

"The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

Therefore our role as governors is to :-

- ensure clarity of vision, ethos and strategic direction;
- hold leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;
- oversee the financial performance of the organisation and make sure its money is well spent.

Data
SDP
FBG
HTR
Finance
Safeguarding
Gov Visit Week

This document provides assurance that a robust meeting cycle is followed .

It is reviewed each year and adopted at the September meeting of the FGB along with the sub-committees, individual Governor roles and responsibilities and ToR

Agenda includes as standing items

FGB
Apologies
Declaration of interests
Minutes of previous Meeting
Matters Arising/ action update.
Sub -committee feedback/reports
Health and Safety / safeguarding issues
Received Governor Monitoring Reports
Policy Reviews
AoB

Finance and Resources
Apologies
Declaration of interests
Minutes of previous Meeting
Matters Arising/ action update
Staffing update
Building and Site Budget update

AoB

L&P
Apologies
Declaration of interests
Minutes of previous Meeting
Matters Arising/ action update
Data Analysis
SDP Monitoring

AoB

L&P is a sub committee which meets to monitor Data SEN/PP/SP and the SDP and receive monitoring reports from governors.

KEY
FGB :-Full Governing Board
L&P :-Learning and Progress
Finance :- Budget
HTPR :- Head teacher review
TPRC :-Pay review process
HTR :-Headteacher report

Meeting times: L&P and FGB on Tuesdays at 5.15pm Finance on Thursdays at 10.00am

Governor Review Cycle
During Sep/Oct Chair meets with individual governors to review previous year and clarify roles/responsibilities for current year.
During March/April 360 review of chair by VC

Term 1	date	topic	SIP	agenda	notes
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Sept	11th	L&P	Data Analysis	SATS Review	Review ToR
				Review Class/Group Targets Outcome	
			SDP Monitoring	Previous year's SIP outcome summary prepared for FGB	Check issues arising are to be in new SDP

Sept	25th	FGB	AGM	Election of chair and vice chair. Review and approve committee structure and TOR. Adopt meeting cycle, Update register of interests. Code of conduct. Declaration of interests.	ToR for L&P
			Governor Monitoring Roles		Identify who will fill each role. Emphasise purpose of Governor weeks
			HTR	REVIEW last year's SDP Final	Report from L&P: also to include specific update on Ofsted Inspection action plan.

Oct	11th	Finance			
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Oct	16th	FGB	ADOPT SDPNew		Governors contributed to this the previous year so no surprises anticipated, possible fine tuning in light of exam results.	
			Governor Monitoring Roles		NB dates for HTPR and TPRC	Outline what is expected and when. Identify link with SDP.
			AOB		Reminder re Governor visits from 5th Nov.	
			Safeguarding report			

Term 2	date	topic	agenda	notes
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	From 5th Nov	Gov Visit Week		
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Nov	6th	L&P	Data Analysis		Includes FFT, ASP and Inspection Dashboard Timing subject to change , requires Government's publication. Identify priorities for FGB Curriculum item.
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Nov	TBD	HTPR	Head teacher Perf Mgmt review		
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Nov	TBD	TPRC	Pay review systems		
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Dec	4th	FGB	SDP	2a	SDP gov 1yr statement mapping Monitoring Programme and clarify roles Approve SDP	Membership Changes Appoint new HR Governor
			Approve HTPR report			
			Approve Pay review Report			
			Safeguarding report	2f(3)	Only for this yr	
			Data Protection Report			
Curriculum Reports		Lower KS2 Developments re SDP2017-8 and SDP2018-9	Curriculum reports based on SDP priorities identified in L&P			

Term 3	date	topic	agenda	notes
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January	17th	Finance		include Sch Fnd Audit
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January	22nd	FGB	HTR		Data Update	
				2d	Development and Distribution Leadership	
				3d	Curriculum	
				2f(3)	Equality Objective 3	
		Behaviour for Learning	3a	include section from 4b		
		Nursery Review				

	From 21st Jan	Gov Visit Week		NB Sue Bell Health & Safety Audit
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February	12	L&P	SDP Monitoring	2c	including Gov Monitoring reports	Report prepared for FGB
				3a	Transition	
				5d	Behaviour for learning	
				2f(1)	SEND	
		School Data analysis focussed on SDP issues			SEN Review	Progress vulnerable groups

Term 4	date	topic	agenda	notes
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March	12th	FGB	REVIEW SDP			Head to highlight areas of concern
				2a	Governor Involvement in SDP and rehearse process for next years SIP	
			Strategy development		RAG rate current Gov 1yr statements Exercise to begin focus on next years Gov 1yr statements	this might involve exercises or training to input into new SDP planning cycle informed by data analysis and HTR reports
			APPROVE SFVS			
		Safeguarding update				

March	21st	Finance	REVIEW previous Budget			
			DRAFT new Budget			include SEN/PP/SP

Term 5	date	topic	agenda	notes
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April	25th	Finance	FINALISE new Budget			
April	30th	L&P	REVIEW and EVALUATE previous SEN/PP/SP		Input on vulnerable pupils	
				5c	Presentation Handwriting and pride	
			Clarify new Gov 1yr statements for new SDP based on Strategic Planning Cycle			Consider issues for parent/carers survey for new SDP

May	Headteacher interim Performance Review			
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May	21st	FGB	HTR	2b	Peer review with Baston	
				3b	Outside area KS1	
				4b	Pastoral Provision	
				6	Effectiveness of early years Provision	
			APPROVE new Budget			whole school and SEN/PP/SP
			REVIEW SDP	2f(2)	Equality Objective: Celebrate cultural inheritance	
				4a	Parental Engagement	
				5e	Achievement for all	
			Approve Meeting cycle		for 2019/20	
			Feedback 360 review of Chair			
Approve new Gov 1yr statements for new SIP			Set up parent/carers survey for new SIP			

Term 6	date	topic	agenda	notes
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From 10th June	Gov Visit Week			
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June	13th	Finance				
June	25th	L&P	SDP	3c	Provision in KS2	and SDP monitoring
				3d	Curriculum Development	
				4c	Community Links	
				5a	Progress in Reading, Writing and Maths KS1 & KS2	
				5b	Spelling and Phonics	
			DEVELOP strategy for new SEN/PP/SP programme			
July			Governor Monitoring Programme	particular reference to Gov 1yr statements and final aspects of the SDP	Governors meet with relevant staff to finalise review of SDP elements ready for final review in September.	
July	TBD	FGB	Strategic Review	RAG rate Gov 1yr statements	Informal	