

Agenda Cycle for Moorside Infant and Junior Schools Governing Boards Meetings 2018 /19

Autumn 1: Mon 17 September 2018

Statutory Requirements:

- Complete all relevant forms / declarations
- Confirmation re: Safeguarding responsibilities (Child Protection: Keeping Children Safe in Education)

School Strategy Plan: update

Approve:

- Autumn Term School Improvement Plan (SIP) Priorities, including whole school data targets
- Any Staffing Structure Changes
- Scheme of Delegation: remit of responsibilities
- GB Meetings' Agenda Cycle

Review / approve:

- Budget Management Policy: Scheme of Delegation
- Complaints Policy (due Sep 2020)

Key Term Dates for Governor Attendance

Abbreviations explained:

ASP: Analyse School Performance

CP: Child Protection

EHCP: Education Health Care Plan

LAC: Looked After Child

GB: Governing Board

HT: Headteacher

HR: Human Resources

SEND: Special Educational Needs

SIP / SDP: School Improvement Plan / School Development Plan (inter-changable)

Autumn 2: Mon 15 October 2018

School Improvement:

Head Teacher Interim Report

- Review of this term's SIP Priorities
- Budget Implications
- School Improvement Reports – Milestone Review
- Pupil Premium and Sport Premium Strategies (impact from previous academic year and planned expenditure for this academic year)
- CPD – courses attended by staff and impact
- **Human Resources:** Staffing update

Review / Approve any pupil residential(s)

School Strategy Plan: update

School Improvement Plan Monitoring and other Link Reports:

- Governor Monitoring / Link
- School Improvement Partner

Health and Safety/Premises Report:

- Update from Health and Safety Governor: including near misses

Non-Monitoring / link Reports

Governor CPD

Headteacher confirmation re:

Policy Review as per Governors Yearly Planner

In addition, Governors must review:

- Performance Related Pay Policy
- Safeguarding / Child Protection Policy

Key Term Dates for Governor Attendance

Autumn 3: Mon 10 December 2018

School Improvement:

Headteachers Full Report:

(Utilising agreed format)

To include:

- SIP Progress including Spring Term Priorities
- Pupil Achievement & Progress data
- Aspire (ASP) Data
- Complaints stats and any resultant outcomes.
- Bullying incidents
- Attendance / absence
- LAC/SEND/EHCP (Basic characteristics)
- HR / Staffing update
- Quality of Teaching and Learning
- Confirmation that Performance Management for teaching staff completed by 31 October.

Finance:

- Monitoring Report, Revised Budget and Forward Plan.
- Benchmarking

School Strategy Plan: update

School Improvement Plan Monitoring and other Link Reports:

- Governor Monitoring linked to SIP priority areas
- School Improvement Partner
- Receive Subject Leader Reports for school improvement priority areas
- Health and Safety Report: including near misses

Non-Monitoring / link Reports

Governor CPD

Key Term Dates for Governor Attendance

NB. Actions required pre / post HMI or other school inspections to be incorporated into the most appropriate GB Meeting.

Agenda Cycle for Moorside Infant and Junior Schools Governing Boards Meetings 2018 /19

Spring 1: Mon 4 February 2019

School Improvement:

HT Interim Report re:

- School Improvement (including Pupil Data)
- Review of this term's SIP Priorities
- CPD – courses attended by staff and impact

Reports

- Pupil Premium: mid-year progress / impact
- Sports Premium: mid-year progress / impact

Finance:

- Reporting back re: any actions back from Benchmarking
- Contract Review Schedule
- **SFVS** Draft for approval / signing off

School Strategy Plan: update

Safeguarding Audit Draft approval / signing off

Behaviour and Safety

School Improvement Plan Monitoring and other Governor Link Reports

- Health and Safety: including near misses
- Governor Monitoring including Pupil Premium and SEND
- School Improvement Partner Report

Non-Monitoring / link Reports

Governor CPD

Key Term Dates for Governor Attendance

Spring 2: Tues 9 April 2019

School Improvement:

HT Full Report to include:

- SIP Progress including Summer Term Priorities
- Pupil Achievement & Progress data
- Complaints stats and any resultant outcomes.
- Bullying incidents
- Attendance / absence
- LAC/SEND/EHCP (Basic characteristics)
- HR / Staffing update
- Quality of Teaching and Learning

School Strategy Plan: update

School Improvement Plan Monitoring and other Governor Link Reports:

- Health and Safety Report: including near misses
- Governor Monitoring
- School Improvement Partner Report
- Receive Subject Leader Reports for school priority (improvement) areas

Non-Monitoring / link Reports

Governor CPD

Headteacher confirmation re:

Policy Review as per Governors Yearly Planner

Key Term Dates for Governor Attendance

NB. Actions required pre / post HMI or other school inspections to be incorporated into the most appropriate GB Meeting.

Agenda Cycle for Moorside Infant and Junior Schools Governing Boards Meetings 2018 /19

Summer 1: Wednesday 15 May 2019

School Improvement:

HT Interim Report re:

- School Improvement (including Pupil Data)
- Review of this term's SIP Priorities
- CPD – courses attended by staff and impact

Finance:

- Draft Start Budget including impact of Performance Pay Panel re: costs.
- Previous Years Outturn
- National Benchmarking / Report Card

School Strategy Plan: update

School Improvement Plan Monitoring and other Governor Link Reports:

- Health and Safety Report: including near misses
- Behaviour and safety
- Governor Monitoring / Link
- School Improvement Partner

Non-Monitoring / link Reports

Governor CPD

Key Term Dates for Governor Attendance

Summer 2: Monday 24 June 2019

School Improvement

HT Full Report to include:

- SIP Progress
- Pupil Achievement & Progress data
- Complaints stats and any resultant outcomes.
- Bullying incidents
- Attendance / absence
- LAC/SEND/EHCP (Basic characteristics)
- HR / Staffing update

Reports:

- Pupil Premium: impact
- Sports Premium: impact

School Strategy Plan: update

School Improvement Plan Monitoring and other Governor Link Reports:

- Health and Safety Report: including near misses
- Governor Monitoring / Link
- School Improvement Partner
- Receive Subject Leader Reports
- Any follow up from National Benchmarking / Report Card

Non-Monitoring / link Reports

Governor CPD

Headteacher confirmation re:

Policy Review as per Governors Yearly Planner

Key Term Dates for Governor Attendance

Summer 3: Wednesday 17 July 2019

School Improvement

Reports / updates:

- HT
- Governor Monitoring / Link
- Other Governor Reports

School Strategy Plan: update

Governor CPD

Governing Board Evaluation

- Skills Audit
- Chairs 360 Review
- Gobs self evaluation & CPD requirements
- Twenty Questions a GB to ask itself
- GB Structure / Model and plan for next Academic Year

Chair and Vice Chair Elections

Agree:

- Allocation of Governors to Monitoring / Link Roles
- Independent Advisor for HT Performance Review.

Panel Membership for:

- HT Performance
- Staff Performance Related Pay
- Review / appeals re: above
- Complaints Appeal

Review: Draft Governor Annual Statement

NB. Actions required pre / post HMI or other school inspections to be incorporated into the most appropriate GB Meeting.