



Hunnyhill Primary School

Notice is given of a meeting of the Full Governing Board of Hunnyhill Primary School

On Tuesday 13th September 2016 at 5.30pm

Agenda

No.	Item	Lead	Time
1	Elect Chair of Governors: a) Decide term of office, receive nominations and vote	Clerk	5 mins
2	Elect Vice Chair of Governors: a) Receive nominations and vote	Chair	5 mins
3	Welcome & Apologies	Chair	2 mins
4	Order of Business	Chair	2 mins
5	Declaration of Interest: a) Updates for declaration form b) This meeting	Chair	2 mins
6	Governing Body documents: a) Review and agree Standing Orders b) Review and agree Scheme of Management Delegation c) Review and agree Committee Terms of Reference d) Consider adoption of new governance collaboration agreement	Chair	20 mins
7	Governing Body Responsibilities for 2016-17: a) Update on Governing Body membership b) Agree Governor Role document & Code of Conduct c) Sign Governor Code of Conduct sheet d) Agree governor roles and committee membership e) Update governor contact details f) Update progress of DBS checks g) Identification details	Chair	20 mins
8	Head's Update a) Staffing b) Safeguarding c) General school items	Headteacher	15 mins
9	Minutes & Matters Arising Minutes 12 th July 2016	Chair	15 mins
10	Catering Contract: a) Consider delegation of contract negotiation		5 mins
11	Policy approvals: Freedom of Information	Chair	5 mins
12	Date of Next Meeting(s) JSG Tuesday 20 th September 2016 5.30pm PAC Tuesday 27 th September 2016 5.30pm FGB Tuesday 11 th October 2016 5.30pm	Clerk	1 min