*Chelmsford County High School for Girls*

# MEETING OF THE FULL GOVERNING BODY

## To be held at the School in Room V22 at 8.00am on Friday 13th October 2023

## AGENDA

1. **Apologies for Absence**

2. **Declaration of Interests –** to declare any business interests or conflicts of interest additional to the Annual Register 2023-24, or the receipt of gifts or hospitality

3. **Minutes of the Meeting held on 14th July 2023** - to agree as a correct record (*attached*)

4. **Matters Arising - t**o discuss any matters arising and not covered as a separate item

5. **Chairs' & Email Action –** to report items approved by the Chair of Governors, committee chairs or approved by whole GB by email (*if required*) and any other Governance email correspondence since the last meeting:

   **5.1**. **Chairs' Action –** all chairs' actions taken since last meeting (*attached*)
   **5.2**. **DfE & ESFA Letters** - to acknowledge receipt, if required *(None received since last meeting)*
   **5.3**. **School Management Accounts** - to acknowledge receipt of School Financial Management Accounts for June & July 2023 *(Not included in agenda pack, all sent previously by email*)

6. **Governing Body Matters:**
   **6.1 - GB Membership –** to review current governor membership including terms of office, vacancies & committee membership *(attached x2)*
   **6.2 - Associate Membership –** to undertake annual re-election of Mary Argent
   **6.3 - Headteacher's Performance Review -** to agree the members of the Headteacher's Performance Review Panel and Review Officer for 2023-24 and the appointment of an external advisor, if required
   **6.4 – Company Structure –** to receive verbal update on change of Company Articles and Funding Agreement

7. **GB Governance Documents -** to review and re-approve (any amendments highlighted):
   **7.1** - The terms of reference for the Full GB (*attached*)
   **7.2** - The terms of reference for all GB sub-committees: Management, Facilities & Finance, Staff & Student Matters, Curriculum, Staff Disciplinary, Staff Disciplinary Appeals, Staff Pay, Staff Pay Appeals, Governor Panels and Governor Panel Appeals (*attached*)
   **7.3** - GB Standing Orders (*attached*)
   **7.4 -** GB Scheme of Delegation (*attached*)
   **7.5 -** Governors' Code of Conduct – updated NGA version (*attached*)

8. **Headteacher's Report to Governors –** to receive the Headteacher's Report to Governors (*attached*)

9. **Financial Matters:**
   **9.1 –** To receive a revised School Budget for 2023-24 and a verbal financial update *(attached)*
   **9.2 –** To approve CCHS Financial Regulations 2023, including Governors' Allowances Policy and Best Value Statement – date change only *(attached)*
   **9.3 –** To approve Whistleblowing Policy – changes shown *(attached)*

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**10.** **Capital Development –** to receive verbal update

**11.** **Audit Actions –** to note the Management Committee's decision to continue the use of Juniper Education as the School's external auditor for AY 2023-24 plus its scope of work for 2023-24 ie (1) Banking and (2) HR Policies (*attached*)

**12.** **Year 12 Admissions –** to receive Year 12 admissions information (*attached*)

**13.** **Policies –** to receive and approve:

**13.1 - Child Protection Policy** - previously approved by Chair's Action in September 2023 as required to be in place at the start of the new academic year (*attached*)
**13.2 – Admissions Policy 2025** (*attached*)

**14.** **Risk Register -** to review and approve Full GB section of the Risk Register *(attached)*

**15.** **GDPR –** to receive verbal report

**16.** **GB Sub-Committees –** to approve the minutes of the following sub-committee meetings and receive verbal reports from all sub-committee chairs:

**16.1** Staff & Student Matters Committee – 28th June 2023 (*attached*)
**16.2** Management Committee –29th September 2023 (*attached*)
**16.3** Facilities & Finance Committee – 4th October 2023 (*if available)*

**17.** **Senior Speech Day –** Wednesday 17th April 2024 - to note event and guest speaker

**18.** **School Activities - Residential Visits and One Day Overseas Trips** - to receive a summary of previously approved and newly proposed visits (*attached*)

**19.** **Governor Reports:**

**19.1** **Governor Visits –** no formal visits since the last meeting
**19.2** **Governor Training –** to receive verbal report from the Training Link Governor and discuss opportunities for training or training taken
**19.3** **Safeguarding –** to receive verbal report from the Safeguarding Governor
**19.4** **SEND -** to receive verbal report from the SEND Governor
**19.5** **Parents' Association Matters** - to receive a verbal report on PA activities from the Business Manager
**19.6** **Building a Future for our Community Committee –** to receive verbal report from the Governing Body representative

**20.** **Additional Information –** to receive questions on:

**20.1** **School Development Plan 2023-24 –** First Review (*attached*)
**20.2** **Public Examination Review 2023** including Leavers' Information (*attached*)

**21.** **Any Other Urgent Business** (to be agreed with the Chair beforehand)

**22** **Date of Next Meeting –** to note Governor Conference on Saturday 27th January 2024 and agree the next Full GB meeting as 8.15am on Friday 22nd March 2024