**Surrey Governor Services**

This model agenda is provided to assist Chairs of Governing Boards, Headteachers  
and Clerks in compiling the agenda for virtual governing board meeting(s) to focus on business critical decisions in response to **Coronavirus (COVID-19)**

**Summer term 2020**

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| 1. **Welcome / Apologies for Absence / Declaration of Interests and Approving alternative meeting arrangements** 2. To consider approval of any apologies 3. To consider approval of alternative meeting arrangements and policy noting protocols and requirements for confidentiality when participating in virtual meetings. 4. To declare any interests in any of the items under discussion |
| 1. **Business Critical Decisions** 2. Agree key decisions that are needed during this time to support school leaders e.g. ratifying budget; premises, support for staff and pupils and what can be put on hold. 3. Chair to report on any emergency action taken |
| 1. **Approval of Minutes of Previous Meetings**   These can then be signed electronically or in person by the Chair. |
| 1. **Governing Body Membership** 2. To consider arrangements for governing board membership 3. Governors should appoint a governor who can step in/lead the Governing Board should the Chair and/or Vice-Chair become unavailable. This should be agreed and noted in the minutes. |
| 1. **Re-opening of School to Other Pupils**   To receive an update on planning and arrangements for the re-opening of school in line with DfE guidance to more pupils from 1st June. |
| 1. **Update on Provision of Education for Vulnerable Children and Children of Key Workers**   To receive an update on current arrangements for educational provision, including   1. number of pupils attending school 2. arrangements for staff attending school 3. arrangements in place for remote education provision to pupils not in school 4. parental support for the arrangements in place 5. key issues arising and plans to address |
| 1. **Update about Remote Learning Arrangements for the Majority of Pupils**   To receive an update on remote learning arrangements for the majority of pupils. |
| 1. **Safeguarding – specific to current situation** 2. To agree/ratify an update/addendum to the Safeguarding policy during Covid19 3. Confirm DSL arrangements 4. To receive an update on safeguarding arrangements, including how contact is being maintained with vulnerable pupils, and any issues arising 5. To receive an update on arrangements/plans for ensuring wellbeing of pupils and any current issues/concerns. |
| 1. **Staffing Arrangements and Wellbeing** 2. To receive an update on current status of staffing capacity including level of Covid-19 related absences 3. To receive an update on arrangements/plans for supporting staff well-being during and after the current emergency conditions. 4. To consider staffing arrangements for September - recruitment/resignations |
| 1. **Health & Safety** 2. To receive an update on arrangements for ensuring the health and safety of staff, pupils and any other individuals who are attending the site, and any issues/concerns. 3. To receive notification of any health and safety incidents occurring since the last meeting |
| 1. **Statutory Items/Compliance including Finance**   Any items for which board approval is required. For example:   1. Statutory Policies 2. Schools Financial Value Standard (SFVS) (may have been done in March if your board has met) 3. Approve and submit 2020-2021 budget to Surrey County Council by 1st May |
| 1. **Confidential Items** |
| 1. **Dates of Future Meetings** |