

MEETING OF THE FULL GOVERNING BODY

To be held at 8.00am on Friday 15th October 2021

AGENDA

1. **Apologies for Absence**
2. **Declaration of Interests** – to declare any business interests or conflicts of interest additional to the Annual Register 2021-22, or the receipt of gifts or hospitality
3. **Minutes of the Meeting held on 9th July 2021** - to agree as a correct record (*attached*)
4. **Matters Arising** - to discuss any matters arising and not covered as a separate item
5. **Chairs' & Email Action** – to note items approved by the Chair of Governors, committee chairs or approved by whole GB by email since the last meeting (*if required*) and any other Governance email correspondence:
 - 5.1. **Chairs' Action** – actions since last meeting (*attached*)
 - 5.2. **DfE & ESFA Letters** – (1) ESFA – Eileen Milner dated 14th July 2021 – letter to Accounting Officers - to acknowledge receipt (*sent previously by email*)
 - 5.3. **School Management Accounts** - to acknowledge receipt of School Financial Management Accounts, Balance Sheet and Cashflow Forecasts for May & June 2021 (*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 2021-22 and the appointment of an external advisor, if required
7. **GB Governance Documents** - to review and re-approve (no amendments proposed):
 - 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 - no amendments proposed (*attached*)
 - 7.4 GB Scheme of Delegation - no amendments proposed (*attached*)
 - 7.5 Governors' Code of Conduct – updated Juniper version (*attached*)
8. **Headteacher's Report to Governors** – to receive the Headteacher's Report to Governors (*attached*)
9. **Capital Development & Financial Update** – to receive SSEF update (*attached*) and verbal financial report

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10. **CCHS Financial Regulations 2021** (includes: Governors' Allowances Policy and Best Value Statement) & **Whistleblowing Policy** – to approve (*attached x2*)
11. **Audit Actions** – to approve continued use Juniper (formerly ECC) Internal Controls Evaluation (ICE) as the School's external auditor for AY 2021-22 plus its scope of work (*attached*)
12. **Child Protection Policy** - to receive and ratify the policy (previously approved by Chair's Action in September 2021 as required by the School at the start of term) (*attached*)
13. **Risk Register & School Contract List** - to review and approve Full GB section of the Risk Register (*attached*) and review a list of School external supplier contracts (*attached*)
14. **GDPR** - to receive verbal report
15. **GB Sub-Committees** – to approve the minutes of the following sub-committee meetings and receive verbal reports from all sub-committee chairs:
 - 15.1 Management Committee – 24th September 2021 (*attached*)
 - 15.2 Facilities & Finance Committee – 6th October 2021 (*if available*)
16. **Senior Speech Day** – Wednesday 20th April 2022 - to discuss event and guest speaker
17. **School Activities - Residential Visits and One Day Overseas Trips** - to receive a summary of previously-approved and newly proposed visits (*attached*)
18. **Governor Reports:**
 - 18.1 **Governors Visits** – no formal visits since the last meeting due to COVID
 - 18.2 **Governor Training** – to receive reports on any training undertaken, and discuss any plans or opportunities for training
 - 18.3 **Safeguarding** – to receive verbal report from Safeguarding Governor
 - 18.4 **Parents' Association Matters** - to receive a verbal report on PA activities from the Deputy Headteacher
 - 18.5 **Better Buildings Committee** – to receive verbal report from Governing Body representative
19. **Additional Information** – to receive questions on:
 - 19.1 **School Development Plan 2021-22** – First Review (*attached*)
 - 19.2 **School Self-Evaluation Form (SEF) 2021-22** (*attached*)
 - 19.3 **Examination Review 2021** including Leavers' Information (*attached*)
20. **Any Other Urgent Business** (to be agreed with the Chair beforehand)
21. **Date of Next Meeting** – to agree the next Full GB meeting as 8.15am on Friday 25th March 2022