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## DURLEY CE (CONTROLLED) PRIMARY SCHOOL

### ANNUAL PLANNING CYCLE 2017-18

Last updated: 26 September 2017

	FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
AUTUMN TERM 2016	<p><b>FGB (1/6)</b>  <b>Tuesday 3 October 2017, 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*</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>• Agree topic for FGB training</li> <li>• PREVENT training by head teacher</li> </ul>	<p><b>Personnel (1/3)</b>  <b>Tuesday 12 September 2017 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>Curriculum (1/6)</b>  <b>Friday 22 September 2017, 9.15am</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> <p><b>Premises (1/5)</b>  <b>Friday 29 September 2017, 9.15am</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>Finance (1/4)</b>  <b>Wednesday 27 September 2017, 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> </ul> <p>Consider budgetary implications of numbers on roll</p>

FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
<p><b>FGB (2/6)</b>  <b>Wednesday 29 November 2017, 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*</li> <li>• Receive reports on governor visits</li> </ul>	<p><b>HT Performance Management (1/3)</b>  <b>Thursday 9 November 2017 4.30pm</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 13 November 2017, 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</li> </ul> <p><b>Personnel (2/3)</b>  <b>Tuesday 14 November 2017, 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>Wednesday 22 November 2017, 1.00pm</b></p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Travel Plan</li> </ul> <p><b>Curriculum (2/6)</b>  <b>Friday 24 November 2017, 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>

	<b>FULL GOVERNING BODY MEETINGS</b>	<b>COMMITTEE MEETINGS</b>
<b>SPRING TERM 2017</b>	<p><b>FGB (3/6)</b>  <b>Wednesday 7 February 2018, 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 17 January 2018, 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>Curriculum (3/6)</b>  <b>Thursday 18 January 2018, 1.00pm</b></p> <ul style="list-style-type: none"> <li>• Review policy for governor visits to school</li> <li>• Track pupil progress</li> </ul> <p><b>Premises (3/5)</b>  <b>Wednesday 24 January 2018, 1.00pm</b></p>
	<p><b>FGB (4/6)</b>  <b>Monday 26 March 2018, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Head's Report</li> <li>• Review SIP</li> <li>• Receive reports on governor visits</li> <li>• Discuss priorities for next financial year</li> <li>• Fix date to discuss Governor Self Evaluation Form (SEF)</li> </ul>	<p><b>Curriculum (4/6)</b>  <b>Thursday 8 March 2017, 1.00pm</b></p> <ul style="list-style-type: none"> <li>• Discuss SIP priorities</li> <li>• Consider Data</li> <li>• Annual Safeguarding Policy</li> <li>• Provide Finance Committee with costings for new priorities to be included in SIP</li> <li>• Review outcomes for vulnerable groups</li> <li>• Review SEN provision</li> <li>• Review dates/agree agenda for school closures</li> <li>• Track pupil progress</li> </ul> <p><b>Premises (4/5)</b>  <b>Wednesday 14 March 2018, 1.30pm</b></p> <p><b>Finance (3/4)</b>  <b>Thursday 15 March 2018, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Review SIP targets</li> <li>• Report on Pupil Premium spend</li> <li>• Finance Policy/Best Value State</li> <li>• Monitor spending against budget plan</li> <li>• Draft outline budget plans</li> <li>• Review any outstanding invoices raised by the school that have not been paid</li> <li>• Adopt the updated Statement of Financial Expectations</li> </ul> <p><b>HT Performance Management (2/3)</b>  <b>Wednesday 21 March 2018, 4.30pm</b></p> <ul style="list-style-type: none"> <li>• Meeting to review objectives with headteacher</li> </ul>

	FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
SUMMER TERM 2017	<p><b>FGB (5/6)</b>  <b>Wednesday 16 May 2018, 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> </ul>	<p><b>Personnel (3/3)</b>  <b>Wednesday 25 April 2018, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Discuss with headteacher the staff structure for next academic year</li> </ul> <p><b>Curriculum (5/6)</b>  <b>Thursday 26 April 2018, 1.00pm</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>Wednesday 2 May 2018, 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 3 May 2018, 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>• Review NQT Induction Policy</li> <li>• Development of teaching staff</li> <li>• Provide Finance Committee with costings for new priorities to be included in SIP</li> </ul>

FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
<p><b>FGB (6/6)</b>  <b>Monday 9 July 2018, 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</li> <li>• Consider the impact of the pupil premium expenditure</li> </ul>	<p><b>Curriculum 6/6</b>  <b>Friday 22 June 2018 09.15am</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>Pay Review (2/2)</b>  <b>Monday 2 July 2018, 7.30pm</b></p> <ul style="list-style-type: none"> <li>• Receive recommendations</li> </ul> <p>Review teaching staff salaries in line with Pay Policy and write accordingly</p> <p><b>HT Performance Management (3/3)</b>  <b>Wednesday 18 July 2018, 7.30pm</b></p> <p>Recommendations from final review</p>

