

NORTH NIBLEY C OF E PRIMARY SCHOOL - FULL GOVERNING BODY YEAR PLANNER

(Working copy – 07/01/2021)

	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
STRUCTURE	Elections - Chair & Vice Chair					
	Review Terms of Reference of Full Governing Body Review structure and membership of Governing Body committees Review, amend and re-sign Review Standing Orders & Appoint nominated Governors Approve FGB meeting dates	Receive Terms of Reference for committees				
STANDING ITEMS	Prayers Apologies Declaration of Interests Approval of last meeting Minutes	Safeguarding Head Teacher’s Report – (Alternate Verbal / Written) Reports from committee chairs Governor Visit reports			Governor Training Governor Succession Update Governor’s Register & Attendance data Chair matters	
CORE	Approve the detail of the new School Improvement Plan (SIP) Allocate actions arising from Strategy Group to committees	<ul style="list-style-type: none"> Review end-of-year Pupil Progress data Adopt Term Dates for the next academic year Budget update (2022) Issue Governor Skill Audit 	<ul style="list-style-type: none"> Budget update Annual Review of Safeguarding Audit Review Review of Governor Skills Audit 	New School Budget HEADLINES – Income, Costs, Trends	Actuals Approve School Budget Approve School Fund Review Governors’ visits (Year end)	<ul style="list-style-type: none"> Review SATS headlines Consider Admission Appeals Equality Objectives Report Last SIP Review Approve outline SIP Priorities for next Bishop’s Visitor report Governor self-evaluation reporting: committees’ and governing body’s end of year report
Policy Review 2020-2021	Policies up-to-date online? Pupils with medical conditions inc health needs cannot attend school (Annual)	Staff Conduct, Discipline & Grievance (Annual) Determine Admissions Policy (Annual)	Safeguarding & Child Protection Policy (Annual) Pay Policy (Annual)	Review SEND Policy Receive info report from TLC (Annual)		
2021-22	“	“	“	“	“	“
2022-23	“	“	“	“	“	“
2023-24	“	“	“	“	“	“

NORTH NIBLEY C OF E PRIMARY SCHOOL - FINANCE & RESOURCES COMMITTEE PLANNER

(Working copy – 07/01/2021)

	Term 1	Term 2	Term 3	EXTRA	Term 4	Term 5	Term 6
STRUCTURE	Elections - Committee Chair, Clerk						
	Review Terms of Reference Agree committee meeting dates for year Review priorities and planner for the year						
STANDING ITEMS	Apologies Declaration of Interest Update Approval of last meeting Minutes Safeguarding/School Security Monitoring School Budget Priorities		Update Governor’s Register & Attendance data Administrator and Finance Officer Report: <ul style="list-style-type: none"> Finance: (including monthly accounts?) Premises (including Accident Report & rolling maintenance programme) Capital Planning 			Review Sites Visits schedule Confirm next meeting date	
CORE	<ul style="list-style-type: none"> Budget Review -6 month Annual Declaration of Interest Staffing structure for the year - discuss and approve Receive costed tutoring plan for the school year 	<ul style="list-style-type: none"> Teacher and Support Staff appraisals and Head’s performance management – to note Premises Walk-around 	<ul style="list-style-type: none"> SFVS Budget Review (9 month) and look at Clawback / surplus issues Potential grants & bids Discussion re draft budget Single Central Record GDPR update Review quotes for all insurance costs 	BUDGET – REVIEW, FORECAST AND DRAFT BUDGET SETTING	<ul style="list-style-type: none"> Finalising budget Recommend Budget to FGB School Fund – Review and recommend approval to FGB Completed SFVS Staff absence report (Annual – for Insurance) 	<ul style="list-style-type: none"> Receive year-end financial position Premises Compliance (Review Maintenance planner) Monitor staff conditions and wellbeing TA appraisals – to note HT mid-year review (to note) 	<ul style="list-style-type: none"> Budget Review -6 month Review Health and Safety Audit in readiness for committee priorities following year Governor self-evaluation: end of year report (to be based on Terms Of Reference) GDPR update
Policy Review 2020-2021		Allegations of Abuse Against Staff (3) Pay Policy (1 st Edit, Annual)	Equalities Policy Equalities Statement (1) Social Media Policy (3)		Lettings - review charges Complaints Procedure (3)	Freedom of Information (3) Confidentiality (3)	Anti-Fraud (3) Best Value (3) Policies up-to-date online?
2021-22		Accessibility Plan (3) Pay Policy (1 st Edit, Annual)	Data Protection (2) Equalities Statement (1)		Lettings Policy & review charges (3 years)	Safer Recruitment & Induction (3)	Image-Use Policy (in prep) Policies up-to-date online?
2022-23		Finance (3) Appraisal & Capability Policy (3) Pay Policy (1 st Edit, Annual)	Charging and Debt Management (3) Equalities Statement (1)		Lettings - review charges Staff Code Conduct (3)	Health & Safety (3) Governor’s Allowances (4)	Whistle Blowing (3) Policies up-to-date online?

NORTH NIBLEY C OF E PRIMARY SCHOOL - TEACHING, LEARNING & COMMUNITY COMMITTEE PLANNER (Working copy – 07/01/2021)						
	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
STRUCTURE	Elections - Committee Chair, Clerk					
	Review Terms of Reference Agree meeting dates for the year Review committee priorities and planner for coming year					
STANDING ITEMS	<ul style="list-style-type: none"> Apologies Declarations of interest Approval of last meeting Minutes Safeguarding Monitoring School Improvement Plan Monitoring Governor Visits Confirm next meeting date Update Governor's Register & Attendance data 					
CORE	<ul style="list-style-type: none"> YEAR-END standards in detail – including all monitored groups, inc <ul style="list-style-type: none"> Gender Pupil Premium, Others as required Attendance – (Summer & Annual - previous year) Report on EYFS baseline Pupil Reflection on Worship (Term 6) Receive Staff Training Records for previous Year 	<ul style="list-style-type: none"> Pupil Survey Monitor provision of statutory information to parents & public inc. Website Lead update of Governor Skill Audit GDPR update 	<ul style="list-style-type: none"> End of Autumn performance data Attendance (Autumn) Parent Survey – to discuss and action? Receive Safeguarding Audit and Single Central Record reports TA appraisals – to note Pupil Reflection on Worship (Term 2) New Joiner's Survey – to note and respond? 	<ul style="list-style-type: none"> Receive reports on any Work scrutinies Focussed Learning Walk etc. Improvement Conversation with L.A. (if received) 	<ul style="list-style-type: none"> Review Swimming Provision End of Spring performance data Attendance (Spring) Staff absence report (Annual) Pupil Reflection on Worship (Term 4) Monitor staff conditions, & wellbeing (survey) HT Mid-Year review – to note. 	<ul style="list-style-type: none"> Initial report of End-of-Key stage data (EYFS, Phonics, 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 2020-21	Review 'Early Help' online	Children Missing Education (Annual)	SEND & Info Report (Annual) (before FGB) Remote Teaching (Annual)	EYFS Policy (Annual) e-Safety (3 yearly) Anti-Radicalisation (3)	Intimate Care (3) Relationships & Sex Education (3 years)	NQT Initial Teacher Training (3) Policies up-to-date online?
2021-22	Review 'Early Help' online Attendance Policy (3)	Behaviour (Principles) (3) Behaviour (School) (3) School Exclusions (3) First Aid (2)	SEND & Info Report (Annual) (before FGB) Anti-bullying, Anti-Hate-ADD IN ANTI-RADICAL (2)	EYFS Policy (Annual)	Mental Health & Wellbeing (3)	Policies up-to-date online?
2022-23	Review 'Early Help' online	School Complaints (3) Designated Teacher (3)	SEND & Info Report (Annual) (before FGB)	EYFS Policy (Annual) Acceptable Use ICT (3)	Home-School Expectations (3)	Policies up-to-date online?

NORTH NIBLEY C OF E PRIMARY SCHOOL - ADMISSIONS COMMITTEE			
	September	February	As required
STRUCTURE	Elections - Committee Chair, Clerk		
	Review Terms of Reference (TOR)		
	Review Committee Planner		
STANDING ITEMS	Apologies Declaration of Interest (if any) Approval of last Minutes Safeguarding	Governor Succession Confirm next meeting date Update Governor's Register & Attendance data AOB	
CORE	Marketing the school	Oversight of Admissions Ranking process Governor self-evaluation reporting: committees' and FGB's end of year report (to be based on TOR)	In-Year Admissions Appeals Reception Appeals
POLICIES 2020-21	Admissions Policy Review for 2022-23 <u>Proposed</u> to GCC a.s.a.p. (Determined by FGB before 28 th Feb)	Determined Admissions Policy to GCC by 15 th March Protocol for Admission over PAN	
2021-22	HOLD 7-YEAR CONSULTATION - AUTUMN Admissions Policy Review for 2023-24 <u>Proposed</u> to GCC a.s.a.p. (Determined by FGB before 28 th Feb)	Determined Admissions Policy to GCC by 15 th March Protocol for Admission over PAN	
2022-23	Admissions Policy Review for 2024-25 <u>Proposed</u> to GCC a.s.a.p. (Determined by FGB before 28 th Feb)	Determined Admissions Policy to GCC by 15 th March Protocol for Admission over PAN	
2023-24	Admissions Policy Review for 2025-26 <u>Proposed</u> to GCC a.s.a.p. (Determined by FGB before 28 th Feb)	Determined Admissions Policy to GCC by 15 th March Protocol for Admission over PAN	

NORTH NIBLEY C OF E PRIMARY SCHOOL - PAY PANEL		
	November	March
STRUCTURE	Elections - Committee Chair	
	Review of Terms of Reference (TOR)	
	Review Committee Planner	
STANDING ITEMS	Apologies Declaration of Interest (if any) Approval of last Minutes Safeguarding	Governor Succession Confirm next meeting date AOB
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
POLICIES 2020-21	Policies up-to-date online?	Pay Policy (To advise FGB on changes) Annual
2021-22	Policies up-to-date online?	Pay Policy (To advise FGB on changes) Annual
2022-23	Policies up-to-date online?	Pay Policy (To advise FGB on changes) Annual
2023-24	Policies up-to-date online?	Pay Policy (To advise FGB on changes) Annual

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