



Meeting	CSSA - Academy Governance Committee
Date & Time	Wednesday 20 th September 2023 - 5.30pm – 7.30pm at CSSA

To be clerked by – Diana Brown, Governance Professional (GP)

Agenda

No	Description	Lead	Timing
1	Welcome and apologies for absence Welcome to new governors	GP	5.30 – 6.00
2	Reminder of Scheme of Delegation	GP	
3	Confirmation of Terms of Reference for AGC <ul style="list-style-type: none"> Agreed by LLT Board available on Governor Hub – for any comments or questions	GP	
4	Reminder of Governance Handbook	GP	
5	Reminder of Code of Conduct – including general conduct	GP	
6	Reminder of Communication Policy	GP	
7	Declarations Declaration of any Personal or Business Interests for the Governor role. - <u>Declaration to be completed on Governor Hub by the end of this week, if not already refreshed.</u> - Additional declarations relating to KCSIE and other key reference materials to also be re-confirmed Check for any declarations for the other items detailed for this meeting.	GP	
8	Board Appointed Chair - Update	GP	

9	<p>The Governance Plan & Meeting Schedule</p> <ul style="list-style-type: none"> • Regular meetings between Chair and Head Teacher • Preparing agendas • Timing of Papers • Apologies • Updating diaries at start of the year and particularly when changes are notified. • New list of visit dates to school 	GP	
10	<p>Key Resources</p> <ul style="list-style-type: none"> • Governor Hub • The Key • The NGA website • Learning Link (e learning resources) • Training Log on GH 	GP	
11	<p>Confirmation of Linked Governors</p> <p>Document available on Governor Hub</p> <ul style="list-style-type: none"> - For discussion and changes - Review of role 	GP	
12	<p>Confirmation of HT Performance Review Panel</p> <ul style="list-style-type: none"> • Sophie Priest • Mike Rice • TBA <p>Notification of Board Rep to be on each HT's Annual Performance Review panel.</p> <p>Deyes - Graham Hewer TBC</p> <p>CSSA - Hooshang Rahmani TBC</p> <p>Next Meeting Tuesday 26th September 5.00pm – 6.00pm on Teams</p> <p>Confirmation of Trust Pay Committee approach</p>	GP	
13	<p>Review and acceptance of the minutes of the previous meeting</p>	Chair	6.00 - 6.10

14	Update on any significant matters or actions arising from those minutes.	Chair	6.10 - 6.20
15	Overview of Exam Performance & Response Plan	Tariq Mahmood	6.20 – 6.30
16	New Intake Profile for Y7 and Y12 for 2023-24	Janette Vincent	6.30 - 6.40
17	Agree Faculty Reporting Schedule & Process/Format	Janette Vincent	6.40 - 6.45
18	Detailed update on Top 3 Risks to the Academy	Janette Vincent	6.55 – 7.05
20	Trips Schedule & Risk Assessment Process	Janette Vincent	7.05 - 7.15
21	Policies for Review/Ratification <ul style="list-style-type: none"> • Child Protection & Safeguarding • Anti-bullying • Behaviour for Learning • Attendance 	Janette Vincent	7.15 - 7.25
21	Safeguarding Refresher Wednesday 11 th October 6.00pm – 7.00pm on Teams	GP	7.25
22	Date and Time of Next Meeting Development Evening Wednesday 18 th October 4.30pm – 7.30pm at Vortex 1000 Wednesday 8 th November 2023 5.30pm – 7.30pm on Teams	GP	7.30