

Clapham Terrace Community Primary School and Nursery – Annual Schedule for the Governing Body (Updated September 2019)

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 Development Plan (SDP) 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, 	<p>Early in the half-term, governors should receive the updated SDP, 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 ASP (and Dashboard data if not available for committee meeting before Half-Term) • Governors monitoring SDP priorities and Subject areas meet with key members of staff to discuss Impact Logs (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 SDP priorities • Resource implications from SDP • 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)

Clapham Terrace Community Primary School and Nursery – Annual Schedule for the Governing Body **(Updated September 2019)**

SDP working group, governors to monitor SDP priority & Subject areas, class link 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 SDP 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 ASP data) and ensure SDP addresses any areas for improvement arising
- Pupil progress and attainment targets
- Agree monitoring activities to evaluate progress against SDP
- 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 SDP priorities
- Agree any changes in the Terms of Reference for committees, proposed at committee.
- Reports from committees (including summary of ASP analysis (C&S) and budget update (PR&P)
- Headteacher's Report (to feed into SDP review, and to include any other information necessary for the governing body)
- Performance Management report from Pay Committee
- Any necessary policy ratification

Clapham Terrace Community Primary School and Nursery – Annual Schedule for the Governing Body (Updated September 2019)

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 SDP 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"> • SDP Working Group to meet with SLT to review SDP 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 SDP 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 SDP priorities • Consider any further resource implications arising from the SIP <p>HT's Performance Review Panel (mid February)</p>	<p>During the Half-Term:</p> <ul style="list-style-type: none"> • Members of the PR&P Committee meet with headteacher and SBM to plan/agree a proposed budget • Members of the PR&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 SDP 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 SDP 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

Clapham Terrace Community Primary School and Nursery – Annual Schedule for the Governing Body
(Updated September 2019)

- | | |
|---------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none">• Carry out interim review of Head teacher's performance objectives | |
|---------------------------------------------------------------------------------------------------------------------|--|

Clapham Terrace Community Primary School and Nursery – Annual Schedule for the Governing Body (Updated September 2019)

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 SDP 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 PR&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 SDP 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 • SDP working group (Govs and SLT) meet to update school self evaluation and draw up new SDP 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 SDP 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 SDP 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

Clapham Terrace Community Primary School and Nursery – Annual Schedule for the Governing Body
(Updated September 2019)

	HT and Pay Committee
--	----------------------