**Sample Ealing Covid 19 Governing Board Agenda – Meeting X**

Please amend as appropriate and refer to the [Ealing Covid 19 information on EGfL](https://www.egfl.org.uk/about-us) for information on these areas

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| **School:** |  | | |
| **Date and time:** |  | | |
| **Attendance:** |  | | |
| **Apologies:** |  | | |
| **Instructions to access meeting** |  | | |
|  | | | |
| **Agenda Item ref:** | **Agenda topic**  Give short details of what will be covered in the item. Please refer to documents/link that governors need to access in order to read and prepare questions pre meeting and to refer to during the meeting**.** | **Item lead**  e.g. Head/ Chair/Clerk | **Governor action**  e.g. for information, agreement |
| * Confirm meeting arrangements and protocol for virtual meetings – [DfE confirmation 040620](https://www.gov.uk/government/publications/school-governance-update) no face to face meetings * Reminder of [governance role and functions](https://www.gov.uk/government/publications/governance-handbook) especially during COVID 19 period – [code of conduct](https://www.egfl.org.uk/elp-services/school-governance/governor-toolkit); [Nolan principles](https://www.gov.uk/government/publications/the-7-principles-of-public-life) | | | |
| 1. **Headteacher update** | | | |
| 1.1 | **Update from the HT on the current situation**  Risk assessment - any changes or updates; how the reopening is going? Attendance / no’s of pupils in newly re-opened year groups/vulnerable/key worker; current staffing arrangements; support for pupils during this time - in school and off site; safeguarding; SEND and vulnerable pupils; free school meals (FSM); contact with families / parental engagement; additional support | Headteacher |  |
| 1.2 | **Update from chair** on recent discussions with the headteacher  Confirmation of governors’ liability and insurance (see [Ealing Chairs’/Lead Governors’ Question time](https://www.egfl.org.uk/news/2020/06/ealing-governance-covid-19-update-number-eleven) info) | Chair |  |
| 1.3 | **Agree arrangements for reviewing risk assessment on an ongoing basis** | HT/Chair |  |
| 1. **Safeguarding** | | | |
| 2.1 | Review of safeguarding addendum ([Ealing 030420 Safeguarding guidance](https://www.egfl.org.uk/coronavirus) for governors ) and arrangements in place as a result of phased reopening of schools  Amendments and updates as a result of wider re-opening? |  |  |
| 2.2 | **Online learning** – pupils learning from home arrangements where applicable |  |  |
| 2.3 | **Vulnerable children**  Systems in place to monitor the children at home and in the classroom; impact on learning – gaps and future potential strategies |  |  |
| 1. **H & S** | | | |
| 3.1 | **Arrangements for staff and pupils**  Arrangements for social distancing, cleaning, PPE etc  and any training or resources needed |  |  |
| 3.2 | **Ongoing H & S checks** (compliance and insurance) |  |  |
| 1. **Finance** | | | |
| 4.1 | **2020/21 setting and agreeing the budget**  (maintained schools due 22 May and Academies by July) |  |  |
| 4.2 | Any **Covid related expense/savings** |  |  |
| 4.3 | **Review of 3-5-year plans**  (should be a live document so consider any impact from Covid 19) |  |  |
| 1. **Continuing education** | | | |
| 5.1 | **Any changes to online and/or in-school provision**  Adapted Curriculum and school day for the period of reopening - pupil wellbeing front and centre. |  |  |
| 5.2 | **Support for parents and pupils and ‘hard to reach’ pupils and SEND** |  |  |
| 5.3 | **Any amendments to policies**  E.g. behaviour principles /charter for both online learning and in schools to take on board social distancing home learning (non-statutory); pupil wellbeing (non-statutory) |  |  |
| 1. **Staffing arrangements for 2020/21** | | | |
| 6.1 | Staffing for phased reopening / capacity (if not in HT update) |  |  |
| 6,2 | Staffing for September - recruitment/resignations |  |  |
| 6.3 | Headteacher and staff wellbeing |  |  |
| 6.4 | Appraisals |  |  |
| 6.5 | Ongoing training and support |  |  |
| 1. **Approve urgent policy updates / amendments** | | | |
| 7.1 | E.g. RSE policy /arrangements for September; home learning policy; behaviour principles / charter; staff code of conduct; ICT user agreements; wellbeing principles /strategy |  |  |
| 1. **Less urgent items that need attention** | | | |
| 8.1 | E.g. governor recruitment / induction |  |  |
| 1. **Arrangements for panel meetings (as appropriate)** | | | |
| 9.1 |  |  |  |
| 1. **Next meeting dates and agenda items** | | | |
| 10.1 | **Next meeting** date |  |  |
| 10.2 | **Agenda items** |  |  |
| 1. **AOB** | | | |
|  | Items to be agreed at start of the meeting  e.g. What is working well with virtual meeting and what did – use to improve future meetings |  |  |
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