

**The Nar Valley Federation of Church Academies  
Full Meeting of Local Governing Body, 1pm on  
Tuesday 12<sup>th</sup> October 2021 at Castle Acre Primary**

***'Working Together for the Good of All'***



Diocese of Norwich  
Education and  
Academies Trust

***Let your light shine***

Matthew 5:16

***We aim to become a community which nurtures individuals to develop a sense of belonging, purpose and self-belief in order for all to flourish and shine.***

Our values of respect, responsibility, kindness, courage, hope and forgiveness are clearly illustrated in the parable of the Good Samaritan (Luke 10:25-37). This powerful message provides a basis to enable our children to flourish and shine as unique individuals.

AUTUMN-1 2021 AGENDA		
Description	Lead	Paper Ref
<b>1. Opening formalities</b> 1.1 Opening Prayer 1.2 Receive Apologies for Absence 1.3 Consent/Non-consent to absence 1.4 Complete Declaration of Pecuniary and Personal Interests 1.5 Declaration of any pecuniary or other interest with regard to items on the agenda	Chair	See Note 1 below
<b>2. Elect Vice-Chair</b> 2.1 Election of Vice-Chair	Clerk	
<b>3. Minutes and Actions</b> 3.1 To approve the minutes of the meeting held on 20/7/2021 and the confidential minutes of the meeting on 17/5/2021 3.2 To review actions from previous meetings 3.3 To discuss matters arising from the minutes	Chair	Minutes Actions Summary
<b>4. LGB Code of Conduct</b> 4.1 To adopt the DNEAT Code of Conduct 2021-22	Chair	See Note 2 below
<b>5. Scheme of Delegation and Terms of Reference</b> 5.1 To adopt and sign the Scheme of Delegation for 2021-2022 5.2 To adopt the <a href="#">Terms of Reference for the Full LGB</a>	Chair	SoD & Signatory Sheet

<p><b>6. LGB Membership, Committees and Designated Governor Responsibility</b></p> <p>6.1 Review and record appointments, resignations and vacancies</p> <p>6.2 Review and agree committee membership and Chairs</p> <p>6.3 Designate responsibility to named governor for:</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Special Educational Needs and Disability (SEND)</li> <li>• Looked After Children (LAC or CLA) (not required if no LAC pupils)</li> <li>• English as an Additional Language (EAL) (not required if no EAL pupils)</li> <li>• Pupil Premium</li> <li>• Sports Premium</li> <li>• Health &amp; Safety</li> <li>• Website Compliance</li> <li>• RSHE</li> </ul> <p><i>NB: Some schools appoint link governors for curriculum areas or cohorts; depending on the size of your school, you may wish to consider doing this</i></p>	Chair	
<p><b>7. Headteacher's Report</b></p> <p>7.1 Receive verbal report from Headteacher regarding key priorities for 2021-2022</p> <p>7.2 Update on NVF Sports Premium</p> <p>7.3 Update on NVF Pupil Premium</p> <p>7.4 Communication BIF Update</p>	HT	Operational Overview, SEFs, SCP, SOAPs PP Strategy Statement
<p><b>8. Reports from Committees and Designated/Link Governors</b></p> <p>8.1 Receive verbal reports from Chairs of LGB Committees:</p> <p>8.1.1. Standards &amp; Curriculum</p> <p>8.1.2. HTPM (feedback regarding plan for HT and Teacher Performance Management)</p> <p>8.2 Receive verbal report from Designated/Link Governors (including Subject Lead Governors) regarding any activity they have undertaken since the last meeting – in particular:</p> <p>8.2.1. Confirm that Academy website is fit for purpose and is statutorily compliant</p>	Chair	S&C Minutes  Academy Website Compliance report
<p><b>9. Safeguarding</b></p> <p>9.1 Receive report from Safeguarding Governor to include their check on Single Central Record for amendments each term (including Safer Recruitment check)</p> <p>9.2 Receive <a href="#">Safeguarding Report</a> from HT/DSL</p>	Des Gov Safeguarding  HT	
<p><b>10. Governor Monitoring</b></p> <p>10.1 Receive/discuss monitoring reports</p> <p>10.2 Agree focus for future monitoring by governors</p>	Chair	Visit Reports
<p><b>11. Continuous Professional Development for Governors</b></p> <p>11.1 Discuss training requirements for whole LGB and individual governors, particularly for those with designated responsibilities</p> <p><i>NB: all governors are expected to attend/undertake at least 2 training sessions each year (either online or face to face)</i></p>	Chair	See Note 3 below

<p><b>12. Policies</b></p> <p>12.1 Adopt the following Core Trust Policies (if not previously adopted at Summer-2 LGB meeting):</p> <table border="0"> <thead> <tr> <th style="text-align: left;"><b>Policy</b></th> <th style="text-align: left;"><b>Date emailed to Academy Office</b></th> </tr> </thead> <tbody> <tr> <td>Safeguarding Sept 2021</td> <td>23/9/21</td> </tr> <tr> <td>DNEAT Continuous Professional Development (CPD)</td> <td>23/9/21</td> </tr> <tr> <td>Lockdown, Invacuation and Evacuation Policy</td> <td>29/9/21</td> </tr> </tbody> </table> <p>12.2 Agree and approve the following Academy Policies: NVF Staff Handbook Critical Incidents Red Book</p>	<b>Policy</b>	<b>Date emailed to Academy Office</b>	Safeguarding Sept 2021	23/9/21	DNEAT Continuous Professional Development (CPD)	23/9/21	Lockdown, Invacuation and Evacuation Policy	29/9/21	Chair	Core Trust Policies are on DNEAT website  Meeting folder, Governor Hub
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<p><b>13. Closing Formalities</b></p> <p>13.1 Date, time, venue of next meeting 13.2 Closing prayer/reflection</p>	Chair									
<p><b>Reflection</b></p> <p><i>Are we confident that our Local Governing Body understands the academy's key priorities, knows what is being done to build upon its strengths and address its weaknesses and how our Christian vision informs this?</i></p>										

**Governors should ask the following of each report/verbal presentation:**

- 1. Where is there achievement (success) or underachievement (less success)?**
- 2. To what extent?**
- 3. Why?**
- 4. What is being done about it?**
- 5. How will we know action taken has been successful?**

**Notes**

1. Declarations should be completed by each governor via GovernorHub. Go to your profile by clicking on your name at the top of the screen and then:
  - click the Declarations tab
  - Edit or delete existing declarations of interest by clicking on the 3 dots to the right of the declaration
  - To add a new declaration, click the 'Add a new declaration' button
  - Once your declarations are correct, click the Confirm button
2. Governors should confirm that they agree to abide by the LGB Code of Conduct by clicking on the relevant button in the Declarations section of GovernorHub (as per Note 1)
3. Lists of training courses can be found on GovernorHub in the [Resources for all Governors / Governor CPD: Tools and Resources](#) folder.