

Shire Oak Primary School Governing Body – Work Plan 2014/15

Introduction

This year the aim is to organise and plan the work of the GB in such a way that we can achieve the following objectives:

- To review all major areas of work/activity throughout the year in a timely way.
- To specify more precisely the inputs/papers/evidence that will be needed in relation to each area of activity.
- To specify more precisely when papers will be needed so that we don't need to defer items because papers etc are not available.
- To link the GB work programme to the School Improvement cycle so that we can be certain that relevant data is available when it is needed.
- Where an item is listed as "For review/evaluation" the aim is to try to bring together all the relevant documentation including our school policy, again with the aim of reviewing issues holistically rather than piecemeal.

This is the aim! However, as governors will be aware, our best intentions can sometimes be derailed because of unforeseen events and/or externally driven requirements that necessitate a rapid response. Nevertheless it would be much appreciated if everyone could make a real effort to produce documentation in a timely manner and, for those with responsibility for receiving that documentation, to have made the effort to read it prior to the relevant meeting and come armed with challenging questions, observations and comments.

When considering the documentation that is needed for any items please try to consider what is available and relevant from the following sources:

- Internal school info e.g. pupil progress data; SLT reports
- Existing policy/procedure documents or action plans
- Gov reports e.g. school visit or monitoring reports
- External reports e.g. SIA visit reports; HMI/Ofsted; school advisor/consultant reports
- Info from pupils and parents e.g. School Council reports; pupil and parent surveys
- Info from staff e.g. staff survey; feedback on issues areas of work
- Research evidence/reports.

Where an item is listed for a Committee and then →FGB, this means that the item will have been extensively discussed in Committee and there will then be a report to FGB, preferably with a clear instruction to FGB as to what it should do e.g. "For information"; "to agree recommendations" etc.

The week in which meetings should ideally take place (to fit in with the general cycle of meetings, availability of data etc) is indicated, however it is for committee chairs to agree the exact dates with members of the committee. Currently I have only scheduled one committee meeting a term with the exception of T&L where 2 meetings have been scheduled for the autumn term because of the need for an early meeting to discuss test results. Committee chairs may feel they need additional meetings in which case please schedule them as you think fit but make sure that they 'fit' with the schedule for FGB meetings where reports/papers need to be received/discussed.

In previous years the Parent and Pupil surveys have been overseen by PPP. However as the issues cover all committees and all governors have an interest in the surveys I am proposing that this year they are overseen by FGB at least in the first instance; a task group may be required to oversee them operationally.

Area of Work /Issue	FGB/Committee/Person	FGB/Committee Date	Date for papers	Inputs
Review national test results	T&L →FGB	8 th Sept →FGB Autumn 1	1 st September	National test results
Agree new primary curriculum material for website	T&L →FGB	8th Sept →FGB Autumn 1	1st September	Draft papers from SLT
Organise induction/support for new govs	Chair/HT	11.00am 15 th September – Cllr Pryor		Induction Pack - Chair
Appointment of co-opted govs	FGB	24 th September	17 th September	Nominations
Election of chair/vice chair (and schedule next election)	FGB	24 th September	17 th September	Nominations
Agree Committee terms of ref, delegation etc	FGB	24 th September	17 th September	Draft T of R from GSS amended for S.O.
Appoint govs with special responsibilities	FGB	24 th September	17 th September	Paper setting out what these are
Appoint committee chairs, secretaries, members	FGB	24 th September	17 th September	Template to be completed at meeting
Agree GB objectives, workplan including schedule	FGB	24 th September	17 th September	Draft plan from Chair Template for monitoring

of monitoring by GB				from 'The Key'
Agree meeting dates for the year	FGB	24 th September	17 th September	Chair/HT to propose schedule
Final agreement of Instrument of Governance	FGB	24 th September	17 th September	Draft Instrument of Government with necessary LCC and Diocese approvals
Approve new primary curriculum materials for website	FGB	24 th September	17 th September	Report from DHT
Review GB performance & procedures	FGB	24 th September	17 th September	Self-evaluation form Case studies Govs visits
Review skill needs and identify training needs	FGB/Committees	24 th September and Autumn Committee meetings	17 th September	Skills audit Gov. training prog
Receive report on national test results from T&L	FGB	24 th September	17 th September	Report on national test results from T&L
Update govs info on: - website - noticeboard	Chair with input from govs	Autumn term		Blurb and photos from new govs
Budget monitoring & consideration of quotes for major expenditure	Resources	Tuesday, 30 th Sept, 4.30pm	One week before meeting	Finance report from Admin Quotes for expenditure
Monitoring of pupil numbers	Resources	Tuesday, 30 th Sept, 4.30pm	One week before meeting	Update from Admin
Best Value review - photocopying	Resources	Tuesday, 30 th Sept, 4.30pm	One week before meeting	Report from School administrator
Discussion of draft SDP (relevant bits)	Resources→FGB	Tuesday, 30 th Sept, 4.30pm → Autumn 2 FGB	One week before meeting	Draft SDP
Review and updating of HR policies and procedures and Staff Handbook	Resources→FGB	Tuesday, 30 th Sept, 4.30pm → Autumn 2 FGB	One week before meeting	All relevant policies Info from LCC HR Draft amended Staff Handbook
Review Performance management policy	Resources →FGB	Tuesday, 30 th Sept, 4.30pm → Autumn 2 FGB	One week before meeting	HT report on/proposed amendments to:

				Performance mgt policy Teachers appraisal policy Teachers pay policy
Review of staff pay	Pay Committee	Autumn 2		Recommendations from Resources Committee
Review HT performance	Perf. Mgt govs→ Recommendation to Pay Committee	September		SIA support Evidence from HT
Discussion of draft SDP (relevant bits)	PPP→FGB	Tuesday, 7 th October, 1.00pm → Autumn 2 FGB	One week before meeting date	Draft SDP
Update on implementation of UIFSM	PPP	Tuesday, 7 th October, 1.00pm	One week before meeting date	School dinners working group
Pupil Participation - monitoring	PPP	Tuesday, 7 th October, 1.00pm	One week before meeting date	Minutes of school council meetings. Report from DHT.
Safeguarding monitoring: attendance, behaviour, child protection incl. review of 2013/14 data	PPP	Tuesday, 7 th October, 1.00pm	One week before meeting date	Reports from HT, DHT, Child Protection Gov, Designated Person
Review school documentation/info: - Prospectus - Parent and Pupil handbook - Website - Publicity	PPP	Tuesday, 7 th October, 1.00pm	One week before meeting date	Existing documentation with proposed amendments
Review after school clubs incl. Junior Jam proposal	PPP	Tuesday, 7 th October, 1.00pm	One week before meeting date	Report from ???
Plan review of SCMS	PPP → FGB	Tuesday, 7 th October, 1.00pm → Spring 1 FGB	One week before meeting date	Paper from Foundation Govs
Set pupil performance targets	T&L→FGB	Monday, 10 th November, 7.00pm →Autumn 2 FGB	One week before meeting	Proposed targets from SLT/SIA
Discussion of draft SDP (relevant bits)	T&L →FGB	w/c 10 th November Monday, 10 th November, 7.00pm	One week before meeting	Draft SDP

		→Autumn 2 FGB		
Review Teaching and Learning policy - assessment and marking - homework	T&L →FGB	Monday, 10 th November, 7.00pm →Autumn 2 FGB	One week before meeting	Draft policies
Review of quality of T&L	T&L → FGB→Pay Committee	Monday, 10 th November, 7.00pm →Autumn 2 FGB	One week before meeting	Pupil performance data HT report on performance management outcomes HT/DHT observations
Approve SDP	FGB	Tuesday, 25 th November, 7.00pm	One week before meeting	Priorities identified by FGB Draft produced by HT Comments from Committees
Agree updated HR policies and procedures	FGB	Tuesday, 25 th November, 7.00pm	One week before meeting	Report and revised policies from Resources Committee
Teaching and Learning policy - assessment and marking - homework	FGB	Tuesday, 25 th November, 7.00pm	One week before meeting	Revised policies for ratification
Agree pupil performance targets	FGB	Tuesday, 25 th November, 7.00pm	One week before meeting	Recommendations from T&L
Receive report from HT	FGB	Tuesday, 25 th November, 7.00pm	One week before meeting	Report from HT
Receive report from SIA	FGB	Tuesday, 25 th November, 7.00pm	One week before meeting	Report from HT
Curriculum area review: Maths	FGB	Tuesday, 25 th November, 7.00pm	One week before meeting	Maths coordinator
Review of quality of teaching & learning	FGB	Tuesday, 25 th November, 7.00pm	One week before meeting	Reports from T&L and Resources Committees
Review Performance management policy	FGB	Tuesday, 25 th November, 7.00pm	One week before meeting	Report from Resources Committee.
Review Vision and Values	FGB	Tuesday, 25 th November, 7.00pm	One week before meeting	Feedback from parents, staff, pupils, gobs
Monitoring of SDP (relevant	T&L	w/c 19 th January	One week before meeting	HT annotated version

bits)				Govs monitoring reports
Monitor implementation of new primary curriculum	T&L	w/c 19 th January	One week before meeting	Report from DHT
Review Pupil Progress and Performance	T&L →FGB	w/c 19 th January →Spring 2 FGB	One week before meeting	School data; RAISE; Ofsted dashboard; SIA reports; Govs monitoring reports
Review Sex Education policy	T&L/PPP →FGB	w/c 19 th January→ Summer 1 FGB	One week before meeting	Existing policies with proposed amendments. Curriculum leaders' reports
Curriculum area report: English	FGB	Tuesday, 3 rd Feb, 7.00pm	One week before meeting	Report from Curriculum Area Leader[template]
Review of SCMS	FGB	Tuesday, 3 rd Feb, 7.00pm	One week before meeting	Report from PPP & Foundation Govs
Parent, pupil and staff surveys – planning. [NB staff survey is bi-annual. Will not take place in 2015] Parent and pupil surveys to go out w/c 23 rd March	FGB	Tuesday, 3 rd Feb, 7.00pm	One week before meeting	Last year's survey Issues from Committees SDP priorities.
Agree self-evaluation form	FGB	Tuesday, 3 rd Feb, 7.00pm	One week before meeting	Draft self-evaluation form SIA reports Data reports
Budget monitoring & consideration of quotes for major expenditure	Resources	w/c 9 th March	One week before meeting	Finance report from Admin Quotes for expenditure
Monitoring of pupil numbers	Resources	w/c 9 th March	One week before meeting	Update from Admin
Monitoring of SDP (relevant bits)	Resources	w/c 9 th March	One week before meeting	HT annotated version Govs monitoring reports
Review current SLAs and contracts	Resources	w/c 9 th March	One week before meeting	Details of all SLAs and contracts from Admin
Review 2014/15 outturns	Resources →FGB	w/c 9 th March→Spring 2 FGB	One week before meeting	Budget report from Admin
Complete SFVS	Resources	w/c 9 th March	One week before meeting	SFVS template
Premises review	Resources	w/c 9 th March	One week before meeting	Budget

<ul style="list-style-type: none"> - Accessibility - Health and Safety - Planned programme of repairs/improvements 				H&S report Asset management plan
Monitoring of SDP (relevant bits)	PPP	w/c 23 rd March	One week before meeting	HT annotated version Govs monitoring reports
Pupil Participation monitoring	PPP	w/c 23 rd March	One week before meeting	Minutes of school council meetings. Report from DHT.
Safeguarding monitoring: attendance, behaviour, child protection	PPP	w/c 23 rd March	One week before meeting	Reports from HT, DHT, Child Protection Gov, Designated Person
Review engagement with parents: <ul style="list-style-type: none"> - communications with parents - parental involvement in school - Review FoI publication scheme 	PPP →FGB	w/c 23 rd March →Spring 2 FGB	One week before meeting	Attendance at Parents evenings. Parents survey results. Analysis of complaints. Complaints policy. Communications policy/FoI publications schedule.
Review Collective Worship Policy	PPP →FGB	w/c 23 rd March →Spring 2 FGB	One week before meeting	Existing policies with proposed amendments.
Review partnerships <ul style="list-style-type: none"> - Headingley Schools - Pre-School - Kidszone - St Michael's church - Cluster - Local community (e.g. Headingley in Bloom, Wheatfields, Music Festival etc) 	PPP →FGB	w/c 23 rd March →Spring 2 FGB	One week before meeting	Annual reports from Kidszone, Pre-School etc Cluster coordinator's report Feedback from Gov rep on JCC
Review support for	PPP	w/c 23 rd March	One week before meeting	Receive report from HT

transition				
Monitoring of SDP	FGB	Tuesday, 31 st March, 7.00pm	One week before meeting	HT annotated version Govs monitoring reports Reports from Committees
Receive report from HT	FGB	Tuesday, 31 st March, 7.00pm	One week before meeting	HT Report
Receive report from SIA	FGB	Tuesday, 31 st March, 7.00pm	One week before meeting	SIA Report
Curriculum area report: History	FGB	Tuesday, 31 st March, 7.00pm	One week before meeting	Report from Curriculum Area Leader[template]
Engagement with parents – review	FGB	Tuesday, 31 st March, 7.00pm	One week before meeting	Report from PPP
Review of Partnerships	FGB	Tuesday, 31 st March, 7.00pm	One week before meeting	Report from PPP
Annual Review of School Meals including: - dinners - milk - fruit - breakfast box	FGB	Tuesday, 31 st March, 7.00pm	One week before meeting	Report from Resources
Monitoring of SDP (relevant bits)	T&L	w/c 4 th May	One week before meeting	HT annotated version Govs monitoring reports
Review of new primary curriculum	T&L →FGB	w/c 4 th May→Summer 2 FGB	One week before meeting	Report from DHT
Agree curriculum plans 2015/16	T&L →FGB	w/c 4 th May→Summer 2 FGB	One week before meeting	Reports on Curriculum action plans and proposed changes
Review Pupil Progress and Performance	T&L →FGB	w/c 4 th May→Summer 2 FGB	One week before meeting	School data; RAISE; Ofsted dashboard; SIA reports; Govs monitoring reports
Monitoring of pupil numbers	Resources	w/c 11 th May	One week before meeting	Update from Admin
Monitoring of SDP (relevant bits)	Resources	w/c 11 th May	One week before meeting	HT annotated version Govs monitoring reports
Approve 2015/16 budget	Resources→FGB	w/c 11 th May→Summer 2 FGB	One week before meeting	Draft budget from Finance Officer

Review Charging and Lettings policies	Resources→FGB	w/c 11 th May→Summer 2 FGB	One week before meeting	Charging policy Lettings policy
Annual Review of School Meals including: - dinners - milk - fruit - breakfast box	Resources→FGB	w/c 11 th May→Summer 2 FGB	One week before meeting	Report from ??? Budget report
Staffing structure for following year	Resources→FGB	w/c 11 th May→Summer 1 FGB	One week before meeting	Proposed staffing structure and budget implications
Approve 2015/16 budget	FGB	Tuesday, 19 th May, 7.00pm	One week before meeting	Report and recommendation from Resources Committee
Approve Sex Education and Collective Worship policies	FGB	Tuesday, 19 th May, 7.00pm	One week before meeting	Reports from Committees
Approve staffing structure for 2015/16	FGB	Tuesday, 19 th May, 7.00pm	One week before meeting	Report and recommendation from Resources Committee
Receive safeguarding report. Approve revised policies.	FGB	Tuesday, 19 th May, 7.00pm	One week before meeting	Report on safeguarding including summary data on attendance, behaviour, child protection (annual CP return). Revised policies.
Curriculum area report: ICT	FGB	Tuesday, 19 th May, 7.00pm	One week before meeting	Report from Curriculum Area Leader[template]
Parent, pupil and staff surveys – reporting [NB staff survey is bi-annual. Will not take place in 2015]	FGB	Tuesday, 19 th May, 7.00pm	One week before meeting	Report on findings and proposed action points.
Review Pupil Progress and Performance	FGB	Tuesday, 19 th May, 7.00pm	One week before meeting	Report from T&L
Monitoring of SDP (relevant bits)	PPP	w/c 15 th June	One week before meeting	HT annotated version Govs monitoring reports
Pupil Participation – annual	PPP→FGB	w/c 15 th June →Summer 2	One week before meeting	Annual report from School

review		FGB		Council. Pupil survey results
Review of Inclusion including provision for: SEND, pupils; looked after children; PP children; BME and EAL children - outcomes of equality action plan	PPP	w/c 15 th June → Summer 2 FGB	One week before meeting	Pupil Premium report; SEND report; Interventions report; SIA visit report; report on Opportunities Fund Inclusion Policy Equalities action plan
Annual review of safeguarding: attendance, behaviour, child protection	PPP	w/c 15 th June → Summer 2 FGB	One week before meeting	Summary data on attendance, behaviour, child protection. Relevant policies with proposed amendments
Receive SIA reports	FGB	Tuesday, 7 th July, 7.00pm	One week before meeting	SIA report
Receive HT report	FGB	Tuesday, 7 th July, 7.00pm	One week before meeting	HT report
SDP – review and evaluation; identification of priorities for coming year	FGB	Tuesday, 7 th July, 7.00pm	One week before meeting	HT report including evidence specified in SDP
Pupil Participation – annual review	FGB	Tuesday, 7 th July, 7.00pm	One week before meeting	Report from PPP
Receive Inclusion report	FGB	Tuesday, 7 th July, 7.00pm	One week before meeting	Report from PPP
Review of new primary curriculum	FGB	Tuesday, 7 th July, 7.00pm	One week before meeting	Report from T&L