

HEADTEACHER:  
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# THE LATYMER SCHOOL

Founded 1624

## GOVERNING BODY- AGENDA

**7.00PM ON TUESDAY, 26 MARCH 2024, LRC, THE LATYMER SCHOOL**

<b>PART 1 – ATTENDEES:</b>			
<b>NAME</b>	<b>POSITION</b>	<b>DATE APPOINTED</b>	<b>END OF TERM OF OFFICE</b>
Edward Cooper	FOUNDATION GOVERNOR	03 Nov 2017 2 <sup>nd</sup> Term	02 Nov 2025
Corrine Harms	FOUNDATION GOVERNOR	01 Feb 2021	31 Jan 2025
Bilal Mahmood	FOUNDATION GOVERNOR	01 Feb 2021	28 Feb 2025
Krishna Mehta	FOUNDATION GOVERNOR	21 March 2019 2 <sup>nd</sup> Term	20 March 2027
Matthew Papasavva	FOUNDATION GOVERNOR	21 March 2019 2 <sup>nd</sup> Term	20 March 2027
Stephen Way (Chair)	FOUNDATION GOVERNOR	06 March 2017 2 <sup>nd</sup> Term	05 March 2025
Sof Yiannakas	FOUNDATION GOVERNOR	21 March 2019 2 <sup>nd</sup> Term	20 March 2027
Vacancy	FOUNDATION GOVERNOR		
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Reem El-Sharouni	PARENT GOVERNOR	13 Dec 2020	12 Dec 2024
Demi Agrotis	PARENT GOVERNOR	19 May 2023	18 May 2027
John Anthony	PARENT GOVERNOR	19 May 2023	18 May 2027
Shannett Thompson	CO-OPTED GOVERNOR	10 Dec 2018 2 <sup>nd</sup> Term	09 Dec 2026
Amit Zaveri	LOCAL AUTHORITY GOVERNOR	09 June 2023	08 June 2027
Maureen Cobbett	HEADTEACHER	01 Sept 2015	n/a
Stephen Miles	STAFF GOVERNOR	01 Sept 2022	31 Aug 2026

### Also attending

Jamie Bolden, Chair of Trustees, The Latymer Foundation  
Dick Hibberd, Vice-Chair of Trustees, The Latymer Foundation

### Clerk

Mrs Mary Pope

**ALL PAPERS ARE TAKEN AS READ IN ADVANCE OF THE MEETING**

	<b>AGENDA</b>	<b>PAPER</b>
1	Welcome and apologies for absence.	verbal
2	Declarations of interest Governors are reminded that they should declare any interest relating to items on this agenda.	verbal
3	Notification of items of any other business	verbal
4	Approval of minutes of the last meeting: 21 November 2023	ENC 4
5	Matters arising <ul style="list-style-type: none"> <li>• Update on Headteacher recruitment</li> </ul>	ENC 5
<b>MEMBERSHIP</b>		
6	Update on membership and vacancies. <ul style="list-style-type: none"> <li>• Terms of Office</li> </ul>	verbal
<b>STRATEGIC ITEMS</b>		
7	Report of the Headteacher	ENC 7
8	Internal Audit Update	Verbal
9	Scheme of Financial Delegation and Control	ENC 9
10	Building Works	verbal
<b>GOVERNANCE AND COMPLIANCE ITEMS</b>		
11	Risk Register	ENC 11
12	Committee Reports	-
12a	<b>Finance</b> 28 November 2023	ENC 12a
12b	<b>Finance</b> 16 January 2024	ENC 12b
12c	<b>Finance</b> 26 March 2024 (verbal)	verbal
12d	Q3 2023/24 Q4 2023/24	ENC 12d ENC 12di
12e	Three-year budget including 2024/25 initial thoughts.	ENC 12e
12f	LCVAP 2023/24 (FINCOM)	ENC 12f

12g	Traded Services (FINCOM)	ENC 12g
12h	<b>Curriculum and Standards</b> 12 December 2023	ENC 12h
12i	<b>Curriculum and Standards</b> 19 March 2024 (verbal)	Verbal
12j	<b>Admissions</b> To Note: 22 November 2023 (Meeting cancelled)	Verbal
12k	<b>Admissions</b> 06 February 2024 (verbal)	Verbal
12l	Admission Arrangements for 2025/26 <i>Chair to advise arrangements had been published.</i>	verbal
12m	<b>Pay</b> 27 February 2024 (verbal)	Verbal
12n	<b>Pupils and Personnel</b> 12 March 2024 (draft)	ENC 12n
12o	Mentoring Programme	verbal
13	<b>Pupil Premium Strategy 2023/24 (C&amp;S)</b>	ENC 13
14	<b>Policies for ratification</b>	
14a	Home School Agreement (Admissions)	ENC 14a
14b	Examination Access Arrangements Policy (C&S)	ENC 14b
14c	Curriculum Policy (C&S)	ENC 14c
14d	Debt Management Policy (FINCOM)	ENC 14d
14e	<i>LAC and PLAC Policy (P&amp;P – still awaiting update from LA)</i>	<i>No update</i>
14f	Relationships and Sex Education Policy (C&S and P&P)	ENC 14f
14g	First Aid Policy (P&P)	ENC 14g
14h	Supporting Students with Medical Condition Policy (P&P)	ENC 14h
14i	CEIAG Policy (P&P)	ENC 14i
14j	School Journeys and Procedures Policy (P&P)	ENC 14j
14k	Attendance Policy (P&P)	ENC 14k
14l	Homework Policy	ENC 14l
14m	Non-smoking and vaping Policy	ENC 14m
14n	<i>Mobile Phone Policy- Noted now an appendix of Behaviour Policy</i>	
14o	Visitor Speakers Policy	ENC 14o
14p	Assessment, Feedback and Response Policy (C&S)	ENC 14p
14q	Special educational needs and disability policy	ENC 14q
15	Health and Safety	verbal
	<b>OTHER BUSINESS</b>	
16	Governor Visits	verbal
17	Training – Skills Audit	verbal
18	Chair's Action	verbal
19	AOB <b>*ADVISE CHAIR IN ADVANCE OF THE MEETING*</b>	verbal
20	Items to remain confidential.	verbal
	<b>NEXT MEETING</b>	
21	02 July 2024 – 7pm	-