

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

## AGENDA – AUTUMN TERM 2019

Contact: Sue Gill  
 Direct Line: 020 8496 6338  
 E-mail: sue.gill@walthamforest.gov.uk  
 Date: 4 September 2019

Dear Governor

### COPPERMILL PRIMARY SCHOOL GOVERNING BOARD

**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 Board will be held on Thursday 19 September 2019 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



Sue Gill  
**Governor Services**

**AGENDA**

#	Agenda Item	Lead	Timing
<b>1.</b>	<b>WELCOME AND APOLOGIES FOR ABSENCE</b>	Jennifer B	1830 - 1835
1.1	Welcome to new members (if applicable)		
1.2	Apologies for absence accepted		
1.3	Apologies for absence not accepted		
1.4	Quorum Notice of Any Other Business/Confidential items		
<b>2.</b>	<b>DECLARATIONS OF INTEREST</b>	Jennifer B	1830 - 1835
2.1	Register of Business Interests - governors are required to complete Pecuniary Interest forms (forms will be provided		

#	Agenda Item	Lead	Timing
2.2	by the Clerk at the meeting for completion and return) Governors to declare any interests they have in any of the following agenda items		
<b>3</b>	<b>APPOINTMENT OF OFFICERS</b>	Clerk	1835 - 1840
3.1	Election of Chair for the academic year 2019/2020 (A quorum of one half of existing members rounded up is needed)		
3.2	Election of Vice-Chair for the academic year 2019/2020 (A quorum of one half of existing members rounded up is needed)		
<b>4.</b>	<b>GOVERNING BODY</b>	Clerk	1835 - 1840
4.1	Clerk to confirm Governing Board membership – noting current vacancies and identify members whose term of office will end before the spring term 2020		
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.		
<b>5.</b>	<b>MINUTES (Enclosed)</b>	Jennifer B	1840 - 1845
5.1	To receive the minutes of the governing board meetings held on 16 May 2019 (circulated)		
5.2	Matters arising		
<b>6.</b>	<b>SAFEGUARDING</b>	Michael J	1845 - 1850
	To receive a report from the Safeguarding Link Governor		
<b>Overall / General Governance</b>			
<b>7.</b>	<b>HEADTEACHER'S VERBAL REPORT</b>	Figen B	1850 - 1855
<b>8.</b>	<b>CHAIR'S ACTION</b>	Jennifer B	1855 - 1900
	The Chair to report on any action(s) taken since last meeting for governors' consideration		
<b>9.</b>	<b>GOVERNING BOARD CODE OF CONDUCT</b>	Jennifer B	1900 - 1905
9.1	Governors to review and sign		
<b>10.</b>	<b>GOVERNORS' TRAINING</b>	Ben R	1905 - 1920
	Governors to provide the Clerk with any training bookings to be made for the term		
<b>11.</b>	<b>ALTERNATIVE MEETING ATTENDANCE OPTIONS (Document attached)</b>	Jennifer B	1920 – 1925
	Governors to decide if they wish to allow governors to participate at meetings via alternative methods		
<b>12</b>	<b>SCHOOL ITEMS</b>	Jennifer B	1925 - 1930
12.1	Governing Board strategic planning Away day 2019-2020		
12.2	Year 5 Residential trip approval		
12.3	Ratification of SDP		
12.4	Budget monitoring – Q2		

#	Agenda Item	Lead	Timing
<b>13.</b>	<b>GOVERNING BOARD ANNUAL CYCLE</b> Governors to consider and agree an annual cycle of business for the academic year	Figen B	1930 - 1935
<b>14.</b> 14.1	<b>GOVERNING BOARD COMMITTEES</b> To review membership of committees: Governor Discipline (Governors may agree that the whole governing board would form a pool from which 3 governors maybe drawn to consider pupil exclusions) Staff Discipline, Grievance and Dismissal Appeals (at least 3 members) Pay Headteacher's Performance Management (Review to be completed by 31-12-2019)	Jennifer B	1935 - 1940
14.2	Governors to review Pay Committee Terms of Reference		
<b>15.</b>	<b>LINK GOVERNORS – Agreed last term</b>	Jennifer B	1940 - 1945
<b>16.</b> 16.1 16.2 16.3 16.4	<b>SCHOOL POLICIES</b> Governors to review the policy review-cycle Review Staff Code of Conduct Review Child Protection & Safeguarding policy Review Teachers' Pay policy	Figen B	1945 - 1950
<b>17.</b> 17.1 17.2 17.3	<b>DATE AND AGENDA ITEMS FOR THE NEXT MEETING</b> To agree the annual schedule of meeting dates Agenda items Governors' Briefings will be held from 6PM, at Waltham Forest Town Hall (Council Chamber), Forest Road E17 4JF on: Wednesday 9 October 2019 Wednesday 5 February 2020 Wednesday 6 May 2020  Governing Boards are asked to avoid setting meetings on these dates to enable a representative from the governing board to attend	Jennifer B	1950 - 1955
<b>18.</b>	<b>ANY OTHER BUSINESS</b>	Jennifer B	1955 - 2000

## COPPERMILL PRIMARY SCHOOL GOVERNING BOARD

### ALTERNATIVE MEETING ATTENDANCE OPTIONS 2019-2020

In accordance with the 'School Governance (Roles, Procedures and Allowances) (England) Regulations 2013', governing boards may decide alternative methods for governors' participation and voting in a Governing Board/Body meeting

Participation method	Applicable circumstances	Yes	No	Notice required (Specify)	Chairs' discretion to overrule
<b>Telephone conference calls</b>	Governing Board meetings				
<b>Video/ conference calling</b>	Governing Board meetings				
<b>Proxy voting</b>	Are governors allowed to vote via proxy?				
<b>Only applicable if the above is answered yes:</b>	Only where there is a specific proposal worded in advance requiring a Yes/No vote or alternative options specified in advance for the governor to choose from				
	Where there is no specific resolution worded in advance of where a proposal is amended at a meeting and the proxy governor is given authority to vote on behalf of the absent governors (not recommended)				
	Is the governor required to sign a written resolution as evidence of their vote or permission for the proxy voter to cast their vote, to be brought to the meeting?				
<b>Voting in advance of the meeting</b>	Where there is a specifically worded proposal in advance of the meeting, requiring a Yes/No vote, or a choice between options and the absent governor would provide their <u>signed</u> vote to the clerk via email/letter.				

Chair signed \_\_\_\_\_

Date \_\_\_\_\_

Below are the items to be discussed in the second half of term for your information:

## **REVIEW GB STRATEGIC PLAN/SELF EVALUATION**

### **. FEEDBACK ON SKILLS AUDIT (standing item 2nd half of term)**

Training Governor to report on the results of the skills analysis

### **. LINK GOVERNOR REPORTS**

Governors to receive a report from the Safeguarding Link Governor (standing item)

Check Schedule of dates for whom should have visited since the last meeting

### **. STANDARDS AND TARGET SETTING**

.1 For governors to consider standards attained in national assessments including SATs outcomes and public examinations, with agreed strategies for continued improvement

.2 Any targets for 2019/2020

.3 Pupil and Sports Premium funding impact evaluations

### **. FINANCIAL DOCUMENTATION**

.1 Statement of Internal Control

Governors to approve the Statement of Internal Control

.2 School Financial Regulations

Governors to approve the School Financial Regulations

.3 Scheme of Delegation

Governors are reminded of their responsibilities to review and approve the Scheme of Delegation on an annual basis. (Reference 2.3 of the Financial Regulations state: The Governing Board shall have a scheme of delegation which authorises the Headteacher, Deputy Headteacher, School Business Manager and other relevant staff employed at the School to act on its behalf on operational financial matters within the scheme of delegation see Appendix A(i) and Delegation Decision Planner Appendix A (ii))

.4 Best Value Statement (this is no longer statutory, but schools can make a statement if they wish)

.5 Whistle Blowing Policy

To review the policy

### **. COMMITTEE TERMS OF REFERENCE**

To approve committees' Terms of Reference

Customise for individual GBs where information is on ONE

### **. ANNUAL EFFECTIVENESS REPORT**

### **. THEMED AUDIT REPORT(S) - – check if there is an audit report(s) to be reported**

Governors to note and to implement the recommendations accordingly

.1 Financial

.2 Health and Safety

.3 Supply Teachers

.4 Healthcare Plans

### **. PUBLICATION OF GOVERNOR INFORMATION**

.1 School web site review


.2 Governing Board/Body publication of information:

.2.1 Attendance 2018-2019

.2.2 Declaration of Interest - 2018-2019 and 2019-2020

.2.3 Current Board Membership

### **. PERFORMANCE MANAGEMENT REVIEWS**

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- .1 Headteacher to report on the progress of staff reviews
  - .2 Headteacher Performance panel to report on progress and any recommendations to Pay Committee

. **HEALTH AND SAFETY AT SCHOOL**

- .1 Governors to receive a report from the Health and Safety Link Governor
- .2 The Premises Safety Health Check document (PSHC) to be completed
- .3 Educational Visits  
Governors are reminded of the requirement to approve the arrangements for all residential visits