

Stratton Education Trust

Dear Governor

You are invited to attend a meeting of the Stratton Local Governing Body on **Monday, 21st November, 6.30pm**. The meeting will take place in room 1 at **Stratton Upper School**.

Please let me know, at your earliest opportunity, if you are unable to attend, including a brief reason for your absence.

Yours faithfully

Miranda Dixon
Clerk to the Governors

Stratton Local Governing Body - Agenda

1. Welcome and Apologies
2. Declarations of Interest
3. Chairman's update re SET
4. Approval of Minutes – 17th October 2016
5. Matters Arising
 - i) Section 5 –
 - The Clerk to inform Nigel Lillywhite of these appointments – action complete
 - HR to liaise with the Trustees regarding this appointment - HR
 - Circulation of Governor Responsibilities – action complete.
 - ii) Section 6 –
 - Production of policy spreadsheet – MD
 - Circulation of ToRs – action complete
 - Agreement of Terms of Reference (ToR)
 - “Delegation of Duties” to be published on the school website (once agreed)
 - iii) Section 7 –
 - Confirmation of delegated responsibility for governor involvement in recruitment above a TLR2c grade – RW
 - Explanation of conversion from letter to number grades published on the school website – RW
 - Addition of colour coding and pupil numbers to the departmental performance page of the Head's Report – RW
 - Circulation of Head's Report to this committee – action complete
 - iv) Section 8 –
 - Circulation of the WSIP to this committee – action complete
 - v) Section 10 –
 - All departments to be encouraged to issue invitations to governors for any extra-ordinary events - RW
 - Circulation of the governor's visit form – action complete
 - Production of a “tick list” of documents that governors should expect from each department - JH
 - Regular sharing of the Pupils Progress Check Tracker - RW
 - Update on on-line filing of governor documents - MD

6. Questions on the Whole School Improvement Plan – (previously circulated to governors)
7. Behaviour & Attendance – update from RH
 - Update on Yr9 issues.
8. Safeguarding – Report from HR
9. Governor Visits
10. Any Other Business

The next meeting of the SLGB will take place at 6.30pm on Monday, 20th February 2017.