

## Autumn term

Full Governing Body	
Autumn term	
<p><u>Key tasks</u></p> <ul style="list-style-type: none"> <li>• Approve school development plan</li> <li>• Review and appoint Link Governors</li> <li>• Receive and review teacher/governor reports/SIP update</li> <li>• Review Health and Safety Items</li> <li>• Receive Headteacher's report</li> </ul> <p><u>Statutory tasks</u></p> <ul style="list-style-type: none"> <li>• Elect Chair and Vice-Chair</li> <li>• Agree committee structure, membership, delegation &amp; terms of reference for all committees and working groups</li> <li>• Review Capability and Appraisal policies</li> <li>• Update Register of Business Interests</li> <li>• Draw up Freedom of Information Publication Scheme</li> </ul> <p><u>Finance Requirements</u></p> <ul style="list-style-type: none"> <li>• Present and discuss latest Budget Monitoring; Formula and Devolved Capital</li> <li>• Review of Benchmarking comparisons</li> </ul>	

Committees (key tasks – to be carried out ahead of full governing body meetings)	
<p><u>Curriculum Committee</u></p> <ul style="list-style-type: none"> <li>• Elect Committee Chair</li> <li>• Review committee terms of reference</li> <li>• Review performance data in detail (including SATs, EYFSp, attendance, exclusions, bullying incidents, racist incidents)</li> <li>• Agree pupil performance targets</li> <li>• Review school development plan – impact and progress</li> </ul>	<p><u>Finance and General Purposes Committee</u></p> <ul style="list-style-type: none"> <li>• Elect Committee Chair</li> <li>• Review committee terms of reference</li> <li>• Review Capability and Appraisal policies</li> <li>• Present and discuss latest Budget Monitoring; Formula and Devolved Capital &amp; prepare summary for governing body</li> </ul>

### Standing items for all meetings (full & committees)

- Opportunity to declare Business Interests
- Governing Body priorities & development planning

### Standing items for all full governing body meetings

- Organise support and training for governors (S)
- Induction for new governors
- Review governors' visits, including revisiting previous reports to look at impact of actions taken in response to reports.
- Racist and bullying incidents

### Performance Review:

- Review head teacher's performance in light of agreed targets (with external advisor)
- Agree performance targets for forthcoming year

NB items in blue are SFVS requirements

Policies:		
Full Governing Body	Finance Committee	Curriculum Committee
<p><b>19/10/17</b></p> <ul style="list-style-type: none"> <li>• Register of business interests of Headteacher and governors (S) <i>(then ongoing at every meeting)</i></li> <li>• Capability policy (S)</li> <li>• Appraisal policy (S)</li> <li>• Pay Policy (S)</li> <li>• Safeguarding/Child Protection policy (S)</li> <li>• SEND/Inclusion Policy (S)</li> <li>• Supporting Pupils with Medical Conditions (S)</li> <li>• Governors' Code Conduct</li> </ul>	<p><b>10/11/17</b></p> <ul style="list-style-type: none"> <li>• Best Value Statement</li> <li>• Budget Monitoring Procedures</li> <li>• Statement of Internal Control</li> <li>• Purchasing Policy for Internal Use</li> <li>• Financial Procedures Policy</li> <li>• School Insurance</li> <li>• PARAGO Asset Management</li> <li>• School Journey Account</li> </ul>	<p><b>03/10/17</b></p> <ul style="list-style-type: none"> <li>• Worship Policy</li> <li>• SMSC Policy</li> <li>• Religious Education Policy</li> <li>• Food Policy</li> <li>• Homework Policy</li> <li>• SDP</li> <li>• Pupil Performance Targets</li> <li>• Pupil Premium Report</li> <li>• Sports Premium Report</li> </ul>

**Central record of recruitment and vetting checks (S):** review by Safeguarding Link Governor (to take place termly & unannounced)

## Spring term

### Spring term

- Receive Headteacher's report
- [Review school development plan – impact and progress](#)
- Complete/review School Self Evaluation/receive updates of SIP priorities
- Receive ASP and analyse data
- [Provisional budget approval \(budget received from LA in March\)](#)
- [Discuss unspent balances](#)
- Receive and review teacher/governor reports/SIP update
- Review health and safety items

#### Statutory tasks

- Complete special educational needs report
- Agree admissions criteria

#### Finance Requirements

- [Present and discuss latest Budget Monitoring; Formula and Devolved Capital](#)
- [Review staffing structure](#)
- [Review and discuss the Schools Financial Value Standard \(SFVS\) return \(return by 31<sup>st</sup> March\)](#)

### **Committees (key tasks – to be carried out ahead of full governing body meetings)**

#### Curriculum Committee

- Review performance data in detail (including SATs, EYFSp, attendance, exclusions, bullying incidents, racist incidents)
- Review School website (including compliance with requirements)
- Review school development plan – impact and progress

#### Finance and General Purposes Committee

- Review budget plan in detail and identify possible overspend/underspend
- [Present and discuss latest Budget Monitoring; Formula and Devolved Capital & prepare summary for governing body](#)
- Review Health & Safety policy and identify any issues for attention
- SFVS

#### Standing items for all meetings (full & committees)

- [Opportunity to declare Business Interests](#)

#### Standing items for all full governing body meetings

- Organise support and training for governors (S)
- Induction for new governors
- Review governors' visits, including revisiting previous reports to look at impact of actions taken in response to reports.
- Racist and bullying incidents

#### Performance Review:

- Review head teacher's progress in relation to agreed targets

Policies:		
Full Governing Body	Finance and General Purposes Committee	Curriculum Committee
<p><b>20/02/18</b></p> <ul style="list-style-type: none"> <li>• Special Educational Needs report (S)</li> <li>• Sex Education policy (S)</li> <li>• Admissions arrangements (S)</li> <li>• Data Protection Policy (S)</li> <li>• SFVS</li> </ul>	<p><b>26/01/18</b></p> <ul style="list-style-type: none"> <li>• Premises Management polices (S)</li> <li>• <a href="#">Business Continuity Plan (S)</a></li> <li>• <a href="#">Whistleblowing Policy</a></li> <li>• <a href="#">Scheme of delegation</a></li> <li>• <a href="#">Debt Recovery Policy</a></li> <li>• Register of pupils (S) – review of summary of January School Census</li> <li>• Review of staffing structure document</li> <li>• Health and safety policy (S)</li> <li>• <a href="#">Freedom Of Information Publication Scheme (S)</a></li> </ul>	<p><b>13/03/18</b></p> <ul style="list-style-type: none"> <li>• Attendance targets</li> </ul>

**Central record of recruitment and vetting checks (S):** review by Safeguarding Link Governor (to take place termly & unannounced)

## Summer term

Full Governing Body	
Summer term 1 <sup>st</sup> half	Summer term 2 <sup>nd</sup> half
<p><u>Key tasks</u></p> <ul style="list-style-type: none"> <li>• <a href="#">Revise budget and submit to LA (end May)</a></li> <li>• Review arrangements for parents to receive reports about pupil performance in National Curriculum subjects</li> <li>• <a href="#">Review school development plan – impact and progress</a></li> <li>• Receive and review teacher/governor reports/SIP update</li> </ul> <p><u>Statutory tasks</u></p> <ul style="list-style-type: none"> <li>• <a href="#">Approve 2017-18</a></li> <li>• <a href="#">Review and agree Service Level Agreements for next financial year</a></li> </ul> <p><u>Finance Requirements</u></p> <ul style="list-style-type: none"> <li>• Present and discuss latest Budget Monitoring; Formula and Devolved Capital</li> <li>• Review analysis of year-end budget figures</li> <li>• Approve statement of Internal Control</li> <li>• Internal financial controls Self Evaluation</li> <li>• Presentation of Voluntary Fund Audit Certificate to the Governing Body</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Headteacher’s report</li> <li>• <a href="#">Review school development plan – impact and progress</a></li> <li>• Complete/review School Self Evaluation/receive updates of SIP priorities</li> <li>• Review of governing body’s performance/procedures</li> <li>• Review pupil exclusions for the year</li> <li>• Agree dates for next year’s governing body meetings</li> <li>• Review governors’ visits (for the year)</li> <li>• Review attendance of pupils/staff and governors</li> <li>• <a href="#">Review of School Asset Register</a></li> <li>• Review health and safety items</li> </ul> <p><u>Finance Requirements</u></p> <ul style="list-style-type: none"> <li>• Present and discuss latest Budget Monitoring; Formula and Devolved Capital</li> </ul>

Committees (key tasks – to be carried out ahead of full governing body meetings)	
<p><u>Curriculum Committee</u></p> <ul style="list-style-type: none"> <li>• Review school development plan – impact and progress</li> </ul>	<p><u>Finance and General Purposes Committee</u></p> <ul style="list-style-type: none"> <li>• Review budget plan in detail and prepare summary for governing body</li> <li>• Develop new budget plan for approval by governing body</li> <li>• Review SLAs</li> </ul>

### Standing items for all meetings (full & committees)

- [Opportunity to declare Business Interests](#)
- Governing Body priorities & development planning

### Standing items for all full governing body meetings

- Organise support and training for governors (S)
- Induction for new governors
- Review governors’ visits, including revisiting previous reports to look at impact of actions taken in response to reports.
- Racist and bullying incidents

### Performance Review:

- Review head teacher’s progress in relation to agreed targets

NB items in blue are SFVS requirements

Policies:		
Full Governing Body	Finance and General Purposes Committee	Curriculum Committee
<p><b>24/05/18</b></p> <ul style="list-style-type: none"> <li>• Behaviour policy (S)</li> <li>• Behaviour principles written statement (S)</li> <li>• Staff discipline, conduct and grievance policies (S)</li> </ul> <p><b>04/07/18</b></p> <ul style="list-style-type: none"> <li>• Allegations of abuse against staff</li> </ul>	<p><b>04/05/18</b></p> <ul style="list-style-type: none"> <li>• Complaints Procedure (S)</li> <li>• <a href="#">Governor's allowances (schemes for paying) (S)</a></li> </ul>	<p><b>12/06/18</b></p> <ul style="list-style-type: none"> <li>• Publication of Equality Information</li> </ul>

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