

Governor Support Service

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To the Governors of Holt House/Carterknowle Federation

Governors are reminded of the three core responsibilities of the governing board and should bear these in mind when considering questions to be asked at the meeting:

- 1. Ensuring clarity of vision, ethos and strategic direction of the school**
- 2. Holding the Headteacher to account for the educational performance of the school and its pupils**
- 3. Overseeing the financial performance of the school and making sure its money is well spent**

Dear Governor

MEETING OF GOVERNORS

You are invited to attend a meeting of the governors to be held at Carterknowle school on 24th October 2017 at 4.30 p.m.

Governors are reminded to ensure that they have read all the information before coming to the meeting.

AGENDA

- 1. To receive and, if agreed, approve apologies**
- 2. Declaration of any pecuniary interests relevant to this agenda**
- Enc. **3. Confirmation of the minutes of the previous meeting(s) and report on matters arising from the minutes**
- 4. Headteacher's Report**
- 5. Committee Minutes and reports from governors with curriculum links**
- 6. Review of Committee Membership, Terms of Reference, Delegated Powers and to confirm/establish Link Governors for Curriculum Areas.**
- 7. To adopt or confirm the Governing Board Code of Conduct**

(Reminder - it is good practice for the Code of Conduct to be reviewed and re-signed by each governor on an annual basis.)

- 8. Annual report on Safeguarding (brought forward from summer 2017 agenda)**
- 9. Strategies to improve attendance**
- 10. Confirm or appoint the reviewers for the Performance Management of the HT and to appoint an external advisor to support the process.**
- 11. School Admissions 2019/20 - to approve the Indicated Admission Number.**

Carterknowle - The Authority is proposing 60 as the Admission Number for the 2019/20 Academic Year. This will be published in the Composite Prospectus "A Guide for Parents". If Governors have any objection to this number please record via the minutes.

Holt House - In practice the school actually operates a higher admission number of 60 each year. It is therefore proposed to publish an admission number of 60 in the 2019/20 admission booklet. If Governors have any objection to this proposal please respond via the minutes to the Admissions Team.

12. **Date and time of the next meeting**

It is suggested that this be held on 13th February 2018.

13. **Any Other Urgent Business**