

Full Governing body Meetings

One of the key ways in which we fulfil our duties as governors is through Full Governing Body (FGB) meetings. There are 5 FGB meetings throughout the academic year. For each of these there is an agenda which is put together by the clerk to the governing body, the Headteacher and the Chair of Governors well in advance of the meeting. Agendas and meeting items vary over the course of the year, but certain items are presented and/or discussed at every meeting:

- The last FGB meeting's minutes - these are formally agreed by the governing body
- Action points for the the previous meeting - to ensure identified actions have been completed
- Headteacher's report - this is one of the main ways the Headteacher informs governors of what is happening in school and includes items such as staffing, pupil numbers, absence rates, staff training, behaviour and safeguarding
- Committee reports - all governor meetings are minuted; these minutes are then approved by the FGB so that all governors are aware of the work of all committees
- Governor training - this is to ensure governors have the necessary training, the right skills and up to date knowledge
- Governor of the Month reports- all governors are expected to visit the school during the working day with an agreed focus and to then report back to the FGB on this
- The School improvement Plan - this outlines the key priorities for the school for the academic year and the FGB monitor and evaluate this.

Other topics that may be discussed at various points during the year include:

- Strategic planning, including our four year vision
- Budget and financial reports
- Analysis of pupil/parent/staff surveys
- Attainment and progress data
- School self-evaluation.

Staff also regularly attend FGB meetings to present updates and to outline future plans and priorities for their area of responsibility.

Each FGB meeting is around 2 hours in duration and, as you can see, is very busy!