

FULL GOVERNNG BOARD

	September	November	January	March	May	JULY
STRUCTURE	Elections - Chair & Vice Chair					
	Governance Review Terms of Reference of Full Governing Body and committees Review structure and membership of Governing Body committees Review, amend and re-sign Review Standing Orders/Appoint nominated Governors Approve Full Governing body meeting dates					
STANDING ITEMS	Prayers Apologies Declaration of Interests Approval of last meeting Minutes Safeguarding Head Teacher's Report - Verbal Reports from committee chairs Governor Visit reports Training Chair matters Confirm next meeting date	STANDING ITEMS (Head Teacher's Report – Written)	STANDING ITEMS (Head Teacher's Report – Verbal)	STANDING ITEMS (Head Teacher's Report – Written)	STANDING ITEMS (Head Teacher's Report – Verbal)	STANDING ITEMS (Head Teacher's Report – Written)
	Approve new School Improvement Plan (Detail)	Review Pupil Performance previous academic year Adopt Term Dates for the next academic year Budget update (changes for 2018-19)		Approve next year's School Budget	Actuals Budget update Approve School Fund	Equality Objectives Report Review previous School Improvement Plan Approve Improvement Plan Priorities for next Receive Bishop's Visitor report Governor self-evaluation reporting: committees' and governing body's end of year report (to be based on Terms Of Reference)
CORE						
POLCIES		Review of Staff Conduct, Discipline and Grievance Policy Receive & Adopt Admissions Policy	Review of Safeguarding Audit Policy Review Child Protection	Receive SEND Policy and information report from TLC	Review of Pay Policy	

Leadership & Management Committee					
	November	January	February/March	April/May	July
STRUCTURE	Elections - Committee Chair, Clerk				
	Approve committee meeting dates for next year Review committee priorities and planner for coming year				Review of Terms of Reference Review this activity schedule for following year Check committees have activity schedule for following year
STANDING ITEMS	Apologies Declarations of interest Approval of last meeting Minutes Safeguarding Monitoring School Improvement Plan Chairs of TLC and F&P report on any issues relevant to L&M Governor Succession Confirm next meeting date	STANDING ITEMS	STANDING ITEMS	STANDING ITEMS	STANDING ITEMS
CORE	Ensure key strategic issues are decided Staffing structure for the year -to discuss and approve Staff vacancies – to discuss and action Teacher appraisals and Head’s performance management – to note Allocate actions arising from Strategy Group to committees Receive Staff Training Records for previous Year	Updates from Strategy Group Single Central Record (Safeguarding) – Receive report Monitor provision of statutory information to parents & public inc. Website	Updates from Strategy Group Parent Survey – to discuss and action? TA appraisals	Updates from Strategy Group Monitor staff conditions, wellbeing & training TA appraisals – to note HT Mid-Year review – to note. Review Governors’ visits Governor self-evaluation reporting Chair’s 360 appraisal	Updates from Strategy Group Governor self-evaluation reporting: committees’ and governing body’s end of year report (to be based on Terms Of Reference)
POLCIES		Allegations of Abuse Against Staff Governor Skill Audit	Complaints Procedure	Freedom of Information Policy	Data Protection (Early, but a change in the law is anticipated - Queen’s Speech, June 2017)

Teaching and Learning Committee					
	November	January	February/March	April/May	July
STRUCTURE	Elections - Committee Chair, Clerk				
	Review of Terms of Reference Approve committee meeting dates for the year Review committee priorities and planner for coming year				
STANDING ITEMS	Apologies Declarations of interest Approval of last meeting Minutes Safeguarding Monitoring School Improvement Plan Monitoring Governor Visits Confirm next meeting date	STANDING ITEMS	STANDING ITEMS	STANDING ITEMS	STANDING ITEMS
CORE	Evaluation of YEAR-END standards in detail – including all monitored groups, inc.Pupil Premium, all age groups etc Establish baseline (EYFS) Attendance – to receive annual figures and discuss	End of Autumn performance data shared (Head's Report)	Receive reports on any Work scrutinies Focussed Learning Walk etc Improvement Conversation with L.A. (if received)	Review Swimming Provision End of Spring performance data shared (Head's Report)	Initial report of End-of-Key stage data (EYFS, Phonics Check, KS1 &2) Receive Subject Leader Reports School Self-Evaluation update Governor self-evaluation reporting: committees' and governing body's end of year report (to be based on Terms Of Reference)
POLCIES		SEN Policy & Information Report (prior to FGB)	EYFS Policy	Sex Education	Home-School Expectations

Finance and Premises Committee					
	November	January	February/March	April/May	July
STRUCTURE	Elections - Committee Chair, Clerk				
	Review of Terms of Reference Approve committee meeting dates for next year Review committee priorities and planner for coming year				
STANDING ITEMS	STANDING ITEMS Apologies Declaration of Interest Update (forms completed) Approval of last meeting Minutes Safeguarding/School Security Monitoring School Budget Priorities Administrator and Finance Officer Report: <ul style="list-style-type: none"> Finance: (including monthly accounts?) Premises (including Accident Report and rolling maintenance programme) Capital Planning Training AOB Review Sites Visits schedule Confirm next meeting date	STANDING ITEMS PLUS SFVS	STANDING ITEMS	STANDING ITEMS	STANDING ITEMS
	CORE Budget Review(6 month) Annual Declaration of Interest Committee Premises Walk-around	<ul style="list-style-type: none"> Budget Review (9 month) and look at Clawback / surplus issues Potential grants & bids Discussion re draft budget Review quotes obtained for all insurance costs 	<ul style="list-style-type: none"> Finalising budget Recommend approval next year's School Budget to FGB Recommend approval School Fund to FGB Completed SFVS 	<ul style="list-style-type: none"> Circulate year end financial position Premises Compliance (Review Maintenance planner) 	<ul style="list-style-type: none"> Review year end financial position Review Health and Safety Audit in readiness for committee priorities following year Governor self-evaluation reporting: committees' and governing body's end of year report (to be based on Terms Of Reference)
POLCIES	Accessibility Plan Equalities Statement Charging and Debt Management Policy (if not before i.e. June 2017)		Lettings Policy – review charges		

Admissions Committee		
	September	February
STRUCTURE	Elections - Committee Chair	
	Review of Terms of Reference Approve committee meeting dates for next year (see below)	
STANDING ITEMS	Apologies Declaration of Interest (if any) Approval of last meeting Minutes Safeguarding Governor Succession AOB Confirm next meeting date	STANDING ITEMS
CORE		Oversight of Admissions Ranking process Governor self-evaluation reporting: committees' and governing body's end of year report (to be based on Terms Of Reference)
POLCIES	Admissions Policy Review	

Pay Committee		
	November	March
STRUCTURE	Elections - Committee Chair	
	Review of Terms of Reference Approve committee meeting dates for next year (see below)	
STANDING ITEMS	Apologies Declaration of Interest (if any) Approval of last meeting Minutes Safeguarding Governor Succession AOB Confirm next meeting date	STANDING ITEMS
CORE	Review HT recommendations on pay progression and approve as appropriate	Pre-FGB meeting to approve Minutes - stored confidentially- rather than wait until next Pay Panel meeting
POLCIES		Pay Policy