

**High Street Primary Management Plan 2018-19**

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| **Monday 17th September 2018**  Meetings start at 4:30pm | **Monday 15th October 2018**  Meetings start at 4:30pm |
| *Procedural*  Welcome and apologies  Declarations of interest  Annual Review of membership  Complete annual pecuniary interest forms and Code of Conduct  Minutes of the last meeting and matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Receive report on summer testing results and trends  Presentation on pupil tracking system  Consider progress on Strategic Improvement Plan  Update from Headteacher on people and finance at start of academic year  Barriers to progress  *Local Governance monitoring and development*  Governor visits  Clerk’s Update – membership, local and national strategies  Governor training  LGB Action Plan  Reach South Board Update  *Policy Review*  Adopt the Trust H&S policy | *Procedural*  Welcome and apologies  Declaration of interests  Minutes of last meeting and matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  *Local Governance monitoring and development* |

\* Agenda’s based on the Management Plan 2018-19 will be reviewed prior to each meeting and amended when necessary.

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| **Monday 19th November 2018**  Meetings start at 4:30pm | **Monday 21st January 2019**  Meetings start at 4:30pm |
| *Procedural*  Welcome and apologies  Declaration of interests  Minutes of last meeting and matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Questions on Headteacher’s report  Review report on the quality of teaching  Review progress on Strategic Improvement Plan  ASP/Data dashboard review  Report on planned use of pupil premium  Report on staff appraisal  Note the annual budget and review the closing budget from the previous year  Review variations in budget spend and re-forecasts  Admissions update  Barriers to progress  *Local Governance monitoring and development*  **Report from Safeguarding leader on review of Single Central Record**  **Report from Maths leader**  **Report from English leader**  Other Governor visits  Clerk’s Update – membership, local and national strategies  Governor training  LGB Action Plan  Reach South Board update | *Procedural*  Welcome and Apologies  Declaration of interests  Minutes of the last meeting and matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Monitor the success of the phonics programme Review progress on Strategic Improvement Plan  Review Parent View and plan parent surveys  Review variations in budget spend and re-forecasts  Review the academy emergency plan  Review the risk register  Admissions update  Barriers to progress  *Local Governance monitoring and development*  **Report from Early Years leader**  **Report from SENDCo LAC report**  **Report from Pupil premium leader**  Governor visits  Clerk’s Update – membership, local and national strategies  Governor training  LGB Action Plan  Reach South Board update  *Policy Review*  Review and maintain Behaviour policy  Review and maintain the SEN policy |

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| **Monday 25th February 2019**  Meetings start at 4:30pm | **Monday 18th March 2019**  Meetings start at 4:30pm |
| *Procedural*  Welcome and apologies  Declaration of interests  Minutes of last meeting and matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  *Local Governance monitoring and development* | *Procedural*  Welcome and Apologies  Declaration of interests  Minutes of last meeting and matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Performance Management update  Review parent survey results  Report on impact of pupil premium  Report on quality of teaching and pupil progress  Questions on Headteacher’s report  Report on predicted outcomes for cohorts and years  Plan survey of staff/pupils (as required)  Review variations in budget spend and re-forecasts  Review of academy website  Barriers to progress  *Local Governance monitoring and development*  **Report from Maths leader**  **Report from English leader**  Other Governor visits  Clerk’s Update – membership, local and national strategies  Governor training  LGB Action Plan  Reach South Board update  *Policy Review*  Review and maintain Complaints policy |

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| **Monday 20th May 2019**  Meetings start at 4:30pm | **Monday 17th June 2019**  Meetings start at 4:30pm |
| *Procedural*  Welcome and Apologies  Declaration of interests  Minutes of the last meeting  Matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Review progress on Strategic Improvement Plan  Review variations in budget spend and re-forecasts  Review staffing structure for following year  Review of staff CPD/shared expertise  Barriers to progress  *Local Governance monitoring and development*  **Report on review of Single Central Record**  **Report from SENDCo**  **Report from safeguarding leader**  Other Governor visits  Clerk’s Update – membership, local and national  strategies  Governor training  LGB Action Plan  Reach South Board update | *Procedural*  Welcome and apologies  Declaration of interests  Minutes of last meeting and matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  *Local Governance monitoring and development* |
| **Monday 15th July 2019**  Meetings start at 4:30pm |  |
| *Procedural*  Welcome and Apologies  Declaration of interests  Minutes of last meeting  Matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  End of year testing results  Review progress on Strategic Improvement Plan and adopt a new plan for the coming year  Questions on Headteacher’s report  Academy self-evaluation report  Review variations in budget spend and re-forecasts  Barriers to progress    *Local Governance monitoring and development*  **Report from Early Years leader**  **Report from Grants and Pupil premium leader**  Other Governor visits  Clerk’s Update – membership, local and national strategies  Governor training  Governor Action Plan – new items for following year  Strategic planning by FGB  Election of chair and vice chair  Appoint governors with specific responsibilities for the year ahead  Set up a hearings committee (staffing, exclusions and complaints)  Appoint Performance Management governors and secure training  Evaluation of LGB’s work |  |