

Agenda Cycle for Thornton-in-Craven Community Primary and Nursery Governing Board Meetings

Autumn 1: Wednesday 29th September 2021

Governor Statutory Requirements:

- Complete all relevant forms / declarations
- Confirmation re: Safeguarding responsibilities (Child Protection manual: Keeping Children Safe in Education)
- Delegation of governor monitoring areas / links
- Role Delegation: remit of responsibilities (NGA proforma)
- GB Meetings' Agenda Cycle
- Any Staffing Structure Changes

Policy Review

- Adoption of NYCC Policies for CP
- Safeguarding/Child Protection Policy Yearly
- Governor Allowances
- Budget Management Policy

Review: Timetable for policy updates

Governors Code of Conduct: remind
Key dates for Governor Attendance

Abbreviations explained:

ASP: Analyse School Performance
CP: Child Protection
EHCP: Education Health Care Plan
LAC: Looked After Child **GB:** Governing Board
HT: Headteacher **HR:** Human Resources
NGA: National Governors Association
SBM: School Business Manager
SEND: Special Educational Needs
SIA: School Improvement Advisor
SIP / SDP: School Improvement Plan / School Development Plan (inter-changeable)

Autumn 2: Wednesday 24th November 2021

School Improvement:

- Agree School Development Plan (SDP) Priorities, including whole school data reporting and interim targets
- Headteacher Report
- Budget Implications
- Pupil Premium and Sport Premium Strategies and planned expenditure for this academic year
- CPD – linked to SDP areas - INTENT
- Human Resources: Staffing update
- Confirmation that Performance Management for teaching staff completed by 31 October
- Safeguarding
- Health and Safety including near misses

School Development Plan Monitoring and other Link Reports:

- Governor Monitoring / Link
- School Improvement Advisor (SIA) report
- SEND

Finance:

- Monitoring Report, Revised Budget and Forward Plan.
- Benchmarking

Policy Review

Non-Monitoring / link Reports

Governor CPD

Key Term Dates for Governor Attendance

Spring 1: Wednesday 2nd February 2022

School Improvement:

Headteachers Report:

- SDP Progress
- Pupil Achievement & Progress data from Autumn term
- HR / Staffing update
- Safeguarding

School Development Plan Monitoring and other Link Reports:

- Governor Monitoring linked to SIP priority areas
- School Improvement Advisor
- SEND
- Pupil Premium
-

H&S Report including:

- Health and Safety Report: including near misses and premises management documents

Finance:

- Monitoring Report, Revised Budget and Forward Plan.
- Benchmarking

Policy Review

- **Non-Monitoring / link**

Reports Governor CPD

Key Term Dates for Governor Attendance

NB. Recovery Plans / actions / impact relating to COVID pandemic to be included in HT reports. Actions / plans pre / post HMI or other school inspections to be incorporated into the most appropriate GB Meeting.
 * Some policies have been included here but refer to Policy Schedule for full listing and 'due' dates.

Agenda Cycle for Thornton-in-Craven Community Primary and Nursery Governing Board Meetings

Spring 2: Wednesday 30th March 2022

School Improvement:

HT Full Report to include:

(Utilising Agreed format)

- SDP Progress including Spring Term Priorities
- School Improvement Advisor reports
- Complaints stats and any resultant outcomes.
- Bullying incidents
- Attendance / absence
- LAC/SEND/EHCP (Basic characteristics)
- HR / Staffing update
- Quality of Teaching and Learning
- Safeguarding

School Improvement Plan Monitoring and other Link Reports:

- Governor Monitoring linked to SDP priority areas
- Pupil Premium: mid-year progress / impact
- Sports Premium: mid-year progress / impact

Report including:

- Health and Safety including near misses

Finance:

- Contract Review Schedule
- **SFVS Draft for approval /**

signing off

Policy Review:

**Non-Monitoring /
link Reports**

Governor CPD

Key Term Dates for Governor Attendance

Summer 1: Wednesday 18th May 2022

School Improvement:

HT Full Report to include:

(Utilising Agreed format)

- SDP Progress including Summer Term Priorities and monitoring (pupil premium and sports premium)
- Pupil Achievement & Progress data from the Spring term
- School Improvement Advisor Report
- Complaints stats and any resultant outcomes.
- Bullying incidents
- Attendance / absence
- LAC/SEND/EHCP (basic characteristics)
- HR / Staffing update
- Safeguarding

School Improvement Plan Monitoring and other Link Reports:

- Governor Monitoring linked to SIP priority areas

SBM Report including:

- Health and Safety including near misses

Finance:

- Draft Start Budget including impact of Performance Pay Panel re: costs.
- Previous Years Outturn
- Contract Review Schedule

Policy Review:

Non-Monitoring / link

Reports Governor CPD

Key Term Dates for Governor Attendance

Summer 2: Wednesday 14th July 2022

School Improvement

Reports / updates:

- HT: including any available updated achievement and progress data
- Safeguarding
- Governor Monitoring / Link
- Other Governor Reports
- Receive Subject leader Reports
- School Improvement including school priority (improvement) areas
- Pupil Premium: impact
- Sports Premium: impact

Health and Safety including near misses

Governor CPD

Governing Board Evaluation

- Skills Audit
- 360 Review
- SWOT
- Gobs self-evaluation & CPD requirements
- Twenty Questions a GB to needs ask itself
- GB Structure / Model and plan for next Academic Year

Review: Governor Annual Statement

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