

**CHAPEL ALLERTON PRIMARY SCHOOL GOVERNING BOARD
LEADERSHIP AND MANAGEMENT COMMITTEE
NOTICE OF MEETING**

Agenda for the committee meeting to be held in school on:

THURSDAY 25 APRIL 2024 AT 6.30 PM

If you are unable to attend this meeting please inform the Clerk, Chair or Headteacher

Summer term resources agenda for a maintained school

1 APOLOGIES FOR ABSENCE AND MEMBERSHIP MATTERS

The quorum for a committee meeting is three governors.

2 DECLARATION OF INTERESTS

Governors **must** declare any changes or conflicts with items on the agenda.

3 MINUTES OF THE LAST MEETING - Wednesday 24 January 2024

The Chair must sign the minutes when next in school or send an electronic signature. A copy must be retained by the school.

4 REVIEW ACTIONS AND MATTERS ARISING

Ensure the status of each action recorded in the previous minutes is reviewed.

5 APPROVAL OF THE BUDGET (TOR 2.01)

STATUTORY ITEM: Consider the year end out-turn and approve the new school budget, including funding school improvement plan priorities and the staff structure to support this.

Governors should be aware of the service level agreements (SLAs) or contracts purchased to support key functions such as governance, HR, finance and school improvement and may also want to ask about the price of paid-for school meals.

The agreed SFVS will be circulated prior to the meeting and governors will have the opportunity to discuss and raise any questions.

6 STAFFING AND RECRUITMENT UPDATE

- Review the staff structure and vacancies in preparation for the new academic year.
- Where there are plans to recruit new or recently qualified teachers governors should ensure school complies with the [Early Career Framework statutory induction guidance](#). (TOR 3.04).

7 POLICIES FOR APPROVAL (TOR 2.04)

Use the policy review planner to determine if this policy requires approval:

- **STATUTORY ITEM: Charging and remissions policy.** Governors should be aware of extra-curricular activities (including those agreed through a Lettings policy) and be satisfied that if there are people using school premises who are not employed by school that safeguarding requirements are being met.
- L&M meeting 24 January 2024 - (Minute 4.05 refers) The Managing Attendance policy, Leave of Absence and Annual Leave policy had been reviewed in February 2022 and the next review would be February 2024.

- L&M meeting 24 January 2024 - (Minute 9.01) STATUTORY ITEM - that the Data protection/GDPR policy and Freedom of information policy would be reviewed and approved at this meeting.

8 HEALTH AND SAFETY AND FIRST AID

H&S Audit review and action plan – following the recent H&S audit the Chair requested that item was added for an overview and discussion during the meeting.

Good practice: if you do not have an allocated health and safety governor the board should invite a member of staff to make a presentation to assure governors that the duties listed in the governor guidance document (available under 'guidance for monitoring roles' on [Leeds for Learning](#)) have been addressed.

Health and safety and first aid

- Ensure school meets all relevant health and safety legislation and government guidance on first aid. Non-statutory guidance: [First aid in schools](#)
- Ensure there is an effective system of consulting with and informing staff of health and safety issues including new staff (TOR 6.01).
- Be satisfied that accidents or near misses/issues are being investigated and actions are taken in response
- **STATUTORY ITEM: Health and safety policy**
 - In **Foundation and Voluntary Aided Schools** the governing board has an additional responsibility for producing the school's Health and Safety Policy, although it can resolve to adopt the policy produced by Leeds City Council. If it does adopt the Leeds City Council policy it will have to amend the parts referencing the Schools Health, Safety and Wellbeing Team being responsible for delivering advice, and substitute for the person(s) providing competent advice for the school. **Renewal of insurance** – these schools **must** also have adequate insurance arrangements in place covering the property and staff. This can be provided through the LA service level agreement or the DfE Risk Protection Arrangement (RPA). Where the RPA has been chosen, this does not provide all types of cover (e.g., for staff travelling in school vehicles) and additional arrangements may be required.
 - H&S Audit review and action plan

Premises - provide an update including work to be completed during the summer which demonstrates actions identified in the annual inspection of premises and other repairs are being carried out (TOR 6.02).

8 SCHOOL FUND AUDIT - L&M meeting 24 January 2024 (minute 4.04 refers)

9 ANY OTHER URGENT BUSINESS

10 DATE AND TIME OF NEXT MEETING

All meetings below to start at 6.30pm

FGB

Thursday 16 May 2024

Thursday 04 July 2024

QTLA

Thursday 02 May 2024

PDBW

Thursday 06 June 2024

L&M

TBA in the next academic year 2024-2025.

Organisational note: the following items appear on the agenda for the autumn term and should be a feature of reports provided and minutes for the next meeting:

- Approve the mid-year budget review
- Audit of school funds **STATUTORY REQUIREMENT**
- Educational visits **STATUTORY REQUIREMENT**
- Arrangements to support early career teachers **STATUTORY REQUIREMENT**
- Headteacher's pay progression **STATUTORY REQUIREMENT** (Pay/Resources committee)
- Teachers' performance management **STATUTORY REQUIREMENT**
- Appraisal policy **STATUTORY REQUIREMENT**
- Capability of Staff Policy **STATUTORY REQUIREMENT**
- Managing attendance policy
- Governor Expenses Policy **STATUTORY REQUIREMENT**
- Government grant funding (pupil premium, SEND top up funding, PE and sports premium, Covid catch up funding **STATUTORY REQUIREMENT**