

(Updated on 23<sup>rd</sup> January 2017)

## GOVERNANCE PLAN –High Street Primary Academy School 2016/17

	September	October	November
	<p><u>Procedural</u>  Complete annual pecuniary interest forms and Terms of Reference  Minutes of the last meeting  Matters arising  Review size of Governing Body  Chair's and Head's Urgent business</p> <p><u>School management, monitoring and evaluation</u>  Receive Annual Safeguarding Report for 14/15  Receive report on summer testing results and trends over 3 years  Achievement of groups – FSM, service family children, LAC,SEN etc</p> <p><u>Staff and Learning Environment</u>  Staff Update inc staff structure  Staff salaries review and confirmation that annual salary statements have been issued to all teaching staff  Building works  Health and safety update</p> <p><u>Governance development</u>  Clerk's Update – membership, local and national strategies  Governor training  Governor Action Plan</p>	<p><u>Procedural</u>  Declaration of interests on agenda  Minutes of last meeting  Matters arising  Chair's and Head's Urgent business</p> <p><u>School management, monitoring and evaluating</u>  Questions on Headteacher's report  Presentation on pupil tracking  Progress on School Impact plan  Governor visits  Report from English governors</p> <p><u>Finance</u>  Receive accounts of voluntary fund and appoint auditor as required.  Monitor Budget inc devolved capital, Bad Debtors, Income Allocation Notification  = LA Monitor  Use of sports premium</p> <p><u>Governance development</u>  Clerk's Update – membership, local and national strategies  Governor training  Governor Action Plan</p> <p><u>Admissions</u>  Agree a draft policy and send to Trust</p>	<p><u>Procedural</u>  Declaration of interests on agenda  Minutes of last meeting  Matters arising  Chair's and Head's Urgent business</p> <p><u>School management, monitoring and evaluating</u>  Update on interventions  Review progress on School Impact plan  Governor visits  Report on use and impact of pupil premium  Report on quality of teaching and pupil progress  Report on Vice Chairs' review of Single Central Report  Benchmarking  Report from Safeguarding governors</p> <p><u>Finance</u>  Review governors' competencies for SFVS and complete return</p> <p><u>Staff and Learning Environment</u>  Staff Update  Review progress of staff appraisal</p> <p><u>Governance development</u>  Clerk's Update – membership, local and national strategies  Governor training  Governor Action Plan</p> <p><u>Admissions</u>  Respond to response from Trust and agree changes in preparation to send to LA.</p>
<b>2015</b>	PAY POLICY	SEN SUPPORTING PUPILS WITH MEDICAL CONDITIONS (2015,2018,2021)	SAFEGUARDING (2015,2018,2021) CODE OF CONDUCT FOR GOVERNORS (2015,2018,2021)
<b>2016</b>	PAY POLICY	SEN ACCESSIBILITY PLAN (2016,2019,2019)	MANAGING ALLEGATIONS AGAINST STAFF (2017,2020,2023)

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2017	PAY POLICY	SEN	SEX EDUCATION (2017,2020,2023)
	January	February	March
	<p><u>Procedural</u>  Declaration of interests on agendas  Minutes of the last meeting  Matters arising  Chair's and Head's Urgent business</p> <p><u>School management, monitoring and evaluation</u>  Receive report on RAISEOnline  Plan surveys of parents/review Parent View  Monitor the success of the phonics programme at Y1  Governor visits  Performance Management Gobs to confirm completion of target setting and review  Annual Report on SEN – SEN Governor  Report from Maths governors</p> <p><u>Staff and Learning Environment</u>  Staff Update inc  Review staffing structure for following year  Building works  Health and Safety update  Health and safety focus – accidents  Review of Emergency Plan</p> <p><u>Governance development</u>  Clerk's Update – membership, local and national strategies  Governor training  NGA update  Governor Action Plan</p>	<p><u>Procedural</u>  Declaration of interests on agenda  Minutes of last meeting  Matters arising  Chair's and Head's Urgent business</p> <p><u>School management, monitoring and evaluating</u>  Questions on Headteacher's report  Report on predicted outcomes for cohorts and years  Review progress on School Impact plan  Governor visits  Review of school website  Report from Early Years Governors and EYS programme</p> <p><u>Governance development</u>  Clerk's Update – membership, local and national strategies  Governor training  Governor Action Plan</p> <p><u>Admissions</u>  Review the list of applicants from the LA and rank according to oversubscription criteria. Ranked list to be returned to the LA.</p>	<p><u>Procedural</u>  Declaration of interests on agenda  Minutes of last meeting  Matters arising  Chair's and Head's Urgent business</p> <p><u>School management, monitoring and evaluating</u>  Governor visits  Performance Management update  Review parent survey results  Report on use and impact of pupil premium  Report on quality of teaching and pupil progress- Maths focus  Report from English governors</p> <p><u>Finance</u>  Review budget (close) and indicative draft forecast budget for coming year (inc 2 year plan)  Update on curriculum spend  Purchase of LA/External services  Update on voluntary school fund</p> <p><u>Governance development</u>  Clerk's Update – membership, local and national strategies  Governor training  Governor Action Plan</p> <p><u>Admissions</u>  Review any comments from consultation process for admissions policy and agree a determined policy. Send determined policy to LA and Trust</p>
2016	MANAGING EQUALITY POLICY (2016,2019,2022)	CHILD PROTECTION POLICY (2016)	CAPABILITY POLICY (2016,2019,2023) HOME SCHOOL AGREEMENT (2016,2019,2021)
2017	DATA PROTECTION POLICY (2017, 2019, 2021) SAFER RECRUITMENT POLCY (2017,2020,2023)	CHILD PROTECTION POLICY (2017)	GOVERNOR EXPENSES POLICY (2017,2020)

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2018	FOI POLICY (2018, 2021, 2024)	CHILD PROTECTION POLICY (2018) WHISTLE-BLOWING POLICY (2018,2021,2024)	GOVERNOR VISIT POLICY (2018,2021,2024)
	May	June	July
	<p><u>Procedural</u> Declaration of interests on agenda Minutes of the last meeting Matters arising Chair's and Head's Urgent business</p> <p><u>School management, monitoring and evaluation</u> Performance management update Review progress on PTSA for the School Impact plan &amp; EYFS Governor visits Prepare for Governance Annual report on website Report from Maths governors Report on Vice Chairs' review of Single Central Record Report Performance Management update Citizenship</p> <p><u>Finance</u> Final closing school budget statement Adopt new budget – 2 year plan</p> <p><u>Staff and Learning Environment</u> Staff Update Review of staff CPD/shared expertise Health and Safety update Health and safety focus – annual inspection and fire risk assessment</p> <p><u>Governance development</u> Clerk's Update – membership, local and national strategies Governor training Governor Action Plan</p> <p><u>Admissions</u> Publish determined arrangements on school website by 1<sup>st</sup> June.</p>	<p><u>Procedural</u> Declaration of interests on agenda Minutes of last meeting Matters arising Chair's and Head's Urgent business</p> <p><u>School management, monitoring and evaluating</u> Questions on Headteacher's report Presentation on pupil tracking Receive end of year updates from Co-ordinators Governor visits Report from safeguarding governors School self-evaluation report Approve term dates and training days for following academic year Report on quality of teaching and pupil progress- Maths focus- English focus</p> <p><u>Finance</u> Appoint auditor for coming year and receive audited accounts. Outcomes of use of sports premium Benchmarking of finances Update on school fund Consistent Financial Report</p> <p><u>Governance development</u> Clerk's Update – membership, local and national strategies Governor training Governor Action Plan Governor skills audit</p>	<p><u>Procedural</u> Declaration of interests on agenda Minutes of last meeting Matters arising Chair's and Head's Urgent business</p> <p><u>School management, monitoring and evaluating</u> End of year testing results Report on quality of teaching Governor visits Receive end of year updates from Co-ordinators Appoint Performance Management governors and external advisor Review progress on School Development Management Plan and adopt new School Impact plan for the following year Report from Early Years governors Performance Management interim review</p> <p><u>Finance</u> Monitor Budget inc devolved capital, Bad Debtors, Income Allocation Notification = LA Monitor</p> <p><u>Staff and Learning Environment</u> Building works in summer holiday</p> <p><u>Governance development</u> 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 2 vice chairs Appoint governors with specific responsibilities for the year ahead Review Constitution (Instrument) Appoint Hearing and Appeals committee</p>

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<b>2016</b>	FINANCE (INC LETTING AND CHARGES AND REMISSIONS POLICY	MANAGING COMPLAINTS POLICY (2016,2019,2022)	DISCIPLINARY POLICY (2016,2019, 2021)
<b>2017</b>	FINANCE (INC LETTING AND CHARGES AND REMISSIONS POLICY	APPRAISAL POLICY (2017,2020,2023)	GRIEVANCE POLICY (2017,2020,2023)
<b>2018</b>	FINANCE (INC LETTING AND CHARGES AND REMISSIONS POLICY	HEALTH AND SAFETY POLICY( 2018,2021,2024)	BEHAVIOUR POLICY (2018, 2021,2024)

## Governor reporting plan 2015/2016

Sept	Oct  English - Mrs Halliday and Mrs Thomas	Nov  Safeguarding – Mrs Lacey  Single Central Record -
Jan  Maths – Mrs Lacey SEN – Mrs McGee	Feb  Early Years – Mrs McGee	March  English – Mrs Halliday and Mrs Thomas
May  Maths – Mrs Lacey Single Central Record-	June  Safeguarding – Mrs Lacey	July  Early Years – Mrs McGee