

At every meeting	Responsible	Autumn Term	Spring Term	Summer Term
<p><b>Full Governing Body</b></p> <ol style="list-style-type: none"> <li>1. Minutes.</li> <li>2. Correspondence.</li> <li>3. Chair &amp; Head urgent items</li> <li>4. Committee reports and recommendations</li> <li>5. Head teachers report</li> <li>6. Link Governor visit updates and reports</li> <li>7. Community links</li> <li>8. OfSted Update</li> </ol> <p><b>Policies for this committee</b></p> <ul style="list-style-type: none"> <li>• Admissions</li> <li>• Discipline (Staff)</li> <li>• Code of Conduct (govs)</li> <li>• Grievance</li> <li>• Safeguarding &amp; Checklist</li> <li>• SEN &amp; SEND Report</li> <li>• Complaints Procedure</li> <li>• Instrument of Government</li> </ul>	<p><b>LB/BI/SW</b></p>	<ol style="list-style-type: none"> <li>1. Elect of Chair/Vice Chair.</li> <li>2. Review structure &amp; operation of the Governing Body inc. terms of reference</li> <li>3. Review members of committees</li> <li>4. Pecuniary Interest Register / Business interests/Governor Code of Conduct</li> <li>5. Review School Aims/Values and mission statement</li> <li>6. Review summer results</li> <li>7. Governor Training update</li> <li>8. Review admissions policy and pupil projections and agree PAN</li> </ol>	<ol style="list-style-type: none"> <li>1. Performance Management update</li> <li>2. Agree new budget.</li> <li>3. Governor Training update</li> <li>4. Progress year to date – Assessment / Tracking</li> <li>5. HT PM</li> <li>6. SEN report</li> </ol>	<ol style="list-style-type: none"> <li>1. Review and evaluate Governing Body effectiveness consider Governor competencies</li> <li>2. Progress year to date – Assessment / Tracking</li> <li>3. Review School Improvement Plan</li> <li>4. Review SEF Section Overall effectiveness</li> <li>5. Review training needs for Governors</li> <li>6. Agree Dates for the year</li> </ol>

<p><b>Finance Committee</b></p> <ol style="list-style-type: none"> <li>1. Meeting in 1st half term</li> <li>2. Budget review and monitoring reports</li> <li>3. School fund review</li> <li>4. Report &amp; recommendations for Governing Body</li> <li>5. Policies review, resource requests</li> </ol> <p><b>Policies for this committee</b></p> <ul style="list-style-type: none"> <li>• Charging and Remissions</li> <li>• Data Protection</li> <li>• Freedom of Information</li> <li>• Central Record</li> <li>• Debt Recovery</li> <li>• Bursary Fund Policy</li> </ul>	<p><b>PM/JE</b></p>	<ol style="list-style-type: none"> <li>1. Appoint Chair and agree terms of reference</li> <li>2. Review School improvement Plan spending.</li> <li>3. Scheme of delegation</li> <li>4. Lettings and charging policy</li> <li>5. Statement of financial roles and responsibilities</li> <li>6. Audit school funds</li> <li>7. Review SLA agreements</li> <li>8. How is the Pupil Premium to be spent?</li> <li>9. Statement of Interest</li> <li>10. Benchmarking Exercise</li> </ol>	<ol style="list-style-type: none"> <li>1. Draft budget and budget planning report</li> <li>2. 3 year modellers</li> <li>3. Staff modellers</li> <li>4. Agree SLA and buy ins</li> <li>5. Finalise budget for next academic year</li> <li>6. Schools Financial Value Standard</li> <li>7. Revisit school audit</li> </ol>	<ol style="list-style-type: none"> <li>1. Review budget &amp; school effectiveness re Best Value</li> <li>2. Principles and financial benchmarking standards</li> <li>3. Pay review statements to staff</li> <li>4. Review DFC expenditure and complete 3 year plan</li> <li>5. Best Value Statement</li> <li>6. Final outturn for full governors</li> <li>7. Statement of internal controls</li> <li>8. Standards fund carry forward</li> <li>9. Review Pupil Premium Expenditure</li> </ol>
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<p><b>Curriculum &amp; School Improvement Committee</b></p> <ol style="list-style-type: none"> <li>1. meeting in 1st half term</li> <li>2. Curriculum issues</li> <li>3. Governor visits to school</li> <li>4. Report &amp; recommendations</li> <li>5. Review OFSTED and School Development Plan</li> </ol> <p><b>Policies for this committee</b></p> <ul style="list-style-type: none"> <li>• Accessibility Plan</li> <li>• Equality</li> <li>• Allegations against staff.</li> <li>• Home School Agreement</li> <li>• Teacher Appraisal</li> <li>• Performance Improvement</li> </ul>	<p><b>DW/BI</b></p>	<ol style="list-style-type: none"> <li>1. Appoint Chair and agree terms of reference</li> <li>2. School Development Plan agreed</li> <li>3. Target setting for next summer results– pupil and attendance/absence</li> <li>4. Review SEF section 4 Quality of Leadership and Management</li> <li>5. Policy Reviews</li> <li>6. Appointments/ Staffing</li> <li>7. Enrichment/ activities and events</li> </ol>	<ol style="list-style-type: none"> <li>1. School development plan</li> <li>2. SEF – Quality of teaching</li> <li>3. Agree school dates for next academic year and INSET</li> <li>4. Review governors visits to school</li> <li>5. Policy Reviews</li> <li>6. Curriculum Offer</li> <li>7. Staffing Analysis</li> <li>8. Appointments/ Staffing</li> <li>9. Enrichment/ activities and events</li> </ol>	<ol style="list-style-type: none"> <li>1. SEF review Achievement and Progress</li> <li>2. Review School Development Plan</li> <li>3. Review clerk needs and job description</li> <li>4. Review school Prospectus and website</li> <li>5. SEF - The quality of teaching</li> <li>6. Review staff absence</li> <li>7. Policy Reviews</li> <li>8. Appointments/ Staffing</li> <li>9. Enrichment/ activities and events</li> </ol>
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<p><b>Facilities and Wellbeing Committee</b></p> <ul style="list-style-type: none"> <li>• AMP review and premises audit</li> <li>• Review H&amp;S activities in school. Report &amp; Recommendations for Governing Body</li> <li>• Safeguarding review</li> </ul> <p><b>Policies for this committee</b></p> <ul style="list-style-type: none"> <li>• Asbestos Management</li> <li>• Fire Testing</li> <li>• Health and Safety</li> <li>• Lettings</li> <li>• First Aid</li> <li>• Hazardous Substances</li> <li>• Noise in the Workplace</li> <li>• Management of stress in the Workplace</li> <li>• Water System Safety</li> <li>• Working at Height</li> </ul>	<p>TM/JE</p>	<ol style="list-style-type: none"> <li>1. Appoint Chair and agree terms of reference</li> <li>2. Health and safety inspection</li> <li>3. Agree Premises development plan and health and safety action plans</li> <li>4. Agree annual targets for accident and incidents</li> <li>5. Identify health and safety training needs for the year</li> <li>6. Desk top and dry run exercise of emergency plan</li> <li>7. Review policies</li> <li>8. Reporting of accidents</li> </ol>	<ol style="list-style-type: none"> <li>1. Annual risk assessments review inc. Fire</li> <li>2. Review fire drill procedures</li> <li>3. Parent and pupil questionnaires</li> <li>4. Review premises development plan</li> <li>5. Audit environment in relation to spirituality, reflection, learning and Christian distinctiveness and write action plan</li> <li>6. Inventory and assets update and checked independently</li> <li>7. Policy Reviews</li> <li>8. Reporting of accidents</li> </ol>	<ol style="list-style-type: none"> <li>1. Health and safety inspection</li> <li>2. Review school inventory records and update</li> <li>3. Review premises development plan</li> <li>4. Review SEF section 4 Behaviour and Safety</li> <li>5. Collate and analysis statistics on accidents and incidents/ sickness and absence</li> <li>6. Asset register</li> <li>7. Review Business Continuity Plan and procedures</li> <li>8. Policy Reviews</li> <li>9. Reporting of accidents</li> </ol>
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<b>Data Monitoring Committee Policies</b> <ul style="list-style-type: none"> <li>• Assessment Policy</li> </ul>	<b>PP</b>	Appoint Chair Establish Role Analyse current progress and interventions Analyse invalidated Raise on Line Look at Data Dashboard	Analyse current progress and interventions Analyse validated Raise on Line	Analyse current progress and interventions Reviewing of Data cycle
<b>Pay Committee Policies</b> <ul style="list-style-type: none"> <li>• Pay Policy</li> </ul>	<b>PH</b>	Consider Pay increases for UPS and SLT		
<b>Behaviour Committee Policies</b> <ul style="list-style-type: none"> <li>• Behaviour</li> <li>• PHSE including Sex Education</li> </ul>	<b>OL</b>	Monitor standards of behaviour and attendance. Attend behaviour meetings (PSP) etc where possible. Consider PEx and final warnings.	Monitor standards of behaviour and attendance. Attend behaviour meetings (PSP) etc where possible. Consider PEx and final warnings.	Monitor standards of behaviour and attendance. Attend behaviour meetings (PSP) etc where possible. Consider PEx and final warnings.
<b>Headteacher PM</b>	<b>DW</b>	Review and set targets		Mid-point review of targets

**Link Monitoring Governors for:      See Calendar for Monitoring Schedule**

English *	Vacant
Maths*	Vacant
Science*	PH
ICT/ E safety*	DW
Post 16*	DW
GDPR	DW
Pupil Premium*	Vacant
Safeguarding	BH
Prevent /British Values	BH
SEN / Inclusion*	BH
SCR	PM
Health and Safety Walk	TM
Fire Check	TM
SFVS	PM
School Council Attendance	Rota
Parents Evening Attendance	Rota
Learning Walk Termly	DI to liaise Rota
Work Scrutiny	Di to liaise Rota
Analysis of Questionnaires	Termly

**Monitoring Templates should be used for \***

Impact of other activities should be recorded in the governors' book held by Sue Whyman  
All activities are fed back at termly governors' meetings

## **Safeguarding and promoting the welfare of Children in Education Responsibility**

Nominated Governors

Audit Section 175

Attendance

Policies

Signing in

Behaviour

Whistle Blowing

Cause for Concerns

Safeguarding Staff

Safer Recruitment (HR Governors Course)

Code of Conduct for Staff

Is it visible within the school who the designated Officer/s are for Safeguarding /Protection

All Policies should be up to date and on the school Website