

Autumn Term

1 EXTRA MEETING September 17th re Data

	Planning / Procedural Sept 24 th	October 15 th	November 19 th	December 17 th
How do we know? Strategic	<ul style="list-style-type: none"> Discuss school values, aims and mission statement Share and discuss DASP, RAP, school development plans, and CALT plans Staff Governor Feedback 	<ul style="list-style-type: none"> Headteacher's interim report (verbal) Review website CALT presentation Staff Governor Feedback 	<ul style="list-style-type: none"> Headteacher's interim report (verbal) SEF CALT presentation Staff Governor Feedback Monitor H/S Log books, 	<ul style="list-style-type: none"> Review Headteacher's report covering Autumn Term Review Safeguarding/CP Review progress made against the school development plan (1) Review Children's questionnaire Staff Governor Feedback
Holding to Account	<ul style="list-style-type: none"> Update of staff roles and responsibilities Receive Inclusion report Receive Pupil Premium Impact report and new Action Plan 	<ul style="list-style-type: none"> Review / approve policies list for academic year and delegation levels School Census 	<ul style="list-style-type: none"> Receive review of Baseline Receive review of ASP (previous Raise online) (if received) Review impact of the Staff CPD plan on standards, the SDP, and professional growth and consider the new CPD development plan and its links to PM/PDR and the SDP 	<ul style="list-style-type: none"> Review SST monitoring report (1) (obs, books, planning, Teaching and Learning) Receive school Self Evaluation partner report (SEP)
Procedural	<ul style="list-style-type: none"> Confidentiality Policy is to be reviewed and signed Child Protection Policy Admissions Policy Governor Visits Protocol <p>read annual policies and sign declaration to show they have understood and agree to adhere to the policies</p>	<ul style="list-style-type: none"> Policies 	<ul style="list-style-type: none"> Policies Learning Walks Safeguarding Audit 	<ul style="list-style-type: none"> Policies
Financial Priority	<ul style="list-style-type: none"> Update register of interest Approve delegation of powers to Head and Chair Review PP spending plan for year 	<ul style="list-style-type: none"> Review finance account Review/monitor key spending priorities now there is a new SDP Consider autumn school census and impact on future funding 	<ul style="list-style-type: none"> Review report on application of pay and rewards linked to performance Review finance account Voluntary Funds 	<ul style="list-style-type: none"> Review finance account Standing Orders and Financial Admin Regs Financial Procedures Policy
Holding Self (GB) to Account	<ul style="list-style-type: none"> Agree governance training plan and review previous year Review GB effectiveness - (GB self audit) Consider key roles within GB, include links to CALTs 	<ul style="list-style-type: none"> Review part of governance self-audit 	<ul style="list-style-type: none"> Review part of governance self-audit 	<ul style="list-style-type: none"> Review part of governance self-audit

Spring Term

	21st Jan	4th March	1st April
How do we know? Strategic	<ul style="list-style-type: none"> Headteacher's interim report (verbal) CALT presentation Set staff questionnaire Staff Governor Feedback 	<ul style="list-style-type: none"> Headteacher's interim report (verbal) SEF Set Parent Questionnaire Review staff questionnaire CALT presentation Staff Governor Feedback Monitor H/S Log books, 	<ul style="list-style-type: none"> Review Headteacher's report covering Spring Term Review Safeguarding/CP Review progress made against the school development plan (2) Review Parent Questionnaire CALT presentation (E-safety for Govs as well) Staff Governor Feedback
Holding to Account	<ul style="list-style-type: none"> Review Autumn Term data set, to include all years and groups of children Receive Inclusion report Review of Pupil Premium (1) (effectiveness of interventions) 	<ul style="list-style-type: none"> Safeguarding review update 	<ul style="list-style-type: none"> Receive school evaluation partner report (SEP) Receive annual Health & Safety report Review SST monitoring report (2) (obs, books, planning, Teaching and Learning)
Procedural	<ul style="list-style-type: none"> Policies 	<ul style="list-style-type: none"> Policies 	<ul style="list-style-type: none"> Policies Learning Walks
Financial Priority	<ul style="list-style-type: none"> Review finance account Consider option for future bids / capital projects Best Value Statement Review Contract Schedule 	<ul style="list-style-type: none"> Review finance account Premises review, repairs and maintenance required – financial planning of <p>FINANCE AUDIT update</p>	<ul style="list-style-type: none"> Review finance account Consider changes required to the staffing structure for next academic year Ensure planning for financial budgeting is set Approve purchases of services Approve 3 year budget
Holding Self (GB) to Account	<ul style="list-style-type: none"> Review part of governance self-audit 	<ul style="list-style-type: none"> Review part of governance self-audit 	<ul style="list-style-type: none"> Review part of governance self-audit

Summer Term

	May 13th	June 17 th	July 15 th
How do we know? Strategic	<ul style="list-style-type: none"> Headteacher's interim report (verbal) Staff Governor Feedback 	<ul style="list-style-type: none"> Headteacher's interim report (verbal) SEF Staff Governor Feedback Monitor H/S Log books, Premises Plan 	<ul style="list-style-type: none"> Review Headteacher's report covering Summer Term Review on Safeguarding/CP Review progress made against the school development plan (3) Staff Governor Feedback
Holding to Account	<ul style="list-style-type: none"> Web-site, review statutory requirements met Review Spring Term data set, to include all years and groups of children Receive Inclusion report Review of Pupil Premium (2) (effectiveness of interventions) 	<ul style="list-style-type: none"> Review SLT monitoring report (3) (obs, books, planning, Teaching and Learning) Review impact of staff CPD plan on standards, the SDP and professional growth 	<ul style="list-style-type: none"> Receive annual safeguarding report Receive annual racist incident report Receive school evaluation partner report (SEP)
Procedural	<ul style="list-style-type: none"> Policies 	<ul style="list-style-type: none"> Policies 	<ul style="list-style-type: none"> Policies
Financial Priority	<ul style="list-style-type: none"> Review finance account 	<ul style="list-style-type: none"> Review finance account Financial Risk and Control Checklist Statement of Internal Control 	<ul style="list-style-type: none"> Review finance account
Holding Self (GB) to Account	<ul style="list-style-type: none"> Review part of governance self-audit 	<ul style="list-style-type: none"> Review part of governance self-audit 	<ul style="list-style-type: none"> Review part of governance self-audit Review governor attendance Set meeting dates for next academic year

The Department for Education Governors' Handbook – three core functions	Office for Standards in Education – four areas of review
<ol style="list-style-type: none"> Ensuring clarity of vision, ethos and strategic direction; Holding the head teacher to account for the educational performance of the school and its pupils; and Overseeing the financial performance of the school and making sure its money is well spent. 	<ol style="list-style-type: none"> The achievement of pupils at the school The quality of teaching in the school The behaviour and safety of pupils at the school The quality of leadership in, and management of, the school.