

## Cann Bridge School Governing Board – Annual Governance Management Plan 2018-19

<b>September Business Meeting</b>
<u>Procedural</u> <ul style="list-style-type: none"><li>• Welcome and Apologies</li><li>• Elect Chair (Clerk to oversee)</li><li>• Elect Vice Chair</li><li>• Agree meeting structure</li><li>• Clerk's report of Governors terms of office for the academic year</li><li>• Annual Safeguarding Declaration forms to be completed</li><li>• Review and adopt Governors' Code of Conduct</li><li>• Review and adopt Terms of Reference</li><li>• Allocate HT Performance Management Governors</li><li>• Allocate Link Governor roles &amp; responsibilities</li><li>• Allocate Pay Review Committee</li><li>• Allocate Governor Panel groups</li><li>• Review and agree Annual Governance Management Plan (AGMP)</li><li>• Review and agree any Working Parties required</li><li>• Confirm Statement of Governance is available online</li></ul>
<u>Urgent Business</u> <ul style="list-style-type: none"><li>• Chair's</li><li>• Head's</li></ul>
<u>Routine Business</u> <ul style="list-style-type: none"><li>• Approve Meeting Dates for the academic year ahead</li><li>• Approve Clerk's Line Manager for the academic year</li><li>• Agree Responsibility for Evidence Portfolio</li></ul>
<u>Governor Business</u> <ul style="list-style-type: none"><li>• Adopt form of Self Evaluation (submit Governor Skills Audits)</li><li>• Review Governor Competency Framework for Training needs (CPD)</li><li>• Governor Half Day Training to be discussed and date agreed</li><li>• HT Performance Management dates to be discussed (set for end Sept/Oct)</li></ul>
<u>Board Policies and Procedures</u> <ul style="list-style-type: none"><li>• Review and approve scheme of Policy delegation and review</li><li>• Review and complete Register of Business Interests</li><li>• Review and adopt Governor Visits policy</li><li>• Review and adopt New Governors Induction policy</li></ul>
<u>Statutory Policies and Procedures</u> <ul style="list-style-type: none"><li>• Safeguarding / Child Protection Policy and Procedures</li><li>• Instrument of Governance (2020)</li></ul>
<u>Delegated Statutory Policy confirmation</u> <ul style="list-style-type: none"><li>• Register of Business Interests (Clerk)</li><li>• Governor Expenses (Finance Governor - 2021)</li></ul>
Thursday 10 <sup>th</sup> September 2017 at 5:30pm

**October  
Meeting One - FGB**

Procedural

- Welcome and Apologies
- Previous minutes accuracy
  - *Minutes of Meeting 6 13/07/18*
  - *Minutes of Business Meeting 10/09/18*
- Action points/matters arising from previous minutes
- Declaration of interest - verbally

Urgent Business

- Chair's
- Head's

Routine Business

- Governance matters
- Headteacher's report (including Attendance)
- Review of pupil progress data 2017/18
- Data Protection

School Improvement

- Review and approve School Development Plan (SDP)
- Review and approve Curriculum Plans

Governor Business

- Review Governor Visit Forms
- Working Parties review
- Review Link Governor plans for the year ahead
- Review Governor Development/Training
- Confirmation of Governor Website Compliance
- Review completed Skills Audits
- Curriculum Policy (2019)

Statutory Policies and Procedures

- Teachers' Pay

Delegated Statutory Policy confirmation

- Teacher Appraisal (from Pay Committee – 2019)

Tuesday 9<sup>th</sup> October 2017 at 5:30pm

**October  
Finance Meeting**

Procedural

- Welcome and Apologies
- Previous minutes accuracy
- Action points/matters arising from previous minutes
- Declaration of interest - verbally

Urgent Business

- Chair's
- Head's

Finance

- Review and approve Budget Monitoring Reports for October Monitor Return
- Review of Monitor Return Feedback Form (from July's Return)
- Review financial costings of School Development Plan
- Progress in deficit reduction

Governor Business

- Termly review of Governor expenses claims

Wednesday 17<sup>th</sup> October 2018 10:00am

**November  
Meeting Two - FGB**

Procedural

- Welcome and Apologies
- Previous minutes accuracy
  - *Minutes of FGB Meeting October 18*
  - *Minutes of Finance Meeting October 18*
- Action points/matters arising from previous minutes
- Declaration of interest - verbally

Urgent Business

- Chair's
- Head's

Routine Business

- Governance matters
- Headteacher's report (including Attendance)
- Data Protection

School Improvement

- Review School Development Plan (SDP)
- Review the School Self Evaluation Form (SEF)
- Working Parties review

Monitoring and Evaluation

- Receive Annual Safeguarding report
- Review Curriculum Subject Reports
- Record of Accidents and Incidents

Governor Business

- Review Governor Visit Forms
- Review Governor Development/Training
- Receive Voluntary Funds & Trustee report

Statutory Policies and Procedures

- Behaviour Principles (written statement)

Delegated Statutory Policy confirmation

- Teacher Appraisal (from Pay Committee – 2019)
- Teaching Staff Capability (from Pay Committee – 2019, or LA update)
- Support Staff Capability (from Pay Committee – 2019, or LA update)
- School Behaviour – behaviour management policy (Head – 2020)
- Premises Management Documents and Information (Association Governor – as required)

Tuesday 27<sup>th</sup> November 2018 at 5.30pm

**January  
Meeting Three - FGB**

Procedural

- Welcome and Apologies
- Previous minutes accuracy
  - *Minutes of FGB Meeting December 18*
- Action points/matters arising from previous minutes
- Declaration of interest – verbally
- Clerk’s update

Urgent Business

- Chair’s
- Head’s

Routine Business

- Governance matters
- Headteacher’s report (including Attendance)
- Data Protection

Governor Business

- Review Governor Visit Forms
- Mid-year Analysis of Link visits
- Review Governor Training attended
- Confirmation of Governor Website Compliance

Finance

- Review SFVS

Statutory Policies and Procedures

- Charging and remissions policy (including Lettings Policy) (2021)

Delegated Statutory Policy confirmation

- Home School Agreement (Head – 2019)

Friday 18<sup>th</sup> January 2019 at 10:00am

**January  
Finance Meeting**

Procedural

- Welcome and Apologies
- Previous minutes accuracy
  - *Minutes of Finance 1, 17<sup>th</sup> October 2018*
- Action points/matters arising from previous minutes
- Declaration of interest – verbally

Urgent Business

- Chair's
- Head's

Finance

- Review and approve Budget Monitoring Reports for January Monitor Return
- Review of Monitor Return Feedback Form (from October's Return)
- Review Staffing Structure
- Review of pay of non-teaching staff
- Review of Buy Back services (PLP & LA)
- Completion of SFVS
- Review of Benchmarking Data
- Review Finance Policy
- Review Business Continuity Plan
- Review Charging and Remissions Policy (triennially Spring 21)
- Progress in deficit reduction

Governor Business

- Termly review of Governor expenses claims

Friday 25<sup>th</sup> January 2019 at 10:00am

**March  
Meeting Four - FGB**

Procedural

- Welcome and Apologies
- Previous minutes accuracy
  - *Minutes of FGB Meeting January 19*
  - *Finance Meeting January 19*
- Action points/matters arising from previous minutes
- Declaration of interest – verbally

Urgent Business

- Chair's
- Head's

Routine Business

- Governance matters
- Headteacher's report (including Attendance)
- Data Protection

Finance

- Receive SFVS report and sign off required by Chair

School Improvement

- Review School Development Plan (SDP)
- Working Parties review

Monitoring and Evaluation

- Review Curriculum Subject Reports
- Record of Accidents and Incidents
- Review of pupil progress data

Governor Business

*Invite curriculum lead to give a short presentation at start of meeting*

- Review Governor Visit Forms
- Review Governor Training attended
- Safeguarding file précis

Statutory Policies and Procedures

- Admission Arrangements (including SEN Policy)

Delegated Statutory Policy confirmation

- Equality Information and Objectives – Statement for Website (Head)
- SCR report (Safeguarding Governor)
- Website statutory compliance (ICT Governor)
- Statement of Procedures for Dealing with Allegations of Abuse against Staff (LADO / DSL)
- Compliments, Comments and Complaints (Head – 2020)
- Equality Information and Objectives (Head - 2021)
- Sex Education (Health and Wellbeing Governor – 2021)

Tuesday 26<sup>th</sup> March 2019 at 5.30pm

**April**  
**Budget Meeting - FGB**

Procedural

- Welcome and Apologies
- Declaration of interest – verbally

Urgent Business

- Chair's
- Head's

School Improvement

- Consider and approve staffing structure for next year

Monitoring and Evaluation

- Review funding/budget statements issued by LA
- Review 2019/20 budget setting report
- Approve 2019/20 budget
- Review and agree 3 year budget plan

Governor Business

- Finance Policy (Finance Governor)

May tbc

**May  
Meeting Five - FGB**

Procedural

- Welcome and Apologies
- Previous minutes accuracy
  - *Minutes of FGB Meeting March 19*
  - *Minutes of Budget Meeting April 19*
- Action points/matters arising from previous minutes
- Declaration of interest – verbally

Urgent Business

- Chair's
- Head's

Routine Business

- Governance matters
- Headteacher's report (including Attendance)
- Data Protection

School Improvement

- Receive annual report on Staff CPD
- Review the School Self Evaluation Form (SEF)
- Review Sports Premium Plan

Monitoring and Evaluation

- Final Analysis of Link visits
- Review Curriculum Subject Reports

Governor Business

- Review Governor Visit Forms
- Review Governor Training attended
- Confirmation of Governor Website Compliance

Statutory Policies and Procedures

- Supporting pupils with Medical Conditions - LA update check (Head)
- Health and Safety (H&S Governor – LA updates)

Tuesday 7<sup>th</sup> May 2019 at 5.30pm

<b>July</b> <b>Governor Half Day – End of Year Review</b>
<u>Review of Governance Effectiveness</u> <ul style="list-style-type: none"><li>• Review 2018-19 Governance Structure</li><li>• Review 2018-19 Link Roles</li><li>• Review Governor Competency Framework</li></ul>
<u>Annual Requirements</u> <ul style="list-style-type: none"><li>• Annual Self Evaluation of Governance</li><li>• Annual Statement of Governance</li></ul>
<u>Next Academic Year</u> <ul style="list-style-type: none"><li>• Consider 2019-20 Link Roles</li></ul>
Thursday 4 <sup>th</sup> July 2019 10:00am

<b>July Meeting Six - FGB</b>
<u>Procedural</u> <ul style="list-style-type: none"> <li>• Welcome and Apologies</li> <li>• Previous minutes accuracy <ul style="list-style-type: none"> <li>– <i>Minutes of FGB Meeting May 19</i></li> </ul> </li> <li>• Action points/matters arising from previous minutes</li> <li>• Declaration of interest – verbally</li> <li>• Clerk’s update</li> </ul>
<u>Urgent Business</u> <ul style="list-style-type: none"> <li>• Chair’s</li> <li>• Head’s</li> </ul>
<u>Routine Business</u> <ul style="list-style-type: none"> <li>• Governance matters</li> <li>• Approve Annual Statement of Governance</li> <li>• Headteacher’s report</li> <li>• Data Protection</li> <li>•</li> </ul>
<u>School Improvement</u> <ul style="list-style-type: none"> <li>• Review School Development Plan (SDP)</li> <li>• Working Parties review</li> <li>• Review Pupil Premium Plan</li> </ul>
<u>Monitoring and Evaluation</u> <ul style="list-style-type: none"> <li>• Review Governor visit forms</li> <li>• Record of Accidents and Incidents</li> <li>• Review of pupil progress data</li> </ul>
<u>Governor Business</u> <ul style="list-style-type: none"> <li>• Review Governor Competency Framework</li> <li>• Review Governor Training attended</li> <li>• Consider Peer Review outcomes</li> </ul>
<u>Statutory Policies and Procedures</u>
<u>Delegated Statutory Policy confirmation</u> <ul style="list-style-type: none"> <li>• Admission Register report (Safeguarding Governor)</li> <li>• Accessibility Plan (Head – 2020)</li> <li>• Freedom of Information (Head – 2020 or LA update)</li> <li>• Admissions Register report (Safeguarding Governor)</li> <li>• EYFS Policies and Procedures (EYFS Governor)</li> </ul>
Thursday 11 <sup>th</sup> July 2019 at 10:00am

<b>July Finance Meeting</b>
<u>Procedural</u> <ul style="list-style-type: none"> <li>• Welcome and Apologies</li> <li>• Previous minutes accuracy <ul style="list-style-type: none"> <li>– <i>Minutes of Finance 2, 25<sup>th</sup> January 2018</i></li> </ul> </li> <li>• Action points/matters arising from previous minutes</li> <li>• Declaration of interest – verbally</li> </ul>

Urgent Business

- Chair's
- Head's

Finance

- Review and approve Budget Monitoring Reports for July Monitor Return
- Review of Monitor Return Feedback Form (from January's Return)
- Review out-turn position and carry forwards from the previous financial year
- Review / approve CFR report for submission
- Review the pay of teachers and staff
- Review of Schools Asset Register
- Review Finance Policy
- Review Lettings Policy
- Progress in deficit reduction

Governor Business

- Termly review of Governor expenses claims

Thursday 18<sup>th</sup> July 2019 at 10:00am