

**. 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 23 JANUARY 2025 AT 6.30 PM

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

(Spring 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 - THURSDAY 24 OCTOBER 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 BUDGET MONITORING INCLUDING PUPIL NUMBERS (TOR 2.01)

- Consider latest monthly reports for oversight of expenditure. Receive an exception report for significant variances and a report of virements made.
- Consider pupil numbers and the effect on the budget. Where places are not filled, determine the reasons and, where appropriate, agree a set of actions to address this.
- Make arrangements to set the budget. It is good practice for governors to sit in on meetings with the finance officer.

6 APPROVE THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

STATUTORY ITEM (TOR 2.02)

INCLUDING THE AUDIT OF UNOFFICIAL SCHOOL FUNDS (This item was carried forward from the previous L&M meeting)

Complete a self-assessment against the SFVS by 31 March. The assessment should be reviewed by governors in conjunction with the School Business Manager and should identify actions which the committee should track in future meetings. The agreed version should be signed by the Chair and shared with all governors.

L&M meeting 24 October 2024 item 7.00 - the school fund was with the auditors, item deferred until this L&M meeting.

7 HEADTEACHERS MID-YEAR PERFORMANCE MANAGEMENT (3.02)

Performance management governors should meet with the Headteacher to conduct a mid-year review of objectives. (The School Improvement Advisor/Independent Advisor does not need to be in attendance).

8 STAFFING UPDATE, INCLUDING PERFORMANCE MANAGEMENT AND WELLBEING

- Confirm mid-year performance reviews for teachers have taken place.
- Review the staff structure and vacancies in preparation for the new academic year.

9 POLICIES FOR APPROVAL (TOR 3.03)

Use the policy review planner to determine if these policies require approval:

- **STATUTORY ITEM:** Data protection/GDPR policy (should include cyber security).
- **STATUTORY ITEM:** Freedom of information policy
- Whistleblowing policy
- Work and families policy for school based staff
- A review of the policies below was carried forward from the previous 24 October L&M meeting, item 9.01. The policies were Local authority (LA) model policies and that there had been no changes. The Chair had requested that individual governors responsible for the review gave any feedback to the SBM by 30 November and that the clerk carried the action to approve the policies forward to this L&M meeting.

Policies to review as follows, please refer to the previous L&M meeting minutes for individual governor responsible for the provisional review.

- Governor expenses policy
- Capability of staff policy
- Teacher's appraisal policy
- Managing attendance policy
- Leave of absence and annual leave policy.

10 HEALTH AND SAFETY AND PREMISES (TOR 6.02)

Governors should make sure that the school is following policy and procedure and should ensure staff receive adequate training and that risks are being identified, assessed, and sensibly managed, including through:

- **STATUTORY ITEM:** ensuring there is an annual inspection of premises and priorities for maintenance and development are identified.
- Considering any accidents or near misses/issues and actions taken in response.

11 RISK MANAGEMENT (TOR 2.06)

- Seek assurance that risks, including the threat of cyber security, are being identified, assessed, and sensibly managed, including those that are linked to strategic priorities. It is good practice to have a risk register in place. A guidance document is available under 'specific monitoring roles' on [Leeds for Learning](#).
- Data protection/GDPR - school must have a designated Data Protection Officer (DPO), who's role is to provide advice and update policies and procedures. It is good practice for governors to stay informed about data protection compliance through an annual report from the DPO. In particular governors should check that the school monitors their data protection performance, has a good network security infrastructure to keep personal data protected and has a business continuity plan in place that includes cyber security.

12 ANY OTHER URGENT BUSINESS

13 DATE AND TIME OF NEXT MEETING

This should be arranged to coincide with timescales for approval of the budget.

2025 Spring 2 Feb-Apr

Thursday 27 February PDBW (Cover clerk needed)

Thursday 20 March FGB

2025 Summer 1 Apr-May

Thursday 24 April QTLA

Thursday 01 May L&M

Wednesday 21 May FGB

2025 Summer 2 May-July

Thursday 05 June PDBW

Thursday 03 July FGB

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

- Budget approval **STATUTORY REQUIREMENT**
- Charging and remissions policy **STATUTORY REQUIREMENT**
- Health and safety policy **STATUTORY REQUIREMENT**