[](https://email.aylesburyvaledc.gov.uk/5438-6OPM-30RPBT-48ULL-1/c.aspx)



**Suggested Areas to Cover for Summer Term FGB Meetings**

Buckinghamshire Council and Buckinghamshire Association of School Governors have worked in partnership to create a suggested summer term agenda. There are areas that should be covered following the clear advice provided by the [[NGA](https://www.nga.org.uk/getmedia/6c08ef2c-1421-4319-bcbb-2ff98ae94142/COVID-GUIDANCE-ON-DECISIONS-AND-MEETINGS-UPDATE-FINAL-07042020.pdf)](https://www.nga.org.uk/getmedia/6c08ef2c-1421-4319-bcbb-2ff98ae94142/COVID-GUIDANCE-ON-DECISIONS-AND-MEETINGS-UPDATE-FINAL-07042020.pdf), [[The Key](https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/health-and-medical-needs/coronavirus-how-continue-monitoring-closed-school/?marker=module-top5-popular_role)](https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/health-and-medical-needs/coronavirus-how-continue-monitoring-closed-school/?marker=module-top5-popular_role) and the [DfE](https://www.gov.uk/government/publications/school-governance-update/school-governance-update-march-2020). All of these bodies are asking Governing Boards to keep monitoring to a minimum, not to overburden Headteachers, to focus on urgent business only and to be pragmatic in what Governing Boards cover in meetings during this time.

Based on the information provided from each of these organisations the bullet points below are suggested areas of focus for the subject areas of the agenda.

Governing Boards should ensure that your agendas are formulated with the suggested areas in consultation with your Chair of Governors Headteachers, and Clerks.

It is important to note that each school context will be different. It is equally important that the agenda for your virtual meeting will need to be considered bearing in mind the length of time it will take to complete and that on-line meetings are more tiring than face to face ones.

This agenda will be updated when it is announced that schools will reopen to cover any issues Boards may need to consider at that point.

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| 1 | **Notification of Any Other Business**   * This is to forewarn everyone, so that if needed, interests can be declared |
| 2 | **Declarations of Interests / loyalties in relation to items on this agenda**   * This should always be a standing item on all agendas |
| 3 | **Deferral of usual Summer Term agenda, approval of minutes and matters arising originally scheduled for FGB Summer Term to later in the year.**   * This allows you to minute that you are deferring of the usual summer term business until later in the year – Clerks to ensure they maintain a record of all deferred items to be carried forward. |
| 4 | **Revised provisions for holding online meetings**   * Governing Boards should approve a revised policy for this purpose and amend standing orders where needed. |
| 5 | **Headteacher and Staff Wellbein**g:   * Staffing profile – including details of rota’s set up, expectations of staff, work being carried out etc. * Any support the Headteacher or their staff, need or could be offered * How staff are adapting to working remotely, or working in school supporting learners with reduced staff * Premises/Admin working arrangements. * Whether all staff have the resources and support they need to work from home * Any illness among staff * Provision of CPD |
| 6 | **Pupils and Safeguarding**   * Approval of Safeguarding Addendum * Attendance figures during lockdown period over time * Changes that have been made to provision to accommodate the current context * How the school is making sure vulnerable pupils are kept safe (including those who are at home, rather than in school), and whether these plans are working well * How the school is working with the LA (Trust) to safeguard vulnerable pupils * How the school is checking in on all pupils who are staying at home * How pupils, especially vulnerable pupils, who are still coming into school are coping * Whether staff have concerns about any pupils who aren't technically categorised as 'vulnerable' by the DfE, and what the school is doing for these pupils * How the school is supporting pupils who are eligible for free school meals, and whether pupils are accessing this provision * If your school is delivering remote lessons, what safeguarding arrangements are in place to keep pupils safe * Any plans the LA/Trust may have to create 'hub' schools, and what impact that might have on safeguarding arrangements * Any support that staff need from you |
| 7 | **Health & Safety**   * The arrangements the school has in place to maintain social distancing for staff and pupils on site * Wider health and safety arrangements (such as having a first aider on site, an increased cleaning rota or locking down certain parts of the school building) * The continued safety of the school building, including any previously raised premises issues/developments and current work in progress * Individual staff support * PPE ( Infants/special) |
| 8 | **Continuing Education**   * The school's processes to remote learning, for instance:   + Is the school sending resource packs home? Are teachers recording video lessons?   + How much work do they expect learners to achieve?   + Any feedback expected/given * Any guidance or support the school has given to parents about supporting their child's learning at home * Provision for vulnerable pupils * Provision for pupils with SEN * The balance of learning activities for learners who are still coming into school * Provision of ICT for vulnerable children - Government scheme * Transition arrangements and reporting (Year 6, year 10, year 12) * Examination grading (GCSE and A levels -secondary only) |
| 9 | **Personnel Matters**   * Are there any staff resignations and appointments needed or changes to staffing structure proposed? * Are there staff (e.g. on Bucks Pay) eligible for to be furloughed during closure * Recruitment update |
| 10 | **Contractual Matters**   * School meals contracts – update on provision * Cleaning arrangements/contracts – update on how contract/arrangements are currently working * Staff services – e.g. SALT, OT - update on how contracts are currently working |
| 11 | **Financial Matters**   * Budget approval- 2019-20 * Additional costs COVID 19 - through LA <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020> * May academy financial report not needed |
| 12 | **Relationship & Sex Education**  Your school will have to teach [[relationships and sex education (RSE) from September 2020](https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/curriculum/school-curriculum/relationships-sex-education-changing-governors-first-steps/?marker=content-body).](https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education)  Check where your school are with preparing for the new requirements. There is no set timeline for the consultation and curriculum/policy review process, and schools will do it differently. Your school's plans may also have been disrupted by coronavirus. If you have not already, ask:   * Has the school completed consultations with parents over any changes? * If not, can any consultations be completed virtually? * Have you finalised the curriculum offer for RSE to start in September? * Is the new RSE policy ready for approval? If not, when can we expect it?   You will want to hear that the school is are on track, or if they aren't, that they've got a plan in place to make sure everything is ready for September. |
| 13 | **Chairs Actions**   * Chairs to update meeting on any actions taken under delegated powers (it is suggested that chairs keep Governors updated regularly between meetings) |
| 14 | **Contact Details**   * Governors to agree who would be the conduit of information should the Chair and Vice Chair become unavailable [DfE guidance](https://www.gov.uk/government/publications/school-governance-update/school-governance-update-march-2020) * It would be good for Governing Boards to have a conduit of two other Governors, should the Chair or Vice Chair become unavailable (this will depend on the size of the Board) |
| 15 | **Any Other Business**   * Items tabled at the beginning of the meeting |
| 16 | **Evaluation of meeting**   * Governors to confirm that the meeting has been conducted appropriately |