

Cann Bridge School Governing Board – Annual Governance Management Plan 2017-18

September Business Meeting

Procedural

- Elect Chair (Clerk to oversee)
- Elect Vice Chair
- Agree meeting structure
- Clerk's report of Governors terms of office for the academic year
- Pecuniary Interest Forms to be completed
- Annual Safeguarding Declaration forms to be completed
- Review and adopt Governors' Code of Conduct
- Review and adopt Terms of Reference
- Allocate HT Performance Management Governors
- Allocate Link Governor roles & responsibilities
- Allocate Pay Review Committee
- Allocate Governor Panel groups
- Review and agree Annual Governance Management Plan (AGMP)
- Review and agree Annual Statement of Governance
- Review and agree any Working Parties required

Routine Business

- Chair's Urgent Business
- Approve Meeting Dates for the academic year ahead
- Approve Clerk's Line Manager for the academic year
- Agree Responsibility for Evidence Portfolio

Governor Business

- Adopt form of Self Evaluation (review Governor Skills Audit)
- Review Governor Competency Framework for Training needs (CPD)
- Governor Half Day Training to be discussed and date agreed
- HT Performance Management dates to be discussed (set for end Sept/Oct)

Statutory Policies and Procedures

- Review and complete Register of Business Interests
- Review and adopt Governor Visits policy
- Review and adopt Governors' Expenses policy
- Review and adopt New Governors Induction policy
- Review and adopt Teacher Pay Policy
- Review and adopt Child Protection Policy and Procedures

Thursday 7th September 2017 at 2.00pm

**October
Meeting One - FGB**

Procedural

- Previous minutes accuracy
 - *Minutes of Business Meeting 07/09/17*
- Action points/matters arising from previous minutes
- Declaration of interest - verbally

Routine Business

- Governance matters
- Headteacher's report
- **Review of pupil progress data 2016/17**
- **Quality of teaching**
- **Attendance**
- **Personnel**
- **Sites (including Health & Safety updates)**

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
- Review SFVS
- Review Charging and Remissions Policy (triennially Spring 18)

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
- Termly review of Governor expenses claims

Statutory Policies and Procedures

- Health & Safety policy (currently Partnership policy)
- Finance Policy

Thursday 19th October 2017 at 5.30pm

**December
Meeting Two - FGB**

Procedural

- Previous minutes accuracy
 - *Minutes of FGB Meeting October 17*
- Action points/matters arising from previous minutes
- Declaration of interest - verbally

Routine Business

- Governance matters
- Headteacher's report
- **Quality of teaching**
- **Attendance**
- **Personnel**
- **Sites (including Health & Safety updates)**
- Responsibility for Evidence Portfolio (Spring)

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

Governor Business

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

Statutory Policies and Procedures

- Children Looked After Report
- Special Education Needs Policy
- Intimate Care Guidance and Policy (triennially 19)
- Behaviour Policy (triennially 18)

Tuesday 12th December 2017 at 5.30pm

**January
Meeting Three - FGB**

Procedural

- Previous minutes accuracy
 - *Minutes of FGB Meeting December 17*
- Action points/matters arising from previous minutes
- Declaration of interest – verbally
- Clerk's update

Routine Business

- Governance matters
- Responsibility for Evidence Portfolio (Summer)
- Headteacher's report
- **Quality of teaching**
- **Attendance**
- **Personnel**
- **Sites (including Health & Safety updates)**

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

Governor Business

- Review Governor Visit Forms
- Mid-year Analysis of Link visits
- Review Governor Training attended
- Termly review of Governor expenses claims

Statutory Policies and Procedures

- Managing Attendance Policy (Teachers)
- Support Staff Managing Attendance (Sickness) Guide
- Procedures for Managing Allegations against staff

Thursday 18th January 2018 at 1.00pm

March
Meeting Four - FGB

Procedural

- Previous minutes accuracy
 - *Minutes of FGB Meeting January 18*
- Action points/matters arising from previous minutes
- Declaration of interest – verbally

Routine Business

- Governance matters
- Headteacher's report
- **Review of pupil progress data**
- **Quality of teaching**
- **Attendance**
- **Personnel**
- **Sites (including Health & Safety updates)**

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

Governor Business

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

- Review Governor Visit Forms
- Review Governor Training attended

Statutory Policies and Procedures

- Sex Education policy
- Review Admissions Arrangements

Tuesday 27th March 2018 at 5.30pm

April
Full Finance (Budget Setting) Meeting

Procedural

- Declaration of interest – verbally

Routine Business

- Chair's Urgent Business

School Improvement

- Consider and approve staffing structure for next year

Monitoring and Evaluation

- Review funding/budget statements issued by LA
- Review 18/19 budget setting report
- Approve 18/19 budget
- Review and agree 3 year budget plan

Thursday 26th April 2018 at 1.00pm

May
Meeting Five - FGB

Procedural

- Previous minutes accuracy
 - *Minutes of FGB Meeting March 18 & Minutes of Full Finance (budget setting) Meeting April 18*
- Action points/matters arising from previous minutes
- Declaration of interest – verbally

Routine Business

- Governance matters
- Headteacher's report
- **Quality of teaching**
- **Attendance**
- **Personnel**
- **Sites (including Health & Safety updates)**
- Responsibility for Evidence Portfolio (Autumn 18)

School Improvement

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

Monitoring and Evaluation

- Final Analysis of Link visits
- Review Curriculum Subject Reports

Governor Business

- Review Governor Visit Forms
- Review Governor Training attended
- Termly review of Governor expenses claims

Statutory Policies and Procedures

- Staff Discipline, Conduct and Grievance Procedure
- Assessment Recording & Reporting (triennially 18)

Wednesday 23rd May 2018 at 5.30pm

July
Meeting Six - FGB

Procedural

- Previous minutes accuracy
 - *Minutes of FGB Meeting May 18*
- Action points/matters arising from previous minutes
- Declaration of interest – verbally
- Clerk's update

Routine Business

- Governance matters
- Approve Annual Statement of Governance
- Headteacher's report
- **Review of pupil progress data**
- **Quality of teaching**
- **Attendance**
- **Personnel**
- **Sites (including Health & Safety updates)**

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

School Improvement

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

Monitoring and Evaluation

- Review Governor visit forms
- Receive End of Year Link Governor reports
- Review and approve term dates for the forthcoming academic year

Governor Business

- Review Governor Competency Framework
- Review Governor Training attended

Statutory Policies and Procedures

- Compliments, Comments & Complaints (triennially 19)

Tuesday 17th July 2018 at 5.30pm

June/July
Governor Half Day – End of Year Review

Review of Governance Effectiveness

- Review 2017-18 Governance Structure
- Review 2017-18 Link Roles
- Review Governor Competency Framework

Annual Requirements

- Annual Self Evaluation of Governance
- Annual Statement of Governance

Next Academic Year

- Consider 2018-19 Link Roles
- Review completed Skills Audits

Tuesday 5th July 2018 at 1.00pm