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| **AUTUMN 2018** | | |
| **3rd OCTOBER 2018**  *Chaired by Chair of governors unless otherwise stated* | | **4th DECEMBER 2018**  *Chaired by Chair of governors unless otherwise stated* |
| **Procedural**   * Complete annual pecuniary interest forms and Code of Conduct * Minutes of last meeting * Matters arising * Review size and skills on governing body * Chair’s and Head’s urgent business   Election of chair and vice-chair | | **Procedural**   * Declaration of interests * Minutes of last meeting * Matters arising * Chair’s and Head’s urgent business * Headteacher and SEND Report |
| **School management, monitoring and evaluation**   * Adopt school improvement strategy for year * Receive school’s Annual Safeguarding Report * Agree governor monitoring focus areas for year | | **School management, monitoring and evaluation**  **Generic-**   * Review progress on school improvement strategy * Report from safeguarding governor to include single central record review |
| **Resources (Finance, staffing and premises)**  ***Chaired by :***   * Staff update * Building works/ refurbishments * Health and safety updates * Confirmation that annual salaries have been issued to all teaching staff | | **Resources (Finance, staffing and premises)**  ***Chaired by :***   * Receive audited accounts * Appoint auditor for coming year * Responsible officer/ governor report * Reports from governor monitoring/ visits |
| **Learning and standards-**  ***Chaired by:***   * Receive report on summer statutory tests and trends over 3 years | | **Learning and standards**  ***Chaired by:***   * Report from English Leader * Report on use/ impact of pupil premium from pupil premium leader. * Report on quality of teaching * Report on pupil progress and attainment- particular focus on areas identified in SIP * Reports from governor monitoring/ visits |
| **Governance Development**   * Clerks/ Chair update- membership, local and national strategies * Governor training   Governor action plan | | **Governance Development**   * Clerks/ Chair update- membership, local and national strategies * Governor training * Governor impact |
| **Monitoring Focus:**  **Learning and Standards Committee**   * ASP and summer data overview * Achievement and progress of groups- FSM, Pupil premium, service family children, LAC, SEN, CIC   **Resources Committee**   * Finance- Budget monitoring (half termly meeting)   **Safeguarding** | | |
| **Policies to Review and Adopt:** | | **Policies to Review and Adopt:** |
| **2016-2017** | Pay  Child protection  SEN  Whistle blowing (3Yr)  Data Protection | Allegations of abuse against staff  Supporting children with medical conditions (3Yr)  Health and Safety (3Yr)  Finance |
| **2017-2018** | Pay  SEN  Staff Capability (3Yr) | Accessibility plan  Sex Education  Child protection  Radicalisation  Assessment policy |
| **2018-2019** | Pay  SEN  Governors’ Expenses  Child protection | Data Protection  Freedom of information (3Yr)  Charging and remissions (3Yr) |

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| **SPRING 2019** | | |
| **29TH JANUARY 2019**  *Chaired by Chair of governors unless otherwise stated* | | **12th MARCH 2019**  *Chaired by Chair of governors unless otherwise stated* |
| **Procedural**   * Declaration of interests * Minutes of last meeting * Matters arising   Chair’s and Head’s urgent business | | **Procedural**   * Declaration of interests * Minutes of last meeting * Matters arising * Chair’s and Head’s urgent business * Headteacher and SEND Report |
| **School management, monitoring and evaluation**   * Annual report on SEN * Report from Safeguarding governor | | **School management, monitoring and evaluation**   * Review progress on school improvement strategy * Reports from governor monitoring/ visits * Review of stakeholder surveys |
| **Learning and standards-**  ***Chaired by :***   * Reports from governor monitoring/ visits * Report on pupil progress and attainment- particular focus on areas identified in SIP * Report on quality of teaching | | **Learning and standards-**  ***Chaired by :***   * Reports from governor monitoring/ visits * Report from Maths Leader * Report from EYFS Governor |
| **Resources (Finance, staffing and premises)**  ***Chaired by:***   * Staff update * Building works/ refurbishments * Health and safety updates * Reports from governor monitoring/ visits | | **Resources (Finance, staffing and premises)**  ***Chaired by:***   * Responsible officer/ governor report * Reports from governor monitoring/ visits |
| **Governance Development**   * Clerks/ Chair update- membership, local and national strategies * Governor training * Governor action plan | | **Governance Development**   * Clerks/ Chair update- membership, local and national strategies * Governor training * Governor action plan |
| **Monitoring Focus:**  **Learning and Standards Committee**   * Use of sports premium- is sports premium report on website? * British values, cultural diversity and equal opportunities * Use and impact of pupil premium   **Resources**   * Health and safety focus- fire safety and review of emergency plan * Finance- Budget monitoring * SIP Target 2 – Staff CPD Research Projects * Finance- Budget monitoring (half termly meeting) * Staff appraisal processes and policies   **School management, monitoring and evaluation**   * Review of school website * Priority 1: Transition into the ‘Leading Edge Academies Partnership’. | | |
| **Policies to Review and Adopt:** | | **Policies to Review and Adopt:** |
| **2017-2018** | SEN  Supporting children with medical needs  Redundancy | Health and Safety  EYFS (3Yr)  Staff discipline and conduct  Grievance |
| **2018-2019** | Behaviour  SEN | Early Years  Charging and remissions |
| **2019-2020** | SEN | Whistle Blowing |

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| **SUMMER TERM 2019** | | |
| **7th MAY 2019**  *Chaired by Chair of governors unless otherwise stated* | | **2nd JULY 2019**  *Chaired by Chair of governors unless otherwise stated* |
| **Procedural**   * Declaration of interests * Minutes of last meeting * Matters arising * Chair’s and Head’s urgent business | | **Procedural**   * Declaration of interests * Minutes of last meeting * Matters arising * Chair’s and Head’s urgent business * Headteacher and SEND Report |
| **School management, monitoring and evaluation**   * Review progress on School Improvement Strategy * Governor monitoring/ visits * Report on predicted outcomes | | **School management, monitoring and evaluation**   * Governor monitoring/ visits * Report from safeguarding governors * School self-evaluation report |
| **Learning and standards-**  ***Chaired by :***   * Quality of teaching and pupil progress report | | **Learning and standards-**  ***Chaired by :***   * End of year testing results- particular focus on areas identified in SIP * Report from EYFS governor * Receive year end update from Maths and English leaders * Reports from governor monitoring/ visits |
| **Resources (Finance, staffing and premises)**   * Review staffing structure for following year * Health and safety update * Health and safety focus- accidents * Asset management plan | | **Resources (Finance, staffing and premises)**   * Adopt new budget and three year overview * Review governor’s competencies * Responsible officer/ governor report * Outcomes of use of sports premium and pupil premium |
| **Governance Development**   * Clerks/ Chair update- membership, local and national strategies * Governor training * Governor self audit and evaluation * Governor skills audit | | **Governance Development**   * Clerks/ Chair update- membership, local and national strategies * Governor training * Governor action plan- new items for following year * Strategic planning |
| **Monitoring Focus:**  **School management, monitoring and evaluation**   * EYFS   **Learning and standards**   * SIP Priority 3 - Curriculum offer   **Resources (Finance, staffing and premises)**   * Review of all staff CPD and its impact * Health and safety focus- accidents * Finance- Budget monitoring (half termly meeting) with focus on budget setting, 3 year financial plan and value for money statement. | | |
| **Policies to Review and Adopt:** | | **Policies to Review and Adopt:** |
| **2017-2018** | Freedom of information | Complaints and compliments (3Yr)  Home School Agreement |
| **2018-2018** | Sex Education | Staff discipline conduct and grievance  Teacher Appraisal (3Yr)  Home School Agreement |
| **2018-2019** |  | Home School Agreement |