



### **Model Agenda for Local Governance Boards**

#### **Annual Meeting (October)**

1. To consider the Fund Holding Arrangements in the future so that any impending changes can be identified early and responded to in good time.
2. To confirm the arrangements for leadership of the Partnership for the year including any payments to the Chair's school or as a salary for a Director
3. To confirm any financial transfers to the fund holding school (or alternative) for its provision of admin/HR/Financial Services
4. To confirm the Budget for the Partnership for the year
5. To agree the Partnership Development Plan for the Year
6. To approve the Partnership's Safeguarding Policy

#### **Termly Meeting (Half Term each term)**

1. To receive the financial report for the Partnership for the school year to date
2. To receive the report of the Co-ordinator and or Chair/Director on the work of the Partnership currently
3. To consider any issues of concern raised in the most recent Five Partnerships' Report
4. To agree on the current evaluation of the Partnership as recorded on the "Template for Local Accountability Boards to use in termly reports to the SEIPS Governance Board."
5. To agree any issues that need to be raised by the Chair/Director at the County Governance Board and to respond to any issues raised by the Board.

### **Model Agenda for County Governance Board**

#### **Annual meeting - December**

1. To confirm membership and chairing of the Board.
2. To confirm attendance at the Board of representatives from the five SEIPS
3. To scrutinise the Financial Report for the previous school year
4. To consider any balances that exceed the designated limit
5. To receive the Annual Five Partnership's Report and identify any issues

#### **Termly Meeting (end of each term)**

1. To receive the reports from the five Partnerships as recorded on the "Template for Local Accountability Boards to use in termly reports to the SEIPS Governance Board." To identify any issues of concern and actions needed to address them
2. To scrutinise the summary financial report for the current year to date.
3. To receive the termly Five Partnerships Report and identify any issues of concern and actions needed to address them.
4. To consider any issues raised by Local Governance Boards

5. To consider any issues raised by the Chairs/Directors of the Partnerships
6. To consider any issues raised by other agencies and services related to Partnership work.
7. To summarise the judgement of the Board on the effectiveness of the Partnerships in a form that can be shared with Local Boards and within the Local Authority's accountability structure.