

Stuart Road Primary School Governance Plan 2016-2017

	September 2016 23 rd September 5pm	November 2016 9 th November 5.30pm	January 2017 11 th January 5.30pm
	Procedural <ul style="list-style-type: none"> Complete annual pecuniary interest forms and Code of Conduct Minutes of the last meeting Matters arising Review size of Governing Body Chair's and Head's Urgent business 	Procedural <ul style="list-style-type: none"> Declaration of interests Minutes of last meeting Matters arising Chair's and Head's Urgent business Approve term dates and training days for following academic year 	Procedural <ul style="list-style-type: none"> Declaration of interests Minutes of last meeting Matters arising Chair's and Head's Urgent business
	School management, monitoring and evaluation <ul style="list-style-type: none"> Receive School Annual Safeguarding Report Receive report on summer testing results and trends over 3 years Achievement of groups – free school meals, service family children, LAC, SEN 	School management, monitoring and evaluation <ul style="list-style-type: none"> Pupil progress update Governor visits Barriers to progress Data Dashboard review Report from English governors Questions from Headteacher's report. 	School management, monitoring and evaluation <ul style="list-style-type: none"> Report from Safeguarding governors to include single central register Questions on Headteacher's report. Presentation on interventions Review progress on School Improvement Strategy Report from Literacy co-ordinator Governor visits Report on use/impact of pupil premium from Inco/ Senco Report on quality of teaching and pupil progress Receive report on RAISE online Report from Maths governor Report from Numeracy co-ordinator Annual Report on SEN Barriers to progress
	Staff and Learning Environment <ul style="list-style-type: none"> People Update Staff salaries review and confirmation that annual salary statements have been issued to all teaching staff Building works Health and safety update Health and Safety Issues- medicines 	Finance <ul style="list-style-type: none"> Monitor Budget to include devolved capital, bad debtors, Income Allocation Notification Use of sports premium Three year strategic plan review 	Finance <ul style="list-style-type: none"> Monitor Budget to include devolved capital, bad debtors, Income Allocation Notification Review budget (close) Update on curriculum spend Purchase of local authority and external services
			Staff and Learning Environment <ul style="list-style-type: none"> People Update Review progress of staff appraisal Lettings update
	Governance Development <ul style="list-style-type: none"> Clerk's Update – membership, local and national strategies Governor training Governor Action Plan 	Governance Development <ul style="list-style-type: none"> Clerk's Update – membership, local and national strategies Governor training Governor Action Plan 	Governance Development <ul style="list-style-type: none"> Clerk's Update – membership, local and national strategies Governor training Governor Action Plan
	Policies to Review and Adopt	Policies to Review and Adopt	Policies to Review and Adopt
2015	Governor Visits (2015,2018,2021) Pay (Annually)	Allegations of abuse against staff (2015,2018,2021) Child Protection (Annually)	Data protection (2 yearly) (2015, 2017, 2019)
2016	Pay (Annually)	Finance Child Protection (Annually)	Accessibility plan (2016, 2019, 2022)
2017	Pay (Annually)	Governors' Expenses (2017,2020, 2023) Child Protection (Annually)	Data Protection (2017, 2019, 2021) Governor Review (2017,2020,2023)

	March 2017 1 st March 5.30pm	April 2017 26 th April 5.30pm
	Procedural <ul style="list-style-type: none"> • Declaration of interests • Minutes of the last meeting • Matters arising Chair's and Head's urgent business	Procedural <ul style="list-style-type: none"> • Declaration of interests • Minutes of the last meeting • Matters arising Chair's and Head's urgent business
	School management, monitoring and evaluation <ul style="list-style-type: none"> • Review progress of School Improvement Strategy • Governor visits • Report from Early Years governors • Review of school website • Questions on Headteacher's report • Barriers to progress 	School management, monitoring and evaluation <ul style="list-style-type: none"> • Governor visits • Report on predicted outcomes for cohorts and years • Report from safeguarding governors • Report on use and impact of pupil premium • Report of quality of teaching and pupil progress • Report from KS1 governors & English Governors • Barriers to Progress
	Staff and Learning Environment <ul style="list-style-type: none"> • People update • Building works • Health and safety update • Health and safety focus – fire safety Review of emergency plan 	Finance <ul style="list-style-type: none"> • Monitor Budget to include devolved capital, bad debtors, Income Allocation Notification • Adopt new budget • Review governors' competencies for SVFS
	Governance Development <ul style="list-style-type: none"> • Clerk's Update – membership, local and national strategies • Governor training Governor Action Plan 	Governance Development <ul style="list-style-type: none"> • Clerk's Update – membership, local and national strategies • Governor training Governor Action Plan
	Policies to Review and Adopt	Policies to Review and Adopt
2015	SEN policy (Annually) Supporting children with medical conditions (2015,2018,2021)	Health and Safety policy (2015, 2018, 2021)
2016	Behaviour policy (2016,2019,2022) SEN policy (Annually)	Early Years (2016, 2019, 2022) Staff Capability (2016,2019,2022)
2017	Redundancy policy (2017,2020,2023) SEN policy (Annually)	Whistle blowing policy (2017,2020,2023)

	June 2017 14 th June 5.30pm	July 2017 19 th July 5.30pm
	Procedural <ul style="list-style-type: none"> • Declaration of interests • Minutes of the last meeting • Matters arising • Head and Chair's urgent business 	Procedural <ul style="list-style-type: none"> • Declaration of interests • Minutes of the last meeting • Matters arising • Head and Chair's Urgent Business
	School management, monitoring and evaluation <ul style="list-style-type: none"> • Review progress on School Improvement Strategy • Governor visits • Report from KS2 governors & Maths • Plan surveys of stakeholders and review Parent View responses • Pupil progress • Receive year end update from numeracy and literacy co-ordinators • Report from safeguarding governors • School self-evaluation report • Stakeholder surveys out • Questions on Headteacher's report • Barriers to Progress • Report on Quality of Teaching 	School management, monitoring and evaluation <ul style="list-style-type: none"> • End of year testing results • Governor visits • Appoint performance management governors and external advisor • Review progress on School Improvement Strategy and adopt new Plan for following year • Report from Early Years governors • Annual report on school website • Report on stakeholder survey • Barriers to Progress
	Staff and Learning Environment <ul style="list-style-type: none"> • Review staffing structure for following year • People update • Review of all staff CPD • Health and safety update • Health and safety focus – accidents • Asset management plan • Building works in the Summer holiday 	Finance <ul style="list-style-type: none"> • Monitor Budget to include devolved capital, bad debtors. • Income Allocation Notification • Outcomes of use of sports premium • Benchmarking of finances
	Governance Development <ul style="list-style-type: none"> • Clerk's Update – membership, local and national strategies • Governor training • Governor Action Plan • Governor skills audit 	Governance Development <ul style="list-style-type: none"> • Clerk's Update – membership, local and national strategies • Governor training • Governor Action Plan – new items for following year • Strategic planning • Election of Chair and Vice Chairs • Appoint governors with specific responsibilities for the coming year
	Policies to Review and Adopt	Policies to Review and Adopt
2015	Review and adopt Governor Visits policy (2015,2018,2021) Governors' Expenses policy (2015,2018,2021)	Staff discipline conduct and grievance (2015,2018,2021)
2016	Sex education (2016,2019,2022) Complaints and compliments (2016,2019,2022)	Home School agreement (2016,2019,2022) Charging and Remissions (2016, 2019, 2022)
2017	Freedom of Information (2017,2020,2023)	Teacher appraisal (2017,2020,2023)