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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 protectionSENWhistle blowing (3Yr)Data Protection | Allegations of abuse against staff Supporting children with medical conditions (3Yr)Health and Safety (3Yr)Finance  |
| **2017-2018** | PaySENStaff Capability (3Yr) | Accessibility planSex EducationChild protection RadicalisationAssessment policy |
| **2018-2019** | PaySENGovernors’ ExpensesChild 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 SafetyEYFS (3Yr)Staff discipline and conductGrievance |
| **2018-2019** | Behaviour SEN | Early YearsCharging 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 |