

## Autumn Term

1 EXTRA MEETING September 17th re Data

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

## Spring Term

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

## Summer Term

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

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