

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** - to 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