



## **High Street and Stuart Road Primary Academies Management Plan 2020-21**

(Dates to be confirmed)

<b>September / October 2020</b> 5:30pm	<b>November / December 2020</b> 5:30pm
<p><b><u>Procedural</u></b>                      Welcome, consider apologies and confirmation of quorum                      Declarations of interest                      Annual Review of membership                      Complete annual pecuniary interest forms and Code of Conduct                      Minutes of the last meeting                      Matters arising from the last meeting                      Chair's and Head's urgent business</p> <p><b><u>Academy Improvement, overview and scrutiny</u></b>                      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                      Safeguarding update                      Health &amp; Safety update                      Barriers to progress</p> <p><b><u>Local Governance monitoring and development</u></b>                      Governor visits                      Clerk's Update                      Governor training                      LGB Action Plan                      Reach South Board Update</p> <p><b><u>Policy Review</u></b>                      School policies for agreement                      Adopt the Trust H&amp;S policy</p>	<p><b><u>Procedural</u></b>                      Welcome, consider apologies and confirmation of quorum                      Declaration of interests                      Minutes of last meeting                      Matters arising from the last meeting                      Chair's and Head's urgent business</p> <p><b><u>Academy Improvement, overview and scrutiny</u></b>                      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                      Safeguarding update                      Health &amp; Safety update                      Barriers to progress</p> <p><b><u>Local Governance monitoring and development</u></b>  <b>Report from Safeguarding champion on review of Single Central Record</b>  <b>Report from Maths champion</b>  <b>Report from English champion</b>                      Other Governor visits                      Clerk's Update                      Governor training                      LGB Action Plan                      Reach South Board update</p> <p><b><u>Policy Review</u></b>                      School policies for agreement</p>

\* Agenda's based on the Management Plan 2020-21 will be reviewed prior to each meeting and amended where necessary.

<b>January / February 2021</b> 5:30pm	<b>March 2021</b> 5:30pm
<p><b><u>Procedural</u></b>  Welcome, consider apologies and confirmation of quorum  Declaration of interests  Minutes of last meeting  Matters arising from the last meeting  Chair's and Head's urgent business</p> <p><b><u>Academy improvement, overview and scrutiny</u></b>  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  Safeguarding update  Health &amp; Safety update  Barriers to progress</p> <p><b><u>Local Governance monitoring and development</u></b>  <b>Report from Early Years champion</b>  <b>Report from Safeguarding/CP/LAC champion</b>  <b>Report from SENDCo champion report</b>  <b>Report from Pupil premium champion</b>  Governor visits  Clerk's Update  Governor training  LGB Action Plan  Reach South Board update</p> <p><b><u>Policy Review</u></b>  Review and maintain Behaviour policy  Review and maintain the SEN policy</p>	<p><b><u>Procedural</u></b>  Welcome, consider apologies and confirmation of quorum  Declaration of interests  Minutes of last meeting  Matters arising from the last meeting  Chair's and Head's urgent business</p> <p><b><u>Academy improvement, overview and scrutiny</u></b>  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  Safeguarding update  Health &amp; Safety update  Barriers to progress</p> <p><b><u>Local Governance monitoring and development</u></b>  <b>Report from Maths champion</b>  <b>Report from English champion</b>  Other Governor visits  Clerk's Update  Governor training  LGB Action Plan  Reach South Board update</p> <p><b><u>Policy Review</u></b>  Review and maintain Complaints policy</p>

<b>May 2021</b> 5:30pm	<b>June / July 2021</b> 5:30pm
<p><b>Procedural</b>  Welcome, consider apologies and confirmation of quorum  Declaration of interests  Minutes of last meeting  Matters arising from the last meeting  Chair's and Head's urgent business</p> <p><b>Academy improvement, overview and scrutiny</b>  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  Safeguarding update  Health &amp; Safety update  Barriers to progress</p> <p><b>Local Governance monitoring and development</b>  <b>Report from SENDCo</b>  <b>Report from safeguarding champion to include a review of the Single Central Record</b>  Other Governor visits  Clerk's Update  Governor training  LGB Action Plan  Reach South Board update</p> <p><b>Policy Review</b>  School policies for agreement</p>	<p><b>Procedural</b>  Welcome, consider apologies and confirmation of quorum  Declaration of interests  Minutes of last meeting  Matters arising from the last meeting  Chair's and Head's urgent business</p> <p><b>Academy improvement, overview and scrutiny</b>  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  Safeguarding update  Health &amp; Safety update  Barriers to progress</p> <p><b>Local Governance monitoring and development</b>  <b>Report from Early Years champion</b>  <b>Report from Grants and Pupil premium champion</b>  Other Governor visits  Clerk's Update  Governor training  Governor Action Plan – new items for following year  Strategic planning by FGB  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</p> <p><b>Policy Review</b>  School policies for agreement</p>