

Governors Annual Planner

<u>AUTUMN</u>	<u>SPRING</u>	<u>SUMMER</u>
<u>Full Governor Meetings:</u>		
<ol style="list-style-type: none"> 1. Review terms of reference 2. Complete pecuniary interest register 3. Set dates for sub-committee and full GB meets 4. Elect Chair and Vice Chair 5. Confirm committee structures and terms of reference. 6. Set objectives for the governors for the year 7. Report KS1 and KS2 outcomes and progress 8. Approve School Development Plan 9. Cascade any governor training undertaken 10. Organise Head's Performance Management 11. Share all sub-committee reports and ratify any decisions if necessary. 12. Approve policies in accordance with review cycle. 	<ol style="list-style-type: none"> 1. Confirm meeting dates for Summer 2. Update pecuniary interest register 3. Approve budget and staffing structure for next financial and academic year. 4. Approve school prospectus 5. Approve purchase of traded services 6. Approve term dates for next academic year. (Relocate to Autumn from 2010?) 7. Share outcomes of any governor visits to school 8. Cascade any governor training undertaken 9. Share all sub-committee reports and ratify any decisions if necessary. 10. Approve policies in accordance with review cycle. 	<ol style="list-style-type: none"> 1. Confirm meeting dates for Autumn 2. Update pecuniary interest register 3. Agree Best Value Statement 4. Approve Statement of Internal Control (SIC) 5. Review governor progress against Autumn goals 6. Report on KS1 and KS2 progress and attainment 7. Report on pupil number data 8. Report on pupil and staff attendance 9. Report on pupil exclusions 10. Annual Safeguarding and Racist incident reports. 11. Review school's aims and vision
<u>Finance, Personnel & Premises Sub Committee Meetings:</u>		
<ol style="list-style-type: none"> 1. Submit revised budget by LA deadline 2. Review balances and commitments for 6/12 through financial year. 3. Receive premises update from Mick. 4. Review Capital priorities and establish foci for the year ahead. 5. Monitor capital project progress and impact 6. Personnel updates, including progress of newly appointed staff. 	<ol style="list-style-type: none"> 1. Propose Budget for new financial year 2. Propose purchasing of traded services. 3. Receive premises update from Mick 4. Monitor capital project progress and impact 5. Propose staffing structure for next academic year 6. Personnel updates, including any requests to retire or notices to resign. 	<ol style="list-style-type: none"> 1. Budget update for 3/12 through financial year. 2. Present SIC for approval to full GB 3. Receive premises update from Mick 4. Report on Performance Management for threshold eligible teaching staff. 5. Summary of academic year for Finance, Personnel and Premises
<u>Standards and Curriculum Sub Committee Meetings:</u>		
<ol style="list-style-type: none"> 1. Set pupil performance targets 2. Review KS1 and KS2 outcomes and progress 3. Review RAISE online and LA data 4. Review School Development Plan 5. Review and approve policies in line with the attached Policy Review Cycle. 	<ol style="list-style-type: none"> 1. Update pupil progress to targets 2. Review School Prospectus 3. Review School Development Plan progress 4. Review and approve policies in line with the attached Policy Review Cycle. 5. Report on quality and standards of teaching 	<ol style="list-style-type: none"> 1. Review attendance of pupils and staff 2. Receive pupil number data 3. Prepare racist incident report 4. Prepare exclusion report 5. Prepare Annual Safeguarding Report 6. Report on KS1 and KS2 outcomes

6. Report on quality and standards of teaching and learning. 7. Report on Leadership monitoring outcomes and next steps 8. Discuss impact of Summer INSET 9. Share confidential pupil items	and learning. 6. Report on Leadership monitoring outcomes and next steps 7. Discuss impact of Autumn INSET 8. Share confidential pupil items	7. Review School Development Plan progress 8. Review and approve policies in line with the attached Policy Review Cycle 9. Report on teaching staff performance management outcomes 10. Report on quality and standards of teaching and learning. 11. Report on Leadership monitoring outcomes and next steps 12. Discuss impact of Spring INSET and propose foci for next academic year 13. Share confidential pupil items
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POLICIES REVIEWED ANNUALLY:

<ul style="list-style-type: none"> Child Protection and Safeguarding 	<ul style="list-style-type: none"> Anti Bullying Lettings Teachers Pay 	<ul style="list-style-type: none"> Worship Performance Management Health and Safety
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POLICIES REVIEWED AS PART OF 2 YEAR CYCLE:

<u>YEAR A (ACADEMIC YEAR 2012-2013)</u>		<u>YEAR B (ACADEMIC YEAR 2013-14)</u>	
Curriculum	Autumn	Foundation Stage	Autumn
More Able & Talented		Physical Education	
History			Spring
Numeracy		Food	
	Sex and Relationships		
Science	Spring	Behaviour	Summer
Geography			
Design Technology		English	
Library		ICT	
Drugs		Induction	
		Community Cohesion	
Art	Summer	Inclusion	
Music		Teaching and Learning	
		PSHE	