

Dates of Governing Body Meetings 2018 – 19

Full GB Meeting (2 hrs)	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Dates	Thu 20th September 2018 6.30pm	Thu 22nd November 2018 6:30pm	Thu 24th January 2019 7:00pm	Thu 18th March 2019 6:30pm	Thu 16th May 2019 6.30pm	Wed 17th July 2019 6.30pm
Agenda Items	<ul style="list-style-type: none"> Elect chair and vice chair Share & sign Govnrn code of conduct Decide committee structure, TOR and membership Set annual meeting schedule -strategic approach to timings Approve chair/HT delegated powers Complete register of Business Intrsts Appoint governor responsibilities Headteacher Report (written) Approve 2018-19 SDP- Lead Governor update Set annual Policy review SEF update Approve GB action plan 	<ul style="list-style-type: none"> Headteacher Report (written) SEF update Staffing structure Staff appraisal Performance Management Report Autumn Assessment Report SDP progress: -Leadership & management -Quality of teaching learning and assessment Finance report Feedback from committees Review report from School improvement partner Parent survey approval FFT Access Demo 	<ul style="list-style-type: none"> Headteacher Report (written) Safeguarding Audit Policy progress Feedback from committees SDP progress: -Personal development behaviour and welfare -Effectiveness of the early years SEF update Parent survey analysis Agree and publish admissions arrangements for next autumn on school website (by 28 February) 	<ul style="list-style-type: none"> Headteacher Report (written) School Assessment Data SEF update SDP progress: -Outcomes for pupils -Quality of teaching learning and assessment -Leadership & management Feedback from committees 	<ul style="list-style-type: none"> Headteacher Report (written) Approve final budget Reports from committees Feedback from committees Policy progress SDP progress: - Personal development behaviour and welfare -Effectiveness of the early years Review attendance of pupils, staff and governors SEF update 	<ul style="list-style-type: none"> Headteacher Report (written) SDP progress review governor update Pupil attendance Feedback from committees SAT results review
Evidence Required 1 week in advance	<ul style="list-style-type: none"> ➤ HT Report ➤ Policy Audit Plan ➤ GB Action Plan ➤ GB meeting schedule ➤ Prop committee structures and TOR 	<ul style="list-style-type: none"> ➤ HT Report ➤ SEF ➤ GB action plan ➤ Updated SDP 	<ul style="list-style-type: none"> ➤ HT Report ➤ Policy audit ➤ Safeguarding Audit Headlines ➤ Updated SDP 	<ul style="list-style-type: none"> ➤ HT Report ➤ SEF ➤ Updated SDP 	<ul style="list-style-type: none"> ➤ HT Report ➤ Final Budget ➤ Finance Report ➤ Updated SDP 	<ul style="list-style-type: none"> ➤ HT Report ➤ SDP review 2018-19

Dates of Curriculum, Pupils Achievement and Outcomes Meetings 2018-19

Committee Meetings	Autumn 1	Autumn 2	Spring 1	Spring 2 Update	Summer 1 Update	Summer 2
Dates	Thu 18 th October 2018 5pm	Thu 17 th Jan 2019 5pm	Wed 13 th February 2019 5pm	Thu 2 nd May 2019 5pm	Thu 6 th June 2019 5pm	Thu 11 th July 2019 5pm
Agenda Items	<ul style="list-style-type: none"> • Safeguarding update • Curriculum action planning • Moderation arrangements • Review SDP • Set annual Policy review • Governor visits feedback 	<ul style="list-style-type: none"> • Safeguarding update • Review SDP • Policy progress • Governor visits feedback 	<ul style="list-style-type: none"> • Term 1 attendance • Safeguarding update • Curriculum update • Review SDP • Policy progress • Governor visits feedback • Autumn term Assessment Update 	<ul style="list-style-type: none"> • Safeguarding update • Review SDP • Policy progress • Governor visits feedback • Spring term assessment update 	<ul style="list-style-type: none"> • Term 2 attendance • Safeguarding update • Curriculum final • Review SDP • Policy progress • Governor visits feedback 	<ul style="list-style-type: none"> • Summer term assessment update plus SATs • Sports Premium review • Pupil Premium review • Attendance report • Safeguarding update • Review SDP • Governor visits feedback
Evidence Required	<ul style="list-style-type: none"> ➤ SDP 2018-19 ➤ Annual Policy review ➤ Review 17-18 Sports Premium and plan for 18-19 ➤ Review 17-18 Pupil Premium and plan for 18-19 	<ul style="list-style-type: none"> ➤ Attendance report for Autumn term 	<ul style="list-style-type: none"> ➤ Assessment update for Autumn Term ➤ Attendance Term 2 update ➤ Review of SDP 	<ul style="list-style-type: none"> ➤ Attendance report for Spring term 	<ul style="list-style-type: none"> ➤ Attendance Term 3 update ➤ Review of SDP 	<ul style="list-style-type: none"> ➤ Review of SDP ➤ Attendance report for Summer term ➤ Assessment update from Summer Term ➤ Review 18-19 Sports Premium statement ➤ Review 18-19 Pupil Premium statemnt
Staff invited to the meeting to present	<ul style="list-style-type: none"> ➤ SENDco to discuss progress for SEND & PP pupils 	<ul style="list-style-type: none"> ➤ Literacy subject leader to discuss progress in R&W ➤ Maths subject leader to discuss progress in Maths 	<ul style="list-style-type: none"> ➤ Science, computing and PE subject leader to discuss progress towards SDP 	<ul style="list-style-type: none"> ➤ Humanities, Art and Music subject lead to discuss progress towards SDP 	<ul style="list-style-type: none"> ➤ Maths subject leader to discuss progress in Maths ➤ Literacy subject leader to discuss progress in R&W 	

Dates of Leadership, Financial Management, Health & Safety Committee Meetings 2018–19

Committee Meetings	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Dates	Thu 15 th November 2018 6.30pm	→	Fri 1 st February 2019 8.00am	Thu 14 th March 2019 6.30pm	Thu 16th May 2019 5.45pm	TBC
Agenda Items	<ul style="list-style-type: none"> • School fund account • Review Sports Premium statement • Set annual Policy review • Grant opportunities • Review Health & Safety report • H&S audit review 	<ul style="list-style-type: none"> • Mid-year -budget monitoring report • Evolve report • Review Pupil Premium statement • Monitoring and appraisal cycle challenge • Policy progress • Review SDP • Grant opportunities 	<ul style="list-style-type: none"> • 8/9 months -budget monitoring report • PAT test report • H&S audit and report • Sports/PP review (verbal) • Policy progress • Grant opportunities 	<ul style="list-style-type: none"> • Approval of draft budget • Evolve report • Benchmarking exercise • SFVS (March) • Policy progress • Monitoring and appraisal cycle • Review SDP • Grant opportunities 	<ul style="list-style-type: none"> • Year-end budget position • Approve Final budget • Policy progress • Sports/PP review (verbal) • Grant opportunities • Health & Safety report 	<ul style="list-style-type: none"> • 3 months budget monitoring report • Evolve report • Policy progress • Monitoring and appraisal cycle • Health and Safety report update • Set Finance SDP • Grant opportunities • Agree Terms of Reference for the coming year
Evidence Required	<ul style="list-style-type: none"> ➤ Policy schedule for the coming year ➤ Monitoring cycle ➤ Sports Premium, summary of impact and proposal for the forthcoming acad. Year ➤ School fund summary ➤ H&S KPIs and report 	<ul style="list-style-type: none"> ➤ Review SDP ➤ Mid- year budget report ➤ Pupil premium (Disadvantaged) /SEND summary of impact and estimated figures ➤ Appraisal summary 	<ul style="list-style-type: none"> ➤ Monitoring cycle 2018/19 ➤ H&S report ➤ 9 month budget ➤ H&S KPIs 	<ul style="list-style-type: none"> ➤ Review SDP ➤ Draft Budget ➤ Interim Appraisal Summary 	<ul style="list-style-type: none"> ➤ Final Budget setting report ➤ End of year budget report ➤ Monitoring cycle ➤ H&S KPIs 	<ul style="list-style-type: none"> ➤ 3 month budget report ➤ Proposed SDP 19-20 ➤ Appraisal Summary
Staff invited	<ul style="list-style-type: none"> ➤ PE subject lead 	<ul style="list-style-type: none"> ➤ SENDco 				

Proposed Additional Dates: 2018–19

Governor Meeting	Date	Attendees / Governors
KLP visit	Friday 5 th October 9.30am	Headteacher, Deputy, Charles Crossland
Governor self-review	Monday 12 th November 6.30pm	Full GB
Data evening	Dec 2018 TBC	Full GB
Headteacher appraisal plus 4 month progress review	Early February 2019 TBC Mid July 2019 TBC	Headteacher, Charles Crossland, Yvonne Donkersley and Deborah Hirst
Parents evening GB presence- Parent View & meet the GB	6 th and 8 th November	3 governors per night
Parents evening GB presence- Vision; mission – 3 year plan	5 th and 7 th March	3 governors per night
New parent induction evening	TBC 2019	Headteacher, Deputy + chair

Values → Mission → Vision