**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 | DISCUSSDISCUSS |
| **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 minutesPolicies  | NOTERATIFY |
| **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
 | ChairChairHT | Previous FGB minutesCopies of policies | ACTIONAPPROVEAPPROVE |
| **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 PlanTraining booklet 24-25 | REVIEWDISCUSSDISCUSSAPPROVENOTE |
| ***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** |  |  |  |  |