



# DURLEY CE (CONTROLLED) PRIMARY SCHOOL

## ANNUAL PLANNING CYCLE 2022-23

**LAST UPDATED: 12.11.22**

### Updates

- 12.6.22: Personnel Committee 12.10.22 – change start time to 7pm

<b>AUTUMN TERM 2022</b>	<b>FULL GOVERNING BODY MEETINGS</b>	<b>COMMITTEE MEETINGS</b>
	<p><b>FGB (1/6)</b> <b>Monday 26 September 2022, 7.00pm</b></p> <ul style="list-style-type: none"> <li>• Elect chair and VC (Sep 2022)</li> <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 (incl section for Church schools)</li> <li>• Agree HGS Good Practice Guide</li> <li>• Agree committee structure</li> <li>• Agree delegated powers</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>• Annual Safeguarding Report (deadline 30/9/22)</li> <li>• Trust Deed review/evaluation</li> <li>• Adopt Manual of Personnel Practice</li> <li>• Adopt Scheme for Financing Schools (was Manual of Financial Practice and Procedure)</li> <li>• Governor Annual Safeguarding training, Gov code of conduct, PREVENT E-learning, KCSiE, safeguarding and Child Protection. Sign on GovernorHub</li> </ul>	<p><b>Premises (1/3)</b> <b>Thursday 15 September 2022, 7.00pm</b></p> <ul style="list-style-type: none"> <li>• Review Terms of Reference</li> <li>• Election Chair and minutes clerk</li> <li>• Health and Safety arrangements</li> <li>• Termly Premises Safety Inspection Report</li> <li>• Internal Controls Checklist</li> <li>• Report on fire drill monitoring visit</li> </ul> <p><b>Curriculum (1/6)</b> <b>Wednesday 21 September 2022, 1.15pm</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>• Exclusions Policy</li> <li>• Track pupil progress</li> <li>• Review Child Protection Policy and Annual Safeguarding audit</li> <li>• Update monitoring plan</li> </ul>

FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
<p><b>FGB (2/6)</b>  <b>Thursday 24 November 2022, 7.00pm</b></p> <ul style="list-style-type: none"> <li>• Head's Report</li> <li>• Approve budget revision by end Nov*</li> <li>• Receive reports on governor visits</li> <li>• Draft School Improvement Plan</li> <li>• Approve Finance ToR</li> <li>• Approve Personnel ToR</li> <li>• Approve Pay Policy</li> </ul>	<p><b>Personnel Pay Review and H/T Performance Management Committee (1/3)</b>  <b>Wednesday 12 October 2022, 7.00pm</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> <li>• Approve pay policy (not earlier than Oct – goes to Nov FGB)</li> <li>• Teachers Pay</li> <li>• Review monitoring plan in line with S.I.P.</li> <li>• Safeguarding</li> </ul> <p><b>Curriculum (2/6)</b>  <b>Wednesday 2 November 2022, 1.00pm</b></p> <ul style="list-style-type: none"> <li>• Curriculum Policy</li> <li>• Set KS2 targets</li> <li>• SEN Policy</li> <li>• Discuss SIP priorities</li> <li>• Review Admissions Policy</li> <li>• Approve off-site visits</li> <li>• Track pupil progress</li> <li>• Attendance update</li> </ul> <p><b>Finance (1/3)</b>  <b>Thursday 10 November 2022, 7.00pm</b></p> <ul style="list-style-type: none"> <li>• Budget Revision</li> <li>• Capital Report</li> <li>• Grants</li> <li>• Land Fund Report</li> <li>• Internal Controls Checklist</li> </ul>

	FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
<b>SPRING TERM 2023</b>	<p><b>FGB (3/6)</b>  <b>Monday 6 February 2023, 7.00pm</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>• Presentation of EYFS and KS1 data</li> <li>• Hampshire Clerking Service requirements – confirm if continuing subscription (deadline in 2021 is 12 Feb!)</li> <li>• Plan expenditure for governor training and decide whether to continue to subscribe to HGS Advice, Support and Training package ((deadline in 2021 is 12 Feb!)</li> <li>• SEF (every 2 yrs; last carried out 2022)</li> <li>• Skills audit?</li> </ul>	<p><b>Personnel and Pay Review and H/T Performance Management Committee (2/4)</b>  <b>Wednesday 11 January 2023, 7.00pm</b></p> <ul style="list-style-type: none"> <li>• Support Staff pay review</li> <li>• Monitoring update</li> <li>• Staff welfare</li> <li>• Safeguarding report</li> <li>• Review Performance Management Policy</li> <li>• Review Headteacher's Objectives</li> </ul> <p><b>Curriculum (3/6)</b>  <b>Wednesday 18 January 2023, 1.15pm</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> <p><b>Premises (2/3)</b>  <b>Tuesday 24 January 2023, 7.00pm</b></p> <ul style="list-style-type: none"> <li>• Premises Maintenance Plan</li> <li>• Termly Premises Safety Inspection Report</li> </ul>

**FGB (4/6)****Monday 20 March 2023, 7.00pm**

- 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) (every 2 yrs) (last review Nov 21-Mar 22)
- Approve SFVS form (deadline for submission 31 March)
- Refresh the Safeguarding test? (Head to table at mtg)
- Feedback on FGB training – if applies)

**Finance (2/3)****Thursday 2 March 2023, 7.00pm**

- Monitor spending against budget plans
- Finance Policy
- Best Value Statement
- Complete Schools Financial Value Statement
- Benchmarking

**Curriculum (4/6)****Wednesday 8 March 2023, 1.15pm**

- 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 2023	<p><b>FGB (5/6)</b>  <b>Thursday 25 May 2023, 7.00pm</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>• Home-School Agreement</li> <li>• Admissions Policy</li> <li>• Discuss report from Leadership and Learning Partner (due Oct-Apr)</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> <li>• Circulate draft Annual Planning Cycle – to agree final version at July meeting</li> </ul>	<p><b>Premises (3/3)</b>  <b>Thursday 27 April 2023, 7.00pm</b></p> <ul style="list-style-type: none"> <li>• Termly Premises Safety inspection report</li> <li>• Offsite Activities/Minibus policies</li> <li>• School Accessibility Policy and Plan</li> <li>• Report on fire drill monitoring visit (1<sup>st</sup> week of each term)</li> <li>• Policies</li> </ul> <p><b>Curriculum (5/6)</b>  <b>Wednesday 3 May 2023, 1.15pm</b></p> <ul style="list-style-type: none"> <li>• Collective Worship Policy</li> <li>• PSHE and Sex and Relationships 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>• Receive and agree dates for professional day school closures next academic year</li> <li>• Track pupil progress</li> </ul> <p><b>Finance (3/3)</b>  <b>Tuesday 9 May 2023, 7.00pm</b></p> <ul style="list-style-type: none"> <li>• School Improvement Plan - cost implications</li> <li>• Cost of staffing structure for next academic year</li> <li>• Report on Pupil Premium spend</li> <li>• Prepare Budget</li> <li>• Monitoring update</li> </ul>

FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
<p><b>FGB (6/6)</b>  <b>Monday 10 July 2023, 7.00pm</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>Curriculum 6/6</b>  <b>Wednesday 21 June 2023, 1.15pm</b></p> <ul style="list-style-type: none"> <li>• Discuss attendance data</li> <li>• Track pupil progress</li> </ul> <p><b>Personnel Pay Review and H/T Performance Management Committee (3/3)</b>  <b>Thursday 29 June 2023, 7.00pm</b></p> <ul style="list-style-type: none"> <li>• Final H/T objectives review</li> <li>• Discuss staff structure for next academic year</li> <li>• Review ECT Induction Policy</li> <li>• Discuss GDPR</li> </ul> <p>Clerk for July/Aug:</p> <ul style="list-style-type: none"> <li>• Add all FGB and committee dates to Governor Hub</li> <li>• Add premises inspections – 2<sup>nd</sup> or 3<sup>rd</sup> week of each term</li> <li>• Add fire drill monitoring visit – 1<sup>st</sup> week of each term</li> <li>• Governor attendance – for website</li> <li>• Pecuniary interests register – for website</li> <li>• Membership list – for website</li> </ul>