**Governing Board Agenda**

**Ealing exemplar agenda (Spring 1)**

Following the announcement of a national lockdown on 4 January, schools across England are closed to most pupils. Only vulnerable children and the children of critical workers will be able to attend school until at least after February half term. The Department for Education (DfE) have updated their guidance [Actions for schools during the coronavirus outbreak](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_medium=email&utm_campaign=govuk-notifications&utm_source=08720782-d5c2-423a-90bf-6450e8ad7640&utm_content=immediate), detailing what all schools will need to do from the start of the autumn term. Governing boards will be supporting their schools as they seek to respond to the situation.

Partial school closure does not change the role and responsibilities of the governing board (GB). However, boards should try to keep things simple; consider workload whilst not losing sight of compliance and continue to show support to senior leaders in a proportionate fashion, offering guidance when necessary, without adding to the immense pressure of the situation.

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| **School:** |  | | |
| **Date and time:** |  | | |
| **Attendance:** |  | | |
| **Apologies:** |  | | |
| **Instructions to access meeting** |  | | |
| * Send out documents/papers in advance – governors and trustees must read all information in advance. It may also be useful to ask questions in advance so the HT/chair can have information available. * The chair should summarise any actions for clerk after each item so there is clarity about what has been agreed, for who and when by for the purposes of minutes/notes/actions * Meetings should never be more than two hours or less given all board members should have read relevant papers/prepared questions etc in advance. All agendas should have a proposed finish as well as start time. | | | |
| **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 |
|  | | | |
| 1. **Business and previous minutes** | | | |
| 1.1 | **Governance** business -membership, attendance, matters arising etc | Chair |  |
| 1.2 | Agree / remind re document storage and use of electronic signatures |  |  |
| 1. **COVID-19/HT update** | | | |
| 2.1 | **Update/HT update/report on the current situation – key areas**   * [Attendance](https://www.egfl.org.uk/coronavirus#attendance) (in school) and implications re learning/capacity * [Staffing](https://www.egfl.org.uk/coronavirus#staff) update (absence, capacity, well-being and workload) * [Asymptomatic COVID-19 testing](https://www.egfl.org.uk/coronavirus#asymptomatic) for all pupils and staff (secondary only for now - primary staff will be included later in January) * [Remote education](https://www.egfl.org.uk/coronavirus/coronavirus-covid-19-guidance/remote-education) provision overview (incl. participation levels; [SEND](https://www.egfl.org.uk/services-children/special-educational-needs-and-disabilities-send-and-inclusion/coronavirus-covid-19); [pupil access to IT](https://www.egfl.org.uk/news/2020/12/update-school-laptops-and-tablets-allocations) / laptops/ data; publication of provision on school website by 25/01) * [Risk management](https://www.egfl.org.uk/coronavirus#planning) incl. [H & S](https://www.egfl.org.uk/coronavirus#facilities) - updated assessments /protocols both school and staff | Headteacher |  |
| 2.2 | **Any update from chair / lead governors** on recent discussions with the headteacher / senior leaders | Chair |  |
| 1. [**Safeguarding**](https://www.egfl.org.uk/coronavirus#safe)incl. e-safety ([DfE KCSIE](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) ) | | | |
| 3.1 | **DSL review of arrangements** for Tier 5 national lockdown period |  |  |
| 3.2 | **Contact with families** generally and arrangements to support and minimise impact on vulnerable / disadvantaged |  |  |
| 3.3 | [**Free school meals**](https://www.egfl.org.uk/coronavirus#fsm) **and** [**vulnerable groups**](https://www.egfl.org.uk/coronavirus#vulnerable) |  |  |
| 3.4 | **Online learning** – e safety |  |  |
| 3.5 | **Update / amendment to policies** |  |  |
| 1. **Resource allocation and management** | | | |
| 4.1 | **Resources linked to COVID-19 provision** e.g. EHCP budget; FSM PPE, asymptomatic testing, IT support. [EGfL financial support](https://www.egfl.org.uk/coronavirus#finance) |  |  |
| 4.2 | SVFS (Mainstream schools) / SFM Toolkit self eval and submission of Report and Accounts (academies). These and 4.3 may be more appropriate later in the half -term |  |  |
| 4.3 | **Budget setting / close of financial year** |  |  |
| 1. **Staffing** | | | |
| 5.1 | **Staffing for vacancies**- current recruitment/resignations |  |  |
| 5.2 | [**Wellbeing and mental health**](https://www.egfl.org.uk/elp-services/health-improvement-schools/wellbeing-and-mental-health-support-return-school) **across the school community** - pupil and staff mental health and wellbeing. Support in place and its effectiveness. |  |  |
| 1. **AOB** (to be agreed at the start of the meeting or ideally before so on the agenda) | | | |
| 6.1 | **e.g. \*Process to be adopted during this lockdown for** time bound processes such as complaints, exclusions, parent governor elections and any amendments to policies |  |  |
| 1. **Next meeting dates and agenda items** | | | |
| 7.1 | **Next meeting** date |  |  |
| 7.2 | **Agenda items**   * Maintaining the curriculum and continuity of learning for all - what pupils have learned /extra support they may need. * Examinations and assessments |  |  |

**\*Complaints** - There is no complaints guidance yet, for this lockdown. DfE and EFSA guidance from the previous lockdown 1 was that new or existing school complaints could be put on hold until it was reasonably practicable. If there was an ongoing issue it might be possible to complete in writing only or hold a virtual meeting. All parties would need to agree to any alternative arrangements in writing to go ahead. GBs will need to assess currently on a case by case basis.

**\*Exclusions -** DfE [**temporary guidance**](https://www.gov.uk/government/publications/school-exclusion/changes-to-the-school-exclusion-process-during-the-coronavirus-outbreak) details the approach to be taken between 25th September 2020 and 24th March 2021. i.e. **held via remote access if it is not reasonably practical to meet due to COVID-19** (providing certain conditions are met).

**\*Parent governor elections** – NGA recognise that most schools and GBs will now not be able to hold or complete governor trustee / elections. They advocate a pragmatic approach to the timing of elections and for the time being GBs continue to function with vacancies or other ways of securing parental voice. Where appropriate there would be no reason why nominations could not be carried out – if more candidates than places, parents would be advised elections would be held as soon as practical and safe, however, there could be just enough to fill the vacancy i.e. no election needed.

Regardless of the circumstances or type of hearing, NGA advises that a risk assessment is undertaken, to ensure that all appropriate measures are in place for the hearing to be held fairly and transparently.  [NGA monitoring guidance](https://www.nga.org.uk/Knowledge-Centre/Covid-19.aspx) during lockdown.