

Clapham Terrace Community Primary School and Nursery – Annual Schedule for the Governing Body

(Updated September 2017)

Autumn Term	
First half term (September to October)	Second half term (November to December)
<p>Headteacher to ensure governors have received copies of the new (or draft) School Improvement Plan (SIP) for the new school year and the current Self Evaluation Form (SEF).</p> <p>Training Link governor to arrange induction for any new governors and book onto new governor training courses</p> <p>During the Half-Term:</p> <ul style="list-style-type: none"> Chair arrange regular (at least two-weekly) meetings with headteacher Chairs of Committees meeting Designated governors monitor school website for content compliance and accessibility Premises visit/review (member/s of People, Resources and Premises Committee) CP governor meet with designated member of staff SEN/Inclusion governor meet with SENCO H&S governor carry out monitoring visit with headteacher/designated member of staff Governors establish class links (ongoing) Training Link governor co-ordinate training as necessary (ongoing) Governor to attend meeting with WCC Finance Officer <p>Full Governing Body Meeting (before end of September)</p> <ul style="list-style-type: none"> Elect Chair and Vice-chair Update register of Pecuniary Interests Review committee structure of GB – does it meet our needs? Agree committee membership and circulate current terms of reference Identify governors for the following roles: Headteacher's Performance Review panel, Pay Committee, SEN/Inclusion, Child Protection, Health and Safety, Performance Management monitoring, Training Link governor, 'Patch' representative, School Website monitoring, SIP working group, governors to monitor each SIP priority, class link 	<p>Early in the half-term, governors should receive the updated SIP, which will include governor involvement in the monitoring schedule.</p> <p>During the Half-Term:</p> <ul style="list-style-type: none"> Performance Management governor meet with headteacher Members of C&S Committee to review RAISEonline (or replacement) and Dashboard data if not available for committee meeting before Half-Term) Governors monitoring SIP priorities meet with key members of staff (ongoing) Pupil Premium Strategy Group meeting with SLT <p>People, Resources and Premises Committee Meeting (early November)</p> <ul style="list-style-type: none"> Elect Chair Review and agree Terms of Reference Budget update Premises update Staffing update Agree monitoring activities to evaluate progress against any relevant SIP priorities Resource implications from SIP Oversee Pupil Premium spend strategy Receive report on Performance Management arrangements Review Child Protection Policy Review other policies scheduled for review or agree review arrangements <p>Pay Committee (November)</p> <ul style="list-style-type: none"> Review and agree Terms of Reference Consider and agree pay recommendations from the headteacher and the HT Performance Review Panel Review Teachers Pay Policy Review Teacher Appraisal Policy (if due)

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governors

- Headteacher's Report (verbal) – to cover pupil numbers, staffing for the year and school organisation
- Check policy review schedule for the year – identify any need for additional meetings
- Agree coordinated calendar of meetings for the year (including committees)
- Overview of end-of-year pupil outcomes for the previous year
- Familiarise with SIP and agreed priorities for the year
- Agree focus for in-house governor training (arrange booking) and arrangements for individual governor training

Curriculum and Standards Committee Meeting (early October)

- Elect Chair
- Review and agree Terms of Reference
- Analyse pupil outcomes from previous year (including RAISEonline and Dashboard data) and ensure SIP addresses any areas for improvement arising
- Pupil progress and attainment targets
- Agree monitoring activities to evaluate progress against SIP
- Oversee provision arrangements for disadvantaged and SEND pupils
- Review other policies scheduled for review or agree review arrangements
- Review curriculum plans for the year

Full Governing Body Meeting (mid December)

- Review and evaluate progress against SIP priorities
- Agree any changes in the Terms of Reference for committees, proposed at committee.
- Reports from committees (including summary of RAISEonline analysis (C&S) and budget update (PR&P)
- Headteacher's Report (to feed into SIP review, and to include any other information necessary for the governing body)
- Performance Management report from Pay Committee
- Any necessary policy ratification

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Spring Term	
First half term (January to February)	Second half term (March to April)
<p>Headteacher to ensure governors have received up to date copy of SIP with SLT evaluations, and a copy of the monitoring programme for the term, including opportunities for governor involvement.</p> <p>During the Half-Term:</p> <ul style="list-style-type: none"> • SIP Working Group to meet with SLT to review SIP and update school self evaluation (SEF) • SEN/Inclusion governor meet with SENCO • H&S governor carry out monitoring visit with headteacher/designated member of staff • Governor to attend meeting with WCC Finance Officer • Governor Learning Walk • Chairs of Committees meeting <p>Curriculum & Standards Committee Meeting (before end of January)</p> <ul style="list-style-type: none"> • Review pupil attainment & progress data for the Autumn Term, based on the school's internal tracking, including Pupil Premium impact • Receive reports on monitoring activities to evaluate progress against SIP priorities – those from Governors, headteacher and any other key staff • Review any curriculum developments • Policy review according to agreed annual schedule <p>People, Resources and Premises Committee Meeting (early February)</p> <ul style="list-style-type: none"> • Annual budget review • Review ongoing Pupil Premium spend • Policy review according to agreed annual schedule • Reports on monitoring activities to evaluate progress against any relevant SIP priorities • Consider any further resource implications arising from the SIP <p>HT's Performance Review Panel (mid February)</p> <ul style="list-style-type: none"> • Carry out interim review of Head teacher's performance objective 	<p>During the Half-Term:</p> <ul style="list-style-type: none"> • Members of the P,R&P Committee meet with headteacher and SBM to plan/agree a proposed budget • Members of the P,R&P Committee meet with SBM to complete the SFVS submission • Pupil Premium Strategy Group meeting with SLT <p>Pay Committee (Late February)</p> <ul style="list-style-type: none"> • Update from headteacher on staff performance management and interim reviews of teachers' progress towards objectives, and likely implications for teachers' pay in the following year <p>People, Resources and Premises Committee Meeting (late March)</p> <ul style="list-style-type: none"> • Finalise annual budget proposal • Review monitoring activities to evaluate any further progress against any relevant SIP priorities • Initial planning for staffing and class organisation for September <p>Full Governing Body Meeting (early April)</p> <ul style="list-style-type: none"> • Review and evaluate progress against SIP priorities, drawing upon governor monitoring, SLT monitoring and Headteacher's Report • Other items of information in Head teacher's report • Agree annual budget plan (with rolling 3 year budget) • Reports from committees • Any necessary policy ratification • Agree any governor involvement in updates to school website

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Summer Term	
First half term (April to May)	Second half term (June to July)
<p>Headteacher to ensure governors have received up to date copy of SIP with SLT evaluations, and a copy of the monitoring programme for the term, including opportunities for governor involvement.</p> <p>During Half-Term</p> <ul style="list-style-type: none"> • Premises visit/review (member/s of P,R&P Committee) • CP governor meet with designated member of staff • SEN/Inclusion governor meet with SENCO. • H&S governor carry out monitoring visit with headteacher/designated member of staff • Governor to attend meeting with WCC Finance Officer • Designated Governors monitor website again • Chairs of Committees meeting <p>Curriculum and Standards Committee Meeting (early May)</p> <ul style="list-style-type: none"> • Review pupil attainment & progress to the end of the Spring Term, based on the school's internal monitoring data • Evaluate pupil progress towards targets, including evaluation of the impact of Pupil Premium spend • Receive reports on monitoring activities to evaluate progress against SIP priorities – those from Governors, headteacher and any other key staff • Consider any curriculum developments planned for the next school year • Policy review according to agreed annual schedule • Home-school agreements 	<p>During Half-Term</p> <ul style="list-style-type: none"> • Ensure any necessary updates to school website • SIP working group (Gobs and SLT) meet to update school self evaluation and draw up new SIP for next school year • SEN/Inclusion governor review attendance with the Headteacher. • Pupil Premium Strategy Group meeting with SLT <p>People, Resources and Premises Committee Meeting (June)</p> <ul style="list-style-type: none"> • Staffing and class organisation for September • Review monitoring activities to evaluate progress against any relevant SIP priorities • Policy review according to agreed annual schedule • Updates to budget planning • Update on premises issues • Report from H&S governor <p>Full Governing Body Meeting (July)</p> <ul style="list-style-type: none"> • Review and evaluate progress against SIP priorities for year ending, drawing upon governor monitoring, SLT monitoring and Headteacher's Report • Early indicators of end-of-year pupil achievement outcomes • Other items of information in Head teacher's report, including staffing and class organisation for September, provisional pupil numbers for September, Safeguarding/Child Protection report and attendance and exclusions report • Set attendance target • Reports from committees • Any necessary policy ratification • Consider changes pending to make-up of governing body – resignations and recruitment need <p>HT's Performance Management Group</p> <ul style="list-style-type: none"> • Carry out HT Performance Review and agree the Headteacher's objectives for the coming year. Make HT pay decision – convey to HT and Pay Committee

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