and return this to Governor Services | | |
| 13. | GOVERNING BODY ANNUAL CYCLE (agreed GB/Template enclosed) Governors to consider and agree an annual cycle of business for the academic year | James P | 1945-2000 |
| 14. | SCHOOL POLICIES | | |
| 14.1 | Governors to update the policy review cycle | | |
| 15. | GOVERNORS' TRAINING | James P | 2000-2010 |
| 15.1 | Governors to note receipt of the annual training programme and provide the Clerk with any training bookings to be made for the term | | |
| | | | |
| 16. | DATE AND AGENDA ITEMS FOR THE NEXT MEETING | James P | 2010 - 2020 |
| 16.1 | - To agree the annual schedule of meeting dates | | |
| 16.2 | - Agenda items | | |
| 16.3 | - Governors' Briefings will be held on: Wednesday, 1 November 2017 and Wednesday, 28 February 2018 at 6.30-8.00pm (refreshments from 6.00pm) at Waltham Forest Town Hall (Council Chamber), Forest Road E17 4JF. Summer term TBA. | | |
| | - Governing Bodies are asked to avoid setting meetings on these dates to enable a representative from the governing board and the Clerk to attend. | | |
| 17. | ANY OTHER BUSINESS | James P | 2020-2030 |