

Reference: JAD/SU04
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Date: 9 May 2024

NOTICE OF GOVERNING BOARD MEETING

Village Infants School	The School Ford Road Dagenham RM10 9JS	Thursday 16 May 2024 at 5:15 pm
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Members: Councillor H Spoor (Chair) Ms Y Cattle
Mrs K Nicholls (Vice-chair) Mrs S Joy
Ms N Akhtar Mr A Rahman
Miss J Archer Mrs D Rosaman
Mrs J Barter Mrs L Sparks
Miss N Bridge Mr G Spoor
Mr L Buckingham Mrs B Thompson
Mr A Carr

Minute Clerk: Miss J Day, BDSIP Governor Services

N.B School Governing Board meetings require 50% of governors in post to be present to be quorate. **eight** members need to be in attendance for your meeting to take place.

**ELAINE ALLEGRETTI, Director of People and Resilience
& JANE HARGREAVES, Commissioning Director Education**

AGENDA PART 1

1 APOLOGIES FOR ABSENCE

Governor	Reason

A governor who is absent from governing board meetings for a period of six months, without the consent of the governors, may be removed from the governing board.

Action

Governors are asked to formally accept or reject the apologies for absence.

2 DECLARATION OF INTERESTS

Governors are reminded that they must declare any personal or business interest in any item that might arise during the course of the meeting.

Upon declaring such an interest a governor must leave the meeting while the item is discussed and a decision taken by the governing board.

3 MEMBERSHIP OF GOVERNING BOARD

The governors:

3.1 Vacancies

are reminded that the following vacancies exist:

2 Co-opted Governors for consideration by the governing board

1 Parent Governor – the school is inviting nominations

4 MINUTES

A copy of the unconfirmed minutes of the meeting held on 8 February 2024 is attached. Governors are asked to confirm that the minutes are a true record and consider any matters arising.

5 HEADTEACHER'S REPORT

A copy of Ms Y Cattle's report is attached.

Action

Governors are asked to consider the report, ask any questions and agree any actions which are required.

6 COMMITTEES

The governors are given this opportunity to receive any reports from committees that have met since the last full governing board meeting.

Copies of unconfirmed committee minutes are attached as follows:

Finance Committee	6 February 2024
Quality of Education Committee	21 March 2024

7 FINANCIAL REPORT

This item is included in order to give governors an opportunity to receive a report on the school budget.

The Finance Report will be tabled at the meeting.

- All pay decisions, including that of the headteacher, must be sent in writing to your human resources provider.
- The Governing Board should be informed when the Headteacher's appraisal has been completed.
- If the school has recently received a financial audit report, this should be discussed by the governing board or an appropriate committee.

8 SAFEGUARDING REPORT

Governors are given this opportunity to receive a termly update on Safeguarding.

9 POLICIES

Governors are asked to approve the following updated policies – copies attached:

- SEND Policy
- Special Educational Needs Information Report
- Health and Safety Policy

Governors are also asked to approve the following policies which have been reviewed with no changes necessary:

- Allegations of Abuse Against Staff
- Complaints
- Infant Relationship Education
- PHSE

Copies of these documents can be requested from the School Business Manager.

10 **DIRECTOR OF CHILDREN'S SERVICES REPORT**

A copy of the Director's report is attached and includes the following items:

For Action

1. Inclusion Pledge, Race and Social Justice Approach & UNICEF Rights Respecting Awards
2. Attendance, Performance, Local & National Update
3. Suspension and exclusion, Local & National Update

For Information

1. Enhancing physical education provision and improving access to sport and physical activity in school Non-statutory guidance March 2024
2. New Non-Statutory Guidance for Governance
3. London Governors' Newsletter Summer 2024

11 **TRAINING AND LIAISON GOVERNOR'S REPORT**

The Training and Liaison Governor to lead this item for the governors and to discuss training issues. Copies of this term's training programme will be circulated as soon as possible.

12 **GOVERNORS' REPORTS**

Governors with posts of responsibility have the opportunity to report to the governing board.

13 **CHAIR'S REPORT**

The Chair:

13.1 Action Items

is required to report to the full governing board any urgent action that has taken place since the last meeting.

13.2 Correspondence

is invited to present any items of correspondence that have been received.

14 **ANY OTHER URGENT BUSINESS**

Any other items of business as previously agreed by the Chair.

15 **DATE, TIME AND PLACE OF FUTURE MEETINGS**

The governors:

- 15.1 are reminded that the Quality of Education Committee meeting will be held on 11 July 2024, 5:15 pm

15.2 are asked to consider setting meeting dates as follows:

Autumn Term 2024
Spring Term 2025
Summer Term 2025

AGENDA - PART 2 CONFIDENTIAL

For Guidance:

To consider any items which in accordance with Regulation 15 (3) of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 should be dealt with on a confidential basis.

16 ANY OTHER CONFIDENTIAL ITEMS

which the Chair decides are urgent.