



DURLEY CE (CONTROLLED) PRIMARY SCHOOL

ANNUAL PLANNING CYCLE 2020-21

LAST UPDATED:

Updates

22/05/2020

- FGB 1 moved to Mon 28 Sep. Change wording on last bullet to Adopt Manual of Financial Practice and Procedure
- FGB 2 moved to Mon 23 Nov
- FGB 5 moved to Mon 17 May
- FGB 6 moved to Mon 12 July
- Curriculum: Move first meeting to 9 Sep
- HT PM: move first meeting to 14 Oct
- Finance/Premises: move first mtg to 22nd October. Committee will only meet x3 annually
- Finance and Premises (2/3) Thursday 4 March 2021 7.00pm
- Finance and Premises (3/3) Thursday 29 April 2021 7.00pm

FULL GOVERNING BODY MEETINGS

FGB (1/6)

Monday 28 September 2020, 7.00pm

- Appoint DTG, Forum Rep, SEN and Safeguarding governor
- Agree all Terms of Reference for FGB and committees*
- Agree FGB Standing Orders and Code of Conduct (incl section for Church schools)*
- Agree HGS Good Practice Guide*
- Agree committee structure
- Agree delegated powers
- Presentation of KS2 data
- Draft School Improvement Plan
- Review Freedom of Information Policy
- Update register of pecuniary interests for school file (add to school website)
- Chair's Report
- Receive reports on governor visits
- Annual Safeguarding Report
- PREVENT training by head teacher
- Trust Deed review/evaluation
- Adopt Manual of Personnel Practice
- Adopt Manual of Financial Practice and Procedure

COMMITTEE MEETINGS

Curriculum (1/6)

Wednesday 9 September 2020, 1.00pm

- Review Terms of Reference
- Discuss/review SATs results against targets
- Attendance targets
- School Profile
- Exclusions Policy
- Discuss SIP priorities
- Track pupil progress
- Review Child Protection Policy and Safeguarding audit (or Personnel Committee?)
- Update monitoring plan

Personnel and Pay Review Committee (1/3)

Wednesday 16 September 2020 7.00pm

- Review Terms of Reference
- Discuss SIP priorities
- Equal Opportunities
- Discuss PAN arrangements
- Adopt Manual of Personnel Practice
- Accessibility Plan
- Update monitoring plan

FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
<p>FGB (2/6) Monday 23 November 2020, 7.00pm</p> <ul style="list-style-type: none"> • Head's Report • Approve budget revision by end Nov* • Receive reports on governor visits 	<p>HT Performance Management (1/3) Wednesday 14 October 2020, 5.00pm</p> <ul style="list-style-type: none"> • Review Terms of Reference • Agree objectives for new academic year with HT (external adviser to be present) <p>Finance and Premises (1/3) Thursday 22 October 2020, 7.00pm</p> <ul style="list-style-type: none"> • Budget Revision • Capital Report • Health and Safety Policy • Grants • Half-Termly Premises Safety Inspection Report • Internal Controls Checklist • Land Fund <p>Curriculum (2/6) Wednesday 4 November 2020, 1.00pm</p> <ul style="list-style-type: none"> • Curriculum Policy • Set KS2 targets • Gifted and Talented • SEN Policy • Discuss SIP priorities • Set absence targets • Review Admissions Policy • Approve off-site visits • Track pupil progress

	FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
SPRING TERM 2021	<p>FGB (3/6)</p> <p>Monday 8 February 2021, 7.00pm</p> <ul style="list-style-type: none"> • Chair's Report • Governor Visit Report • Report from the Pay Review Body • Report from the Performance Management Committee • Discuss autumn report from Leadership and Learning Partner (due Oct-Apr) • Presentation of EYFS and KS1 data • Hampshire Clerking Service requirements – confirm if continuing subscription • Plan expenditure for governor training and decide whether to continue to subscribe to HGS Advice, Support and Training package 	<p>Personnel and Pay Review (2/3)</p> <p>Wednesday 13 January 2021, 7.00pm</p> <ul style="list-style-type: none"> • Review Performance Management Policy • Review teaching staff • Receive report from Performance Management Committee <p>Curriculum (3/6)</p> <p>Wednesday 20 January 2021, 1.00pm</p> <ul style="list-style-type: none"> • Review policy for governor visits to school • Track pupil progress • Discuss costings / priorities for SIP for reporting to Finance Committee
	<p>FGB (4/6)</p> <p>Monday 29 March 2021, 7.00pm</p> <ul style="list-style-type: none"> • 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) • Approve SFVS form (deadline for submission 31 March) 	<p>Finance and Premises (2/3)</p> <p>Thursday 4 March 2021, 7.00pm</p> <ul style="list-style-type: none"> • Monitor spending against budget plans • Finance Policy • Best Value Statement • Complete Schools Financial Value Statement • Benchmarking • Premises Maintenance Plan • Half termly Premises Safety Inspection Report <p>HT Performance Management (2/3)</p> <p>Wednesday 10 March 2021, 4.30pm</p> <ul style="list-style-type: none"> • Meeting to review objectives with headteacher <p>Curriculum (4/6)</p> <p>Wednesday 17 March 2021, 1.00pm</p> <ul style="list-style-type: none"> • 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

	FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
SUMMER TERM 2021	<p>FGB (5/6) Monday 17 May 2021, 7.00pm</p> <ul style="list-style-type: none"> • Approve budget (end May)* • Approve 3-yr strategic plan (end May)* • Revise SIP targets to reflect final budget decisions and review of SIP • Review Prospectus • Home-School Agreement • Admissions Policy • Chair's Report • Receive reports on governor visits • Receive report from Performance Management Committee • Agree topic for FGB training and book 	<p>Finance and Premises (3/3) Thursday 29 April 2021, 7.00pm</p> <ul style="list-style-type: none"> • School Improvement Plan - cost implications • Cost of staffing structure for next academic year • Report on Pupil Premium spend • Prepare Budget • Half – Termly Premises Safety inspection report • Offsite Activities/Minibus policies • School Accessibility Policy and Plan • First Aid provision <p>Curriculum (5/6) Wednesday 5 May 2021, 1.00pm</p> <ul style="list-style-type: none"> • Collective Worship Policy • Sex Education Policy • Review Behaviour Policy • Curriculum Policy • Review extended schools provision • Discuss SIP priorities and review outcomes, including vulnerable groups and SATs results • Review outcomes of 1:1 support for pupils • Receive and agree dates for professional day school closures next academic year • Review Home School agreement • Track pupil progress

FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
<p>FGB (6/6) Monday 12 July 2021, 7.00pm</p> <ul style="list-style-type: none"> • Head's Report • Approve Annual Planning Cycle (add to school website) • Evaluate GB effectiveness in line with set targets • Set objectives for GB for the year • Review child protection arrangements and discuss results of safeguarding audit (submit to county in September) • Consider the impact of the pupil premium expenditure 	<p>Curriculum 6/6 Wednesday 16 June 2021 1.00pm</p> <ul style="list-style-type: none"> • Discuss attendance data • Analyse and discuss exclusions data • Track pupil progress <p>Personnel and Pay Review (3/3) Wednesday 23 June 2021, 7.00pm</p> <ul style="list-style-type: none"> • Receive recommendations • Review teaching staff salaries in line with Pay Policy and write accordingly • Discuss staff structure for next academic year with headteacher • Review NQT Induction Policy • Discuss GDPR <p>HT Performance Management (3/3) Wednesday 7 July 2021, 7.00pm Recommendations from final review</p>

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