

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

## AGENDA – SPRING TERM 2017

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Date: 28 February 2017

Dear Governor,

### WOODFORD GREEN PRIMARY SCHOOL GOVERNING BOARD

The next meeting of the Governing Board will be held on Monday 13 March 2017 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 – Candice Dwight
  - 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 Governors to declare any interests they have in any of the following agenda items
3. **GOVERNING BOARD**
  - 3.1 Welcome to new members of the Governing Board
  - 3.2 Clerk to confirm Governing Board membership – noting current vacancies and identify members whose term of office will end before the summer term 2017
  - 3.3 Clerk to confirm that DBS checks have been completed by all governors and details are held on file by Governor Services
  - 3.3 National Database of Governors: Governors are reminded that from 1 September 2016, all Bodies of maintained schools and academies must update Edubase with information about people involved in governance (section 538 of the Education Act 1996). Governors' details will be encrypted and held securely, so governors should not feel any concern about providing the data. For further information about Edubase, search 'National Database of Governors' on GOV.UK

**4. MINUTES (Enclosed)**

- 4.1 To receive the minutes of the Governing Board meeting held on 23 January 2017
- 4.2 Matters arising
- 4.3 Minutes/Reports from Committees
  - Policy and Progress Committee held on 28 February 2017
  - Finance and Premises Committee held on 2 March 2017

**5. HEAD TEACHER'S REPORT**

**6. CHAIR'S ACTION**

The Chair to report on any action(s) taken since the last meeting for Governors' consideration

**7. LINK GOVERNOR REPORTS**

- 7.1 Governors to receive a report from the:
  - Safeguarding Link Governor
  - SEND Link Governor
  - Health and Safety Link Governor
  - Website Link Governor
  - Pupil Premium Link Governor
- 7.2 School update on actions taken.

**8. GOVERNORS' TRAINING**

- 8.1 Training Link Governor to report on courses attended by Governors for the term
- 8.2 Governors to identify any additional training requirements
- 8.3 Training Governor to feedback to Governor Services

**9. GOVERNANCE REVIEW REPORT**

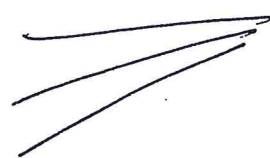
To receive a verbal report on progress made in conducting a formal review into Governance at Woodford Green Primary School.

**10. SCHOOL DEVELOPMENT PLAN AND SCHOOL EFFECTIVENESS FORM**

To receive and agree the newly formatted School Development Plan;  
To receive a report on progress on the School Development Plan;  
To receive a report detailing the most recent assessment data.

**11. POLICY RATIFICATION**

- Admissions Policy ✓
- • Charging and Remissions Policy
- Health and Safety Policy ✓
- • Lettings Policy
- • Pay Policy
- SEND Policy ✓
- Safeguarding Policy ✓
- Marking and Presentation Policy ✓



**12. SCHOOLS FINANCIAL VALUE STANDARD (SFVS) (standing item)**

To note that as part of the annual exercise, maintained schools are required to review, complete and submit the SFVS to the local authority by 31 March 2017

**13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

- 13.1 Date of next meeting 15 May 2017
- 13.2 Agenda items
  - Draft 2017/18 Budget Plan
  - Staffing Plan

**14. ANY OTHER BUSINESS**  
services that work with you

