

ST HILARY SCHOOL  
GOVERNANCE PLAN 2016-2017

AUTUMN 2016		
SEPTEMBER 2016 <i>Chaired by Chair of governors unless otherwise stated</i>	15 <sup>th</sup> NOVEMBER 2016 <i>Chaired by Chair of governors unless otherwise stated</i>	5 <sup>th</sup> DECEMBER 2016 <i>Chaired by Chair of governors unless otherwise stated</i>
<b>Procedural</b> <ul style="list-style-type: none"> <li>Complete annual pecuniary interest forms and Code of Conduct</li> <li>Minutes of last meeting</li> <li>Matters arising</li> <li>Review size and skills on governing body</li> <li>Chair's and Head's urgent business</li> <li>Election of chair and vice-chair</li> </ul>	<b>Procedural</b> <ul style="list-style-type: none"> <li>Declaration of interests</li> <li>Minutes of last meeting</li> <li>Matters arising</li> <li>Chair's and Head's urgent business</li> <li>Approve term dates and training days for following academic year</li> </ul>	<b>Procedural</b> <ul style="list-style-type: none"> <li>Declaration of interests</li> <li>Minutes of last meeting</li> <li>Matters arising</li> <li>Chair's and Head's urgent business</li> </ul>
<b>Staff and Learning Environment</b> <i>Chaired by Peter Scrase</i> <ul style="list-style-type: none"> <li>People update</li> <li>Staff salaries review and confirmation that annual salaries have been issued to all teaching staff</li> <li>Building works/ refurbishments</li> <li>Health and safety updates</li> </ul>	<b>Finance</b> <i>Chaired by Nick Kelly</i> <ul style="list-style-type: none"> <li>Use of sports premium- presentation of sports premium report</li> <li>2017 Management report</li> </ul>	<b>Finance</b> <i>Chaired by Nick Kelly</i> <ul style="list-style-type: none"> <li>Received audited accounts</li> <li>Appoint auditor for coming year</li> <li>Monitor budget to include devolved capital, bad debtors, income allocation notification-current curriculum spend</li> <li>Responsible officer/ governor report</li> </ul>
	<b>Staff and Learning Environment</b> <i>Chaired by Peter Scrase</i> <ul style="list-style-type: none"> <li>Lettings update</li> <li>Review progress of staff appraisal</li> </ul>	
<b>School management, monitoring and evaluation</b> <ul style="list-style-type: none"> <li>Adopt school improvement strategy for year</li> <li>Receive school's Annual Safeguarding Report</li> <li>Receive report on summer statutory tests and trends over 3 years</li> <li>Agree governor monitoring focus areas for year</li> </ul>	<b>School management, monitoring and evaluation</b> <b>Generic-</b> <ul style="list-style-type: none"> <li>Report from safeguarding governor to include single central record review</li> <li>Governor monitoring/ visits</li> </ul>	<b>School management, monitoring and evaluation</b> <b>Generic-</b> <ul style="list-style-type: none"> <li>Questions on Headteacher's report</li> <li>Review progress on school improvement strategy</li> <li>Governor monitoring/ visits</li> </ul>
	<b>Teaching, learning and progress-</b> <i>Chaired by Lucy Beckerleg</i>	<b>Teaching, learning and progress</b> <i>Chaired by Lucy Beckerleg</i>

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		<ul style="list-style-type: none"> <li>Pupil progress update</li> <li>Raiseonline and summer data overview</li> <li>Achievement of groups- FSM, Pupil premium, service family children, LAC, SEN</li> </ul>	<ul style="list-style-type: none"> <li>Report from English Leader</li> <li>Report on use/ impact of pupil premium from pupil premium leader.</li> <li>Report on quality of teaching</li> <li>Report on pupil progress and attainment-particular focus on areas identified in SDP 1,2,3</li> <li>Raiseonline/ Data dashboard review</li> </ul>
<b>Governance Development</b> <ul style="list-style-type: none"> <li>Clerks/ Chair update- membership, local and national strategies</li> <li>Governor training</li> <li>Governor action plan</li> </ul>		<b>Governance Development</b> <ul style="list-style-type: none"> <li>Clerks/ Chair update- membership, local and national strategies</li> <li>Governor training- Safeguarding, Governor update (Holding leaders to account).</li> <li>Governor action plan</li> </ul>	<b>Governance Development</b> <ul style="list-style-type: none"> <li>Clerks/ Chair update- membership, local and national strategies</li> <li>Governor training</li> <li>Governor action plan</li> </ul>
		<b>Monitoring Focus:</b> <ul style="list-style-type: none"> <li>Safeguarding- Safer recruitment</li> <li>Raiseonline- Summer term 2016 data</li> </ul>	<b>Monitoring Focus:</b> <ul style="list-style-type: none"> <li>Health and safety processes</li> <li>Budget monitoring</li> <li>SDP 4- Pupil health and well-being</li> </ul>
<b>Policies to Review and Adopt:</b>		<b>Policies to Review and Adopt:</b>	<b>Policies to Review and Adopt:</b>
<b>2016-2017</b>	Pay	Child protection SEN Whistle blowing (3Yr) Data Protection	Allegations of abuse against staff Supporting children with medical conditions (3Yr) Health and Safety (3Yr)
<b>2017-2018</b>	Pay SEN Staff Capability (3Yr)	Child protection Charging and remissions (3Yr) Radicalisation	Accessibility plan Sex Education Freedom of information (3Yr)
<b>2018-2019</b>	Pay SEN	Governors' Expenses Child protection	Data Protection

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SPRING 2017	
7 <sup>th</sup> FEBRUARY 2017 <i>Chaired by Chair of governors unless otherwise stated</i>	21 <sup>st</sup> MARCH 2017 <i>Chaired by Chair of governors unless otherwise stated</i>
<b>Procedural</b> <ul style="list-style-type: none"> <li>• Declaration of interests</li> <li>• Minutes of last meeting</li> <li>• Matters arising</li> <li>• Chair's and Head's urgent business</li> </ul>	<b>Procedural</b> <ul style="list-style-type: none"> <li>• Declaration of interests</li> <li>• Minutes of last meeting</li> <li>• Matters arising</li> <li>• Chair's and Head's urgent business</li> </ul>
<b>School management, monitoring and evaluation</b> <ul style="list-style-type: none"> <li>• Governor monitoring/ visits</li> <li>• Annual report on SEN</li> <li>• Review of stakeholder surveys</li> </ul>	<b>School management, monitoring and evaluation</b> <ul style="list-style-type: none"> <li>• Governor monitoring/ visits</li> <li>• Review progress on school improvement strategy</li> <li>• Review of school website</li> <li>• Report from Safeguarding governor</li> <li>• Questions from Headteacher's report</li> </ul>
<b>Teaching, learning and progress-</b> <i>Chaired by Lucy Beckerleg</i> <ul style="list-style-type: none"> <li>• Report from Maths Leader</li> <li>• Report from EYFS Governors</li> </ul>	<b>Teaching, learning and progress-</b> <i>Chaired by Lucy Beckerleg</i> <ul style="list-style-type: none"> <li>• Report on use and impact of pupil premium</li> <li>• Report on quality of teaching</li> <li>• Report on pupil progress and attainment- particular focus on areas identified in SDP 1,2,3</li> </ul>
<b>Staff and Learning Environment</b> <ul style="list-style-type: none"> <li>• People update</li> <li>• Building works/ refurbishments</li> <li>• Health and safety updates</li> <li>• Health and safety focus- fire safety and review of emergency plan</li> </ul>	<b>Finance</b> <ul style="list-style-type: none"> <li>• Monitor budget to include devolved capital, bad debtors, income allocation notification- current curriculum spend</li> <li>• Responsible officer/ governor report</li> </ul>
<b>Governance Development</b>	<b>Governance Development</b>

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<ul style="list-style-type: none"> <li>• Clerks/ Chair update- membership, local and national strategies</li> <li>• Governor training</li> <li>• Governor action plan</li> </ul>		<ul style="list-style-type: none"> <li>• Clerks/ Chair update- membership, local and national strategies</li> <li>• Governor training</li> <li>• Governor action plan</li> </ul>	
<b>Monitoring Focus:</b> <ul style="list-style-type: none"> <li>• EYFS</li> <li>• Premises- fire safety and review of emergency plan</li> <li>• Equality and diversity</li> <li>• British Values</li> </ul>		<b>Monitoring Focus:</b> <ul style="list-style-type: none"> <li>• Use and impact of pupil premium funding</li> <li>• School website- is it compliant with statutory obligations?</li> <li>• Finance</li> <li>• Safeguarding- PREVENT duty, Attendance (SDP 4)</li> </ul>	
<b>Policies to Review and Adopt:</b>		<b>Policies to Review and Adopt:</b>	
<b>2016-2017</b>	SEN Supporting children with medical needs Redundancy	Health and Safety EYFS (3Yr) Staff discipline and conduct Grievance	
<b>2017-2018</b>	Behaviour SEN	Early Years Charging and remissions	
<b>2018-2019</b>	SEN	Whistle Blowing	

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SUMMER TERM 2017	
9 <sup>th</sup> MAY 2017 <i>Chaired by Chair of governors unless otherwise stated</i>	11 <sup>th</sup> JULY 2017 <i>Chaired by Chair of governors unless otherwise stated</i>
<b>Procedural</b> <ul style="list-style-type: none"> <li>• Declaration of interests</li> <li>• Minutes of last meeting</li> <li>• Matters arising</li> <li>• Chair's and Head's urgent business</li> </ul>	<b>Procedural</b> <ul style="list-style-type: none"> <li>• Declaration of interests</li> <li>• Minutes of last meeting</li> <li>• Matters arising</li> <li>• Chair's and Head's urgent business</li> </ul>
<b>School management, monitoring and evaluation</b> <ul style="list-style-type: none"> <li>• Review progress on School Improvement Strategy</li> <li>• Governor monitoring/ visits</li> <li>• Report on predicted outcomes</li> </ul>	<b>School management, monitoring and evaluation</b> <ul style="list-style-type: none"> <li>• Questions from Headteacher's report</li> <li>• Governor monitoring/ visits</li> <li>• Report from safeguarding governors</li> <li>• School self-evaluation report</li> </ul>
<b>Teaching, learning and progress-</b> <b><i>Chaired by Lucy Beckerleg</i></b> <ul style="list-style-type: none"> <li>• Quality of teaching and pupil progress</li> </ul>	<b>Teaching, learning and progress-</b> <b><i>Chaired by Lucy Beckerleg</i></b> <ul style="list-style-type: none"> <li>• End of year testing results- particular focus on areas identified in SDP 1,2,3</li> <li>• Report from EYFS governor</li> <li>• Receive year end update from Maths and English leaders</li> </ul>
<b>Staff and learning environment</b> <ul style="list-style-type: none"> <li>• Review staffing structure for following year</li> <li>• People update</li> <li>• Review of all staff CPD</li> </ul>	<b>Finance</b> <ul style="list-style-type: none"> <li>• Monitor budget to include devolved capital, bad debtors, income allocation notification</li> <li>• Adopt new budget and three year overview</li> </ul>

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<ul style="list-style-type: none"> <li>• Health and safety update</li> <li>• Health and safety focus- accidents</li> <li>• Asset management plan</li> </ul>		<ul style="list-style-type: none"> <li>• Review governor's competencies</li> <li>• Responsible officer/ governor report</li> <li>• Outcomes of use of sports premium and pupil premium</li> <li>• Benchmarking of finances</li> </ul>	
<b>Governance Development</b> <ul style="list-style-type: none"> <li>• Clerks/ Chair update- membership, local and national strategies</li> <li>• Governor training</li> <li>• Governor self audit and evaluation</li> <li>• Governor skills audit</li> </ul>		<b>Governance Development</b> <ul style="list-style-type: none"> <li>• Clerks/ Chair update- membership, local and national strategies</li> <li>• Governor training</li> <li>• Governor action plan- new items for following year</li> <li>• Strategic planning</li> </ul>	
<b>Monitoring Focus:</b> <ul style="list-style-type: none"> <li>• SDP 4- Pupil health and well-being</li> <li>• Teacher well-being and CPD</li> </ul>		<b>Monitoring Focus:</b> <ul style="list-style-type: none"> <li>• Budget monitoring</li> <li>• EYFS</li> <li>• Safeguarding</li> </ul>	
<b>Policies to Review and Adopt:</b>		<b>Policies to Review and Adopt:</b>	
<b>2016-2017</b>	Freedom of information Finance	Complaints and compliments (3Yr) Home School Agreement	
<b>2017-2018</b>	Sex Education Finance	Staff discipline conduct and grievance Teacher Appraisal (3Yr) Home School Agreement	
<b>2018-2019</b>	Finance	Home School Agreement	