

MEETING OF THE FULL GOVERNING BODY

To be held at the School in Room V22 at 8.00am on Friday 7<sup>th</sup> July 2023

AGENDA

1. **Apologies for Absence**
2. **Declaration of Interests** – to declare any business interests or conflicts of interest additional to the Annual Register 2022-23, or the receipt of gifts or hospitality
3. **Minutes of the Meeting held on 23<sup>rd</sup> March 2023** - to agree as a correct record (*attached*)
4. **Matters Arising** - to discuss any matters arising and not covered as a separate item below
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*)
  - 5.1 **Chairs' Action** – all chairs' actions taken since last meeting (*attached*)
  - 5.2 **DfE & ESFA Letters** - to acknowledge receipt, if applicable (*none since last meeting*)
  - 5.3 **School Management Accounts** - to acknowledge receipt of School Financial Management Accounts, Balance Sheet and Cashflow Forecasts for January to May 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 **GB Meeting Dates 2023-24** – to approve proposed meeting dates (*attached*)
  - 6.3 **GB & Company Structure** – to discuss and receive proposed new Financial Agreement and Company Articles (*attached*)
7. **Headteacher's Report** – to receive Headteacher's Report to Governors (*attached*)
8. **Financial Matters** – to receive verbal update and approve the School Budget for 2023-24 and 3-Year Financial Forecast (*attached*)
9. **Capital Development** – to receive verbal update
10. **Audit Actions** – to receive Juniper Site Security Audit Report and Juniper Financial Internal Scrutiny Report (*attached*)
11. **School Development Plan 2023-24** – to receive Final Review of SDP 2022-23 and SLT planning document for SDP 2023-24 (*attached x2*)
12. **GDPR** – to receive ECC Information Governance Service Annual Report (*attached*)
13. **Risk Register - Risk Register & School Contract List** - to review and approve Full GB section of the Risk Register (*attached*) and review details of School supplier contracts over £10,000 (*attached*)

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## *Chelmsford County High School for Girls*

14. **School Activities - Residential Visits and One Day Overseas Trips** - to receive a summary of previously approved and newly proposed visits (*attached*)
15. **Governor Reports:**
  - 15.1 **Governor Visits** - to receive reports of formal visits since the last meeting (*attached*)
  - 15.2 **Governor Training** - to receive verbal report from the Training Link Governor and discuss opportunities for training or training taken
  - 15.3 **Safeguarding** - to receive verbal report from the Safeguarding Governor
  - 15.4 **Parents' Association Matters** - to receive a verbal report on PA activities from the Business Manager
  - 15.5 **Better Buildings Committee** - to receive verbal report from the Governing Body representative
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 Curriculum Committee - 10<sup>th</sup> May 2023 (*attached*)
  - 16.2 Management Committee - 24<sup>th</sup> June 2023 (*attached*)
  - 16.3 Facilities & Finance Committee - 25<sup>th</sup> April (*attached*) & 21<sup>st</sup> June 2023 (*if available*)
  - 16.4 Staff & Student Matters Committee - 27<sup>th</sup> March (*attached*) & 28<sup>th</sup> June 2023 (*if available*)
17. **Any Other Urgent Business** (to be agreed with the Chair beforehand)
18. **Date of Next Meeting** - to agree as 8.00am on Friday 22<sup>nd</sup> September 2023