

**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 01 MAY 2025 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- 23 JANUARY 2025**

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 function such as governance, HR, finance and school improvement and may also want to ask about the price of paid-for school meals.

**6 STAFFING AND RECRUITMENT UPDATE**

Review the staff structure and vacancies in preparation for the new academic year. Where there are plans to recruit early career teachers, governors should ensure school complies with the [Early Career Framework statutory induction guidance](#). (TOR 3.01).

**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.
- **STATUTORY ITEM: Pay policy if available for review.**

**8 HEALTH AND SAFETY AND FIRST AID (TOR 6.03)**

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 'specific 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**
  - **Renewal of insurance** – all schools must have adequate insurance arrangements in place covering the property and staff and the local authority recommends this is arranged through the DfE Risk Protection Arrangement (RPA).
  - 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.

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).

For further information, read our [health and safety monitoring guidance](#)

## **9 APPROVE THE SCHOOLS FINANCIAL VALUE STANDARD (SFVS) INCLUDING THE AUDIT OF UNOFFICIAL SCHOOL FUNDS**

Above item carried forward from previous meeting

## **10 RISK REGISTER**

Refer previous L&M minutes item 4.02 to be retained as ongoing agenda point and/or action to be determined at this meeting.

## **11 ANY OTHER URGENT BUSINESS**

## **12 DATE AND TIME OF NEXT MEETING**

2025 Summer 1 Apr-May

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 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, PE and sports premium **STATUTORY REQUIREMENT**)