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## DURLEY CE (CONTROLLED) PRIMARY SCHOOL

### ANNUAL PLANNING CYCLE 2018-19

	FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
AUTUMN TERM 2018	<p><b>FGB (1/6)</b>  <b>Tuesday 25 September 2018, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Appoint DTG, Forum Rep, SEN and Safeguarding governor</li> <li>• Agree all Terms of Reference for FGB and committees*</li> <li>• Agree FGB Standing Orders and Code of Conduct*</li> <li>• Agree HGS Good Practice Guide*</li> <li>• Agree committee structure</li> <li>• Agree delegated powers</li> <li>• Presentation of KS2 data</li> <li>• Draft School Improvement Plan</li> <li>• Review Freedom of Information Policy</li> <li>• Update register of pecuniary interests for school file (add to school website)</li> <li>• Chair's Report</li> <li>• Receive reports on governor visits</li> <li>• Safeguarding audit</li> <li>• PREVENT training by head teacher</li> </ul>	<p><b>Personnel (1/3)</b>  <b>Tuesday 11 September 2018 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Review Terms of Reference</li> <li>• Discuss SIP priorities</li> <li>• Child Protection Policy</li> <li>• Equal Opportunities</li> <li>• Discuss PAN arrangements</li> </ul> <p><b>Finance (1/4)</b>  <b>Thursday 13 September 2018, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Review Terms of Reference</li> <li>• Report on Pupil Premium spend</li> <li>• Review financial procedures to ensure compliance with SFVS</li> <li>• Consider budgetary implications of numbers on roll</li> </ul> <p><b>Premises (1/5)</b>  <b>Wednesday 19 September 2018, 1.00pm</b></p> <ul style="list-style-type: none"> <li>• Review Terms of Reference</li> <li>• Fire Risk Assessment</li> <li>• Accessibility Plan</li> </ul> <p><b>Curriculum (1/6)</b>  <b>Thursday 20 September 2018, 1.00pm</b></p> <ul style="list-style-type: none"> <li>• Review Terms of Reference</li> <li>• Discuss/review SATs results against targets</li> <li>• Attendance targets</li> <li>• School Profile</li> <li>• Exclusions Policy</li> <li>• Discuss SIP priorities</li> <li>• Accessibility Plan</li> <li>• Track pupil progress</li> </ul>

FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
<p><b>FGB (2/6)</b>  <b>Wednesday 28 November 2018, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Head's Report</li> <li>• Approve budget revision*</li> <li>• Adopt Manual of Personnel Practice*</li> <li>• Adopt Manual of Financial Practice and Procedure*</li> <li>• Receive reports on governor visits</li> </ul>	<p><b>HT Performance Management (1/3)</b>  <b>Wednesday 3 October 2018 4.00pm</b></p> <ul style="list-style-type: none"> <li>• Review Terms of Reference</li> <li>• Agree objectives for new academic year with HT (external adviser to be present)</li> </ul> <p><b>Finance (2/4)</b>  <b>Monday 12 November 2018, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Report on Pupil Premium spend</li> <li>• Half year budget review (end Nov)</li> <li>• Consider benchmarking data (from end Oct)</li> <li>• Charging Policy</li> <li>• Adopt Manual of Financial Practice and Procedure</li> </ul> <p><b>Curriculum (2/6)</b>  <b>Friday 16 November 2018, 9.15am</b></p> <ul style="list-style-type: none"> <li>• Curriculum Policy</li> <li>• Set KS2 targets</li> <li>• Gifted and Talented</li> <li>• SEN Policy</li> <li>• Discuss SIP priorities</li> <li>• Set absence targets</li> <li>• Review Admissions Policy</li> <li>• Approve off-site visits</li> <li>• Track pupil progress</li> </ul> <p><b>Personnel (2/3)</b>  <b>Wednesday 21 November 2018, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Adopt Manual of Personnel Practice</li> </ul> <p><b>Premises (2/5)</b>  <b>Friday 23 November 2018, 1.00pm</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Travel Plan</li> </ul>

	<b>FULL GOVERNING BODY MEETINGS</b>	<b>COMMITTEE MEETINGS</b>
<b>SPRING TERM 2019</b>	<p><b>FGB (3/6)</b>  <b>Tuesday 5 February 2019, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Chair's Report</li> <li>• Governor Visit Report</li> <li>• Report from the Pay Review Body</li> <li>• Report from the Performance Management Committee</li> <li>• Discuss autumn report from Leadership and Learning Partner (due Oct-Apr)</li> <li>• Presentation of EYFS and KS1 data</li> <li>• Plan expenditure for governor training and decide whether to take full or selective access from April</li> </ul>	<p><b>Pay Review (1/2)</b>  <b>Wednesday 16 January 2019, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Review Performance Management Policy</li> <li>• Review teaching staff</li> <li>• Receive report from Performance Management Committee</li> </ul> <p><b>Premises (3/5)</b>  <b>Friday 18 January 2019, 1.00pm</b></p> <ul style="list-style-type: none"> <li>• Discuss costings / priorities for SIP for reporting to Finance Committee</li> </ul> <p><b>Curriculum (3/6)</b>  <b>Friday 25 January 2019, 9.15am</b></p> <ul style="list-style-type: none"> <li>• Review policy for governor visits to school</li> <li>• Track pupil progress</li> <li>• Discuss costings / priorities for SIP for reporting to Finance Committee</li> </ul>

**FGB (4/6)****Monday 25 March 2019, 7.30pm**

- Head's Report
- Review SIP
- Receive reports on governor visits
- Discuss priorities for next financial year
- Fix date to discuss Governor Self Evaluation Form (SEF)

**Curriculum (4/6)****Friday 15 March 2019, 9.15am**

- Discuss SIP priorities
- Consider Data
- Annual Safeguarding Policy
- Provide Finance Committee with costings for new priorities to be included in SIP
- Review outcomes for vulnerable groups
- Review SEN provision
- Review dates/agree agenda for school closures
- Track pupil progress

**Premises (4/5)****Friday 15 March 2019, 1.30pm****HT Performance Management (2/3)****Tuesday 19 March 2019, 4.30pm**

- Meeting to review objectives with headteacher

**Finance (3/4)****Thursday 21 March 2019, 7.30pm**

- Review SIP targets
- Report on Pupil Premium spend
- Finance Policy/Best Value State
- Monitor spending against budget plan
- Draft outline budget plans
- Review any outstanding invoices raised by the school that have not been paid
- Adopt the updated Statement of Financial Expectations

	<b>FULL GOVERNING BODY MEETINGS</b>	<b>COMMITTEE MEETINGS</b>
<b>SUMMER TERM 2019</b>	<p><b>FGB (5/6)</b>  <b>Tuesday 21 May 2019, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Approve budget (end May)*</li> <li>• Approve 3-yr strategic plan (end May)*</li> <li>• Revise SIP targets to reflect final budget decisions and review of SIP</li> <li>• Review Prospectus</li> <li>• Home-School Agreement</li> <li>• Admissions Policy</li> <li>• Chair’s Report</li> <li>• Receive reports on governor visits</li> <li>• Receive report from Performance Management Committee</li> <li>• Agree topic for FGB training and book</li> </ul>	<p><b>Curriculum (5/6)</b>  <b>Friday 10 May 2019, 9.15am</b></p> <ul style="list-style-type: none"> <li>• Collective Worship Policy</li> <li>• Sex Education Policy</li> <li>• Review Behaviour Policy</li> <li>• Curriculum Policy</li> <li>• Review extended schools provision</li> <li>• Discuss SIP priorities and review outcomes, including vulnerable groups and SATs results</li> <li>• Review outcomes of 1:1 support for pupils</li> <li>• Receive and agree dates for professional day school closures next academic year</li> <li>• Review Home School agreement</li> <li>• Track pupil progress</li> </ul> <p><b>Premises(5/5)</b>  <b>Friday 10 May 2019, 1.00pm</b></p> <ul style="list-style-type: none"> <li>• Offsite Activities/Minibus policies</li> </ul> <p><b>Finance (4/4)</b>  <b>Thursday 16 May 2019, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Consider budget implications of staff structure next academic year</li> <li>• Report on Pupil Premium spend</li> <li>• Prepare Budget (end May)</li> <li>• Development of teaching staff</li> <li>• Receive costings from Premises and Curriculum for new priorities to be included in SIP</li> </ul>

FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
<p><b>FGB (6/6)</b>  <b>Wednesday 10 July 2019, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Head's Report</li> <li>• Approve Annual Planning Cycle (add to school website)</li> <li>• Evaluate GB effectiveness in line with set targets</li> <li>• Set objectives for GB for the year</li> <li>• Review child protection arrangements and discuss results of safeguarding audit (submit to county in September)</li> <li>• Consider the impact of the pupil premium expenditure</li> </ul>	<p><b>Personnel (3/3) and Pay Review (2/2)</b>  <b>Wednesday 19 June 2019, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Receive recommendations</li> <li>• Review teaching staff salaries in line with Pay Policy and write accordingly</li> <li>• Discuss staff structure for next academic year with headteacher</li> <li>• Review NQT Induction Policy</li> <li>• Discuss GDPR</li> </ul> <p><b>Curriculum 6/6</b>  <b>Friday 28 June 2019 9.15am</b></p> <ul style="list-style-type: none"> <li>• Discuss attendance data</li> <li>• Analyse and discuss exclusions data</li> <li>• Track pupil progress</li> </ul> <p><b>HT Performance Management (3/3)</b>  <b>Wednesday 3 July 2019, 7.30pm</b>  Recommendations from final review</p>