

EXAMPLE AGENDA

		TIME	LEAD	PAPERS	ACTION
Committee Members:					
In Attendance:					
1.	Apologies for Absence Apologies to be sent to the Chair and Clerk in advance of the meeting	1m	Chair	None	Note
2.	Declaration of Business/Financial Interests/Conflict of interest <i>(Governors are required to complete the Register of Business Interest form and return to the Clerk)</i>	1m	Chair	None	Note
3.	Notification of Any Other Urgent Business <i>(Items to be raised under “any other business” must be notified to the Chairperson and Clerk to the Governors In advance of the meeting)</i>	1m	Chair	None	Note
STRATEGIC					
4.	Spring term achievement review Progress against the SDP targets for the Spring term, reviewing a RAG-rated version of the SDP, latest pupil assessment data and the SOAP report	60 mins	Head	RAG-rated SDP SOAP Pupil data sheets	Review and agree any actions
5.	Pupil Premium review Governor report on impact of Pupil Premium grant to date this year Update on Sports Premium impact	10 mins	Governor	Governor report on Pupil Premium Sports Premium visit report	Review and agree any actions
6.	Attendance review Governor report on pupil attendance	5 mins	Governor	Governor visit report on attendance	Review and agree any actions
HOUSEKEEPING					
10	Policies To REVIEW the policy schedule and ratify the following policies:	5 mins	Head	Policies schedule	Review changes and ratify/adopt
11	Correspondence and Chairs Action To RECEIVE a list of Chairs Action or Correspondence	2 mins	Chair	Verbal	Note
12	Minutes of the Last Governing Body Meeting To APPROVE the minutes of the last Governing Body Meeting and discuss matters arising	6 min	Chair	Minutes	Approve and agree further actions
13.	Any Other Urgent Business				