**Example governing board agenda**

This is a template agenda. We will not cover all items in our mock board meeting in detail, but this provides a flavour of what might be included in a standard board meeting.

| **No** | **Title** | **Consideration** | **Lead** | **Supporting papers (to be provided / read in advance)** | **AND- Action, Note, Discuss or decision?** |
| --- | --- | --- | --- | --- | --- |
| **1** | **Welcome and apologies** | Introductions and consideration of apologies for absence consider acceptance.  Confirm quoracy. | Chair |  | ACTION |
| **2** | **Declaration of A.O.B.** | Chair to declare any items submitted for discussion at item 12 | Chair |  | ACTION |
| ***Core Objective : Holding the SLT to account for the educational performance of the school and its pupils*** | | | | |  |
| **3** | **Headteacher’s Termly Report and School Development Plan** | Headteacher’s Report – questions and comments:   * CPD and impact * Attendance and behaviour * Exclusions, incidents, physical interventions * Safeguarding matters, including the LA audit form * Vulnerable children * Staff wellbeing and absence   School Development Plan update | HT | Headteacher’s Report | DISCUSS  DISCUSS |
| **4** | **Data** | Progress and attainment data | HT | Progress and attainment update | Discuss |
| **4** | **Wellbeing** | Consider the whole school community | Chair / Wellbeing Governor | Update from Head | DISCUSS |
| **5** | **Teaching and Learning** | * Committee minutes * Ratification of policies considered by the committee | T&L Chair | Previous minutes  Policies | NOTE  RATIFY |
| **6** | **Briefing papers from the LA** | * Governance update and governor development * Early Years Update * DfE updates for schools | Chair | LA Briefing Paper | NOTE/ACTION |
| ***Core Objective : Ensuring clarity of vision, ethos and strategic direction*** | | | | |  |
| **7** | **Core Business** | Approval of Full governing board minutes; review of   * actions and matters arising * Approval of Policies * Leave of Absence * Critical Incidents * Approval of INSET days 2024/25 | Chair  Chair  HT | Previous FGB minutes  Copies of policies | ACTION  APPROVE  APPROVE |
| **8** | **Board/Strategic**  **Development** | * Governing Board Development Plan; including skills audit, induction, training, succession planning * End of term of office * Board vacancies * Feedback on governor visits | Link Governor | GB Development Plan  Training booklet 24-25 | REVIEW  DISCUSS  DISCUSS  APPROVE  NOTE |
| ***Core Objective : Overseeing the financial performance of the school and making sure its money is well spent*** | | | | |  |
| **9** | **Premises and Health and Safety** | To receive an update | HT/H&S Link |  | NOTE |
| **10** | **Dates** | Dates of Governing Board Meetings:  Dates of Committee Meetings | Chair |  | AGREE / NOTE |
| **11** | **Any other business** |  |  |  |  |