Agenda Cycle for Moorside Primary School and Nursery Governing Board Meetings 2023-24

Autumn 1: Monday 18th September 2023

School Improvement: Strategy plan update

School Development Plan Update and delegation of monitoring areas (incl. sports premium and pupil premium)

Approve:
- Autumn Term School Improvement Plan (SDP) Priorities, including whole school data reporting and targets
- Any Staffing Structure Changes
- Scheme of Delegation: remit of responsibilities
- GB Meetings' Agenda Cycle and policy overview
- Governance Annual Statement

Statutory Requirements:
- Complete all relevant forms / declarations and **appointment of Chair/Vice Chair**
- Confirmation re: Safeguarding responsibilities (Child Protection: Keeping Children Safe in Education)

Review / approve:
- Safeguarding / Child Protection Policy
- Confirm KCSIE actions
- Budget Management Policy Annually: Scheme of Delegation
- Charging & Remissions Policy
- Volunteer Policy (2 year)
- Adoption of HR and NYCC policies
- Delegation of Central Record of Recruitment (SCR)

Key Term Dates for Governor Attendance

Autumn 2: Monday 16th October 2023

School Improvement:

School Strategy Plan: update

Head Teacher Interim Report
- Review of this term's SIP Priorities
- Budget Implications
- School Improvement Reports – Milestone Review and Target Setting (data)
- Pupil Premium and Sport Premium Strategies planned expenditure for this academic year)
- CPD – Impact report 2022-23
- CPD – linked to SDP areas - INTENT
- **Human Resources:** Staffing update

Review / Approve any pupil residential(s)

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

Policies:
- Complaints Policy (due Sep 2023)
  - Performance Related Pay Policy 23-24
  - SEND policy and local offer (annually)

Governor link Reports
Governor CPD
Key Term Dates for Governor Attendance

Autumn 3: Monday 4th December

School Improvement:

School Strategy Plan: update

HT Interim Report re:
- School Improvement Progress (SIA visit report)
- Review of this term's SIP Priorities and Governor monitoring (HT report)
- HR Staffing Update
- Confirmation that Performance Management for Teaching Staff completed by 31.10.23

Behaviour and Safety policies
- Behaviour Principals Policy
- Behaviour (2 years)
- Anti-Bullying Policy (2 years)
- Attendance (2 years)
- Online Safety/Acceptable Use

School Improvement Plan Monitoring and other Governor Link Reports
- Health and Safety: monitoring including premises management documents
- Governor Monitoring including Pupil Premium and SEND
- School Improvement Partner Report

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

Non-Monitoring / link Reports
Governor CPD

Key Term Dates for Governor Attendance

Spring 1: Monday 29th January 2024
School Improvement:
Headteachers Full Report:
To include:
- SIP Progress including Spring Term Priorities
- Pupil Achievement & Progress data from the Autumn term
- 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

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

School Improvement Plan Monitoring and other Link Reports:
- Governor Monitoring linked to SIP priority areas
- School Improvement Partner
- Health and Safety Report: including near misses

Non-Monitoring / link Reports
Governor CPD
Key Term Dates for Governor Attendance

Spring 2: Monday 18th March 2024
School Improvement:
HT Interim Report re:
- School Improvement Progress (SIA visit report)
- Review of this term's SIP Priorities and Governor monitoring
- CPD –undertaken and implementation by staff

Reports
- Pupil Premium: mid-year progress / impact
- Sports Premium: mid-year progress / impact
- Receive Subject Leader Reports for school improvement priority areas
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Finance:
- Reporting back re: any actions back from Benchmarking
- Contract Review Schedule
- **SFVS** Draft for approval / signing off

Safeguarding Audit Draft approval / signing off

Behaviour and Safety policies
- Freedom of Information (2 years)
- GDPR (2 years)

School Improvement Plan Monitoring and other Governor Link Reports
- Health and Safety: including near misses
- Governor Monitoring including Pupil Premium and SEND

Non-Monitoring / link Reports
Governor CPD

Key Term Dates for Governor Attendance

Summer 1: Business meeting TBC
School Improvement:
HT Interim Report re:
- Review of this term's SIP Priorities and SIA visit report
- Quality of Teaching and Learning

Statutory Requirements:
- Confirmation re: Safeguarding responsibilities (Child Protection: Keeping Children Safe in Education)

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

Policies:

Governor Allowances (2 years)

Minutes of, and papers considered at meetings of the governing body and its committees

School Improvement Plan Monitoring and other Governor Link Reports:
- Health and Safety Report: Premises management documents
- Governor Monitoring
- School Improvement Partner Report

Governor CPD

Headteacher confirmation re:
Policy Review as per Governors Yearly Planner

Key Term Dates for Governor Attendance

Summer 2: Monday 13th May 2024

School Improvement:

HT Full Report to include:

- SIP Progress including Summer Term Priorities and monitoring (pupil premium and sports premium)
- Pupil Achievement & Progress data from the Spring Term
- Complaints stats and any resultant outcomes.
- Bullying incidents
- Attendance / absence
- LAC/SEND/EHCP (Basic characteristics)
- HR / Staffing update

Finance

Any follow up from National Benchmarking / Report Card

Policies: Governor Allowances (2 years)

Minutes of, and papers considered at meetings of the governing body and its committees

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

Governor Reports

Governor CPD

Key Term Dates for Governor Attendance

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

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

Summer 3: Monday 8th July 2024

- **School Improvement**
  School Improvement Partner SIA report

Reports / updates:

- HT EYFS, KS1 and KS2 data report
- Governor Monitoring / Link
- Governor Reports
- Receive Subject Leader Reports
- School Improvement Reports school priority (improvement) areas
- Pupil Premium: impact
- Sports Premium: impact

Governor CPD

Governing Board Evaluation

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

Agree:

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

Policies:

Panel Membership for:

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

Review: Draft Governor Annual Statement