

COLLEGE ROAD PRIMARY SCHOOL - GOVERNANCE PLAN

	AUTUMN TERM		SPRING TERM	SUMMER TERM
FULL GOVERNORS	<p><u>Procedural</u> Minute accuracy Matters arising Declaration of interests for specific meeting Elect Chair & Vice Chair Chair's and Head's Urgent business</p> <p><u>School Improvement</u> Progress through school improvement plan Receive Governors annual report Governor Involvement Leadership and Management</p> <p><u>Monitoring and evaluation</u> Appoint governors with specific responsibilities if required Receive Safeguarding Children - Annual Report Governor visits Receive Headteacher's report Receive minutes from committees Complete pecuniary interest forms Review size of governing body, committee structure and agree membership Review, adopt and sign terms of reference Review, adopt and sign Governors' Code of Conduct</p> <p><u>Governance development</u> Clerk's Update – memberships etc as required Governor training SWPET update</p> <p><u>Statutory policies/procedures</u> Review policies in line with review timetable</p>		<p><u>Procedural</u> Minute accuracy Matters arising Declaration of interests for specific meeting Chair's and Head's Urgent business</p> <p><u>School Improvement</u> Progress through school improvement plan Governor Involvement Leadership and Management</p> <p><u>Monitoring and evaluation</u> Receive Headteacher's report Receive minutes from committees Governor visits Safeguarding update (inspection of central record/vetting checks and recruitment) Sign keeping children safe in education declarations Plan children's and parents views survey. Approve term dates and inset days Admissions update Pupil premium</p> <p><u>Governance development</u> Clerk's Update – memberships etc as required Governor training SWPET update</p> <p><u>Statutory policies/procedures</u> Review policies in line with review timetable</p>	<p><u>Procedural</u> Minute accuracy Matters arising Declaration of interests for specific meeting Set dates of governors' meetings for the next academic year Chair's and Head's Urgent business</p> <p><u>School Improvement</u> Progress through school improvement plan Governor Involvement Leadership and Management Enjoyment Appoint Headteachers Performance Management Governors and professional adviser. New prospectus Adopt new school improvement plan Adopt new self-evaluation</p> <p><u>Monitoring and evaluation</u> Receive minutes from committees Receive Headteacher's report Review Survey results Governor visits</p> <p><u>Governance development</u> Clerk's Update – memberships etc as required Governor training SWPET update</p> <p><u>Statutory policies/procedures</u> Review policies in line with review timetable</p>
	PERM MAN GOVS	Participate in training Arrange dates with the adviser	Ensure HT PM is complete December	Update Meeting with Headteacher

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FINANCE AND PERSONNEL	<p><u>Procedural</u> Minute accuracy Matters arising Declaration of interests for specific meeting Elect Chair Chair/Head urgent business</p> <p><u>School Improvement</u> Personnel Matters Progress through school improvement plan Performance management teaching staff Appraisals for support staff</p> <p><u>Monitoring and Evaluation</u> Appoint auditor for School Fund. Finance update Income Allocation Notification Use of Pupil Premium. Monitor return SFVS individual assessment forms to be completed</p> <p><u>Statutory policies/procedures</u> Review policies in line with review timetable</p>	<p><u>Procedural</u> Minute accuracy Matters arising Declaration of interests for specific meeting Elect Chair Chair/Head urgent business</p> <p><u>School Improvement</u> Personnel Matters Progress through school improvement plan Review purchase of LA/external services Personnel Matters</p> <p><u>Monitoring and Evaluation</u> To review and monitor the school's SFVS for submission to the LA Finance update Income Allocation Notification Governors skills matrix complete Set budget setting meeting to adopt new budget Monitor return School Fund audit Review progress of HT Performance Management</p> <p><u>Statutory policies/procedures</u> Review policies in line with review timetable</p>	<p><u>Procedural</u> Minute accuracy Matters arising Declaration of interests for specific meeting Elect Chair Chair/Head urgent business</p> <p><u>School Improvement</u> Personnel Matters Progress through school improvement plan Receive annual report on staff continued professional development Staffing update Possible class organisation for following academic year</p> <p><u>Monitoring and Evaluation</u> Finance update Income Allocation Notification End of year CFR report Monitor return Benchmarking – review of financial statistics against local and national context Catering trading statement</p> <p><u>Statutory policies/procedures</u> Review policies in line with review timetable</p>

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LEARNING AND ENVIRONMENT	<p><u>Procedural</u> Minute accuracy Matters arising Declaration of interests for specific meeting Elect Chair Chair/Head urgent business</p> <p><u>School Improvement</u> Progress through school improvement plan Health and Safety report (include accident report and fire drill reports)</p> <p><u>Monitoring and Evaluation</u> Curriculum reports/update Review SAT Results, standards and achievement progress data Pupil Progress Update Review of school lunches</p> <p><u>Buildings</u> Review works carried out Health and Safety Issues Buildings/Repairs Update</p> <p><u>Statutory policies/procedures</u> Review policies in line with review timetable</p>	<p><u>Procedural</u> Minute accuracy Matters arising Declaration of interests for specific meeting Elect Chair Chair/Head urgent business</p> <p><u>School Improvement</u> Progress through school improvement plan Health and Safety report (include accident report and fire drill reports) Receive report on quality of teaching</p> <p><u>Monitoring and Evaluation</u> Curriculum reports/update Pupil Progress Update</p> <p><u>Buildings</u> Health and Safety Issues Buildings/Repairs Update</p> <p><u>Statutory policies/procedures</u> Review policies in line with review timetable</p>	<p><u>Procedural</u> Minute accuracy Matters arising Declaration of interests for specific meeting Elect Chair Chair/Head urgent business</p> <p><u>School Improvement</u> Progress through school improvement plan Health and Safety report (include accident report and fire drill reports)</p> <p><u>Monitoring and Evaluation</u> Review SATs/ Review unvalidated KS data Pupil Progress Update Curriculum reports/update Receive reports on predicted outcomes for cohorts/year</p> <p><u>Buildings</u> Health and Safety Issues Buildings/Repairs Update Tour of site</p> <p><u>Statutory policies/procedures</u> Review policies in line with review timetable</p>