



**WF Traded
Services**

Waltham Forest Town Hall, Room 001, Forest Road, E17 4JF

AGENDA – SUMMER TERM 2016

Contact: Victoria King
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Date: 14 June 2016

Dear Governor,

WOODFORD GREEN PRIMARY SCHOOL GOVERNING BOARD

The next meeting of the Governing Board will be held on Monday **4 July 2016** at 7pm at the School.

You are requested to attend this meeting.

Decisions cannot be taken unless a 50% quorum (i.e. 50% of existing membership) is present.

If you are unable to attend the meeting, please contact Governor Services on the above telephone number or email.

Yours sincerely,

**Victoria King
Governor Services**

AGENDA

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 Apologies for absence accepted
- 1.2 Apologies for absence not accepted
- 1.3 Quorum
- 1.4 Notice of Any Other Business/Confidential items

2. DECLARATIONS OF INTEREST

- 2.1 Pecuniary Interests – to confirm receipt of interests;
- 2.2 Governors to declare any interests they have in any of the following agenda items.

3. GOVERNING BOARD

- 3.1 Clerk to confirm Governing Board membership noting current vacancies and identify members whose term of office will end before the end of the summer term 2016;
- 3.2 To consider next steps in the recruitment of new Governors;
- 3.3 Clerk to confirm that the Self Declaration forms have been completed by all Governors and are held on file by Governor Services.

4. MINUTES (Enclosed)

- 4.1 To receive the minutes of the Governing Board meeting held on 3 May 2016
- 4.2 Matters arising

Services that work with you



Waltham Forest

- ~~4.3~~ Minutes/Reports from Committees
To discuss the PPC Committee minutes from 19 April 2016 and 21 June 2016
To discuss the FFP Committee minutes from 21 April 2016 and 23 June 2016
- ~~5~~ **HEADTEACHERS' REPORT**
To include a report on the Pupil Premium and (progress on the SEF.)
- ~~6~~ **CHAIR'S ACTION**
The Chair to report on any action taken since the last meeting.
- ~~7~~ **FEEDBACK ON MEETING AT HANDSWORTH PRIMARY SCHOOL**
The Headteacher and Chair of Governors will report back on their meeting with another primary school about the possibility of closer co-operation, including forming a multi academy trust.
- ~~8~~ **FEEDBACK ON A RECENT COMPLAINT**
To receive feedback from the Governing Board Complaints Appeal Panel on a recent complaint.
- ~~9~~ **SDP PRIORITIES**
Governors to consider and agree the school's key priorities for 2016 -17. The detail of these will be considered by a special meeting of the PPC before the end of term.
- ~~10~~ **SCHOOL POLICIES to be agreed.**
- 10.1 Complaints ✓ → Autumn
- 10.2 Behaviour ✓ → Pay
- 10.3 Staff discipline
- 10.4 Safeguarding ✓
- 10.5 Early Years' Foundation Stage to Year 1 Transition1 ✓
- ~~11~~ **SAFEGUARDING**
Governors to receive a report from the Safeguarding Link Governor.
- ~~12~~ **GOVERNORS' TRAINING**
- 12.1 Training Link Governor to report on courses attended by Governors for the term
- 12.2 Governors to identify any additional training requirements
- 12.3 Training Governor to feedback to Governor Services
- ~~13~~ **AUDIT OF THE SCHOOL'S WEBSITE AND STATUTORY PUBLICATION OF INFORMATION** To receive an update on the school website
- ~~14~~ **TERM DATES**
Governors to receive and ratify school term dates for 2016 -17.
- ~~15~~ **DATE AND AGENDA ITEMS FOR THE NEXT MEETING**
- 15.1 Date of next meeting
- 15.2 Agenda items
- ~~16~~ **ANY OTHER BUSINESS**