

Governor Objectives and Planning 2018 - 19

Objective 1: To further increase governors' understanding of the work of the school, and continue engagement between governors, school, pupils, parent/carers by continuing:

1. Governors' visits to school including class visits, visits to Assertive mentoring meetings, attendance/engagement at parent/carers evenings, assemblies and other school events.
2. Governors' attendance at the Autumn SIA visit, data training, pupil progress meetings
3. Termly learning walks linked to the priorities outlined in the School Development Plan.
4. Staff talks / presentations at governing body meetings.
5. Maintaining the link between our body and the School Council.

Objective 2: To further foster and develop governors' knowledge and understanding of their role through:

1. The mentor system linking new governors with established ones.
2. Individual governor roles and responsibilities - written reports being submitted to the governing body on the work undertaken in order to inform all governors
3. Governors use of LEA guidance re specific roles and responsibilities
4. Engagement with NGA e- newsletters, The Key, magazines and conferences.
5. Engagement with GEL courses as a body each term.
6. Attendance at relevant LEA meetings, courses, training sessions and Trust meetings.

Objective 3: To ensure all staff are provided with opportunities for relevant professional development:

1. Through the review of the Performance Management report provided by the headteacher, particularly in relation to recommended and requested CPD.
2. The on- going commitment of governors on the Resource Committee to staff development ongoing training and support throughout school.
3. Information via the headteacher's reports on the focus for in- house CPD.

Objective 4: To actively engage in supporting our established trust by:

1. Ensuring that the primary focus of the Trust, and its development, is communicated and implemented throughout school.
2. The Trust governor reporting to the full governing body at each meeting.

Governor Development Plan 2018-19

Across the Year

1. **Our Trust**

Meetings attended by the headteacher and chair, other governors updated termly.

2. **Monthly governor contribution to the Newsletter**

Please see details of this under each term.

3. **Link with our School Council**

A named governor to attend a school council meeting each term and receive minutes of school council meetings. Members of the school council to attend a meeting of the full governing body annually.

4. **Governor visits**

All governors to make a school visit (which may include a class visit) once per term, and to fill in a governor visit form to be logged with the office. *(Please note that the governor visit form has the key priorities for school development included on them- please be sure to focus on aspects of these during your visit).*

5. **Governor Visits**

These to become a standing item on all meeting agendas so that governors have an opportunity to share observations, thoughts and experiences around their visits.

6. **Meeting Agendas-**

To continue using the draft LEA agendas- T and L, Pupil Support, Resources and Full Body meetings, ensuring a balance between statutory and recommended items, and, school priorities.

Summer Term 2018

Governor Away Day- Tuesday, July 10th to review governor effectiveness and contribution through 2017/18 and plan for 2018/19. The Governance Statement for 2017/18 was considered at this meeting.

HT and Clerk to Governors review the GSS policy planner to update schedule of policy reviews

Roles and responsibilities

Ania- SEN, Head teacher Performance Management and Pay Review

Jenny- Safeguarding, Child Protection, PSHE, CLA and Equalities

Mike- Pupil Premium, School Council/ Pupil Voice.

Tom- Finance, Staffing, Head Performance Management and Pay Review, Staff Dismissal

Peter- Trust governor, Attendance, Head Performance Management and Pay Review, Staff Dismissal, Pupil Exclusion

Greg- Health and Safety, Complaints, Head Performance Management and Pay Review

Amy- Early Years/ Foundation stage

Autumn Term 2018

Training

NGA GEL Training

Module- Governor visits Could all governors please send their completion certificate to John by the end of term
Full Governor Training Session – 4th December 4.30 – 6.30

Understanding Data - FFT , ASP and Governor dashboard– Ian Stokes

Newsletter Contributions

Please note all contributions need to be sent in to Nicola by the Wednesday of the first week of each month.

September- All governors to send in a few sentences about the new school year e.g. what they're looking forward to, the class they're linked with, any specific role they're undertaking.

October- Featuring Ania's work as SEN governor and Peter's on attendance

November- Anti Bullying Month- Jenny to write about a school focus on this from a governor perspective.

December- Governor report on our liaison with parents at the November parents' evening on SEMH thanking parents for their engagement with us.

Joint Staff / Governor Planning Meeting

At the beginning of the autumn term to plan governor/ parent liaison focus for the November Parents' Evening Meeting. PSHE and Mindmate – impact, feedback from parents/children

Governor issues

Discussion on effectiveness of governor visits

Class visits Focus (in addition to SDP)

Governors pay attention to the provisions for PP, boys, MA and SEND

Governors also note safeguarding procedures.

SDP focus reading – embed strategies introduced last year

Policies

Teaching and Learning

Child Protection(S)
Equality Objectives
P.S.H.E
Safeguarding (Statement of Intent)(S)
SEN includes higher attained (S)

Resources

Charging and remissions
Appraisal Policy (S)
Teachers Pay Policy(S)
Code of Conduct
Fire Procedures
Mobile telephones
Visitors in School
Lettings and Lettings Charge

Policies for the consideration of Full Governors' Meetings

Child Protection and Safeguarding
Safeguarding (Statement of Intent)
Supervision Policy
SEND including Higher Attainers
SEND Information report – also referred to as the School Offer.
Keeping Children Safe in Education.
Safe Working Practices
Pay Policy
Admissions
Attendance
Equality Objectives and Single Equality Policy Statement.

Reports

SEND Report - Ania
Child Protection - Designated Teacher CP Report
Child Protection - Jenny

Spring Term 2019

Training

GEL Training

Module- Compliance either 'Governing Board duties on Compliance 'and/ or 'Compliance- assuring your organisation, keeping it safe, secure and solvent' -All governors to send their certificate of completion to John by the end of term.

Newsletter Contributions

January- A report from a number of governors about their visit to school last term, linked to a priority in the school development plan- new approaches to reading and maths, pupil engagement etc

February- EYFS stage visit- Amy

March- Health and Safety- Greg

April- Contribution from Tom on finance, also thanks from another governor to parents for their work with us during March's parents evening.

Joint Staff / Governor Planning Meeting

To plan the focus for governor/ parent liaison during the March Parent's Evening.

Governor issues

Class visits Focus (in addition to SDP)

Governors pay attention to the provisions for PP, boys or MA.

SDP focus – Mental health

SDP focus writing – editing, spelling, grammar – writing targets

Policies

Teaching and Learning

Collective Worship
Governing Board Statement of Behaviour Principles
EYFS Policy
Teaching and Learning Policy
E – Safety Policy

Resources

Work and Families for School based Staff
Crisis Plan
Health and Safety (S)
Managing Attendance Policy

Reports

EYFS visit report (compliance with EYFS requirement - Amy
Child Protection and Safeguarding Report updates) – Jenny
Attendance Report Update – Peter
Equalities update – Jenny
Children Looked After – update - Jenny
Premises update (annual H&S / grounds inspection report) - Greg

Summer Term- 2019

Training

GEL Training

Resources- making the most of what you've got - governors to send completed certificates to John by the end of term.

Newsletter Contributions

May- Contribution from Mike – Pupil Premium or Pupil Voice

June- Report from a governor about the conduct of the KS1/KS2 SATs in school.

July- Short sentence contribution from each governor on a highlight/ memory of their year as a governor.

Joint Staff / Governor Planning Meeting

Governor involvement in the drafting of the new school development plan 2019/20

Governor issues

Governor Away Day –9th July 2019 – self evaluation

Class visits Focus (in addition to SDP)

Governors pay attention to the provisions for PP, boys or MA.

SDP focus use of editing, feedback and ongoing assessment to improve writing

SEMH– Healthy Schools – Mental health, physical activity, healthy eating

Policies

Teaching and Learning

Sex and Relationships Education
Homework

Resources

Data Protection(S)
Freedom of Information Policy
Whistleblowing Policy.

Policies for the consideration of Full Governors' Meetings

Disciplinary Procedures, Grievance, Staff Code of Conduct

Reports

Attendance Report – update - Peter

SEND Report - update – Ania

Safeguarding and Child Protection update – Jenny

Children Looked After Report - Rebecca Drinkall

Governance Arrangements

Committee Structure

Teaching and Learning (incorporating Pupil Support) Jenny Horton (Chair) Ania Briggs Mike Haworth Nicola Sheerin Helen Driscoll	Resources Committee Tom Lloyd (Chair) Greg Potter Nicola Sheerin Peter Whelan
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Roles and Responsibilities- LEA job specs will be made available_ (*Governors may find it helpful to draw up a term by term action plan for themselves against the requirements outlined here*).

If you then keep a list of activities undertaken/ meetings attended and observations made in accordance with your plan, you'll then have a record of your role through the year which will be helpful to yourself, and enable you to account to any external authority eg Ofsted

Specific Responsibilities

Ania- SEN, Head teacher Performance Management and Pay Review

Jenny- Safeguarding, Child Protection, PSHE, CLA and Equalities

Mike- Pupil Premium, School Council/ Pupil Voice.

Tom- Finance, Staffing, Head Performance Management and Pay Review, Staff Dismissal

Peter- Trust governor, Attendance, Head Performance Management and Pay Review, Staff Dismissal, Pupil Exclusion

Greg- Health and Safety, Complaints, Head Performance Management and Pay Review

Amy- Early Years/ Foundation stage

Class links

Amy- Foundation

Ania- Year 1

Greg- Year 2

Mike - Year 3

Jenny- Year 4

Tom- Year 5

Peter- Year 6

Meeting Dates

Full Governors- meetings to start at 5pm

Autumn Term Tuesday, September 18th 2018

Tuesday, November 20th 2018

Spring Term Tuesday, March 26th 2019

Summer Term Tuesday, July 9th 2019 commencing at 2pm

Teaching and Learning Committee- meetings to start at 5pm

Autumn Term Tuesday, October 16th 2018

Spring Term Tuesday, February 26th 2019

Summer Term Tuesday, May 21st 2019

Resources Committee- meetings to start at 5.30pm

Autumn Term Tuesday, October 23rd 2018

Spring Term Tuesday, March 5th 2019

Summer Term Tuesday, May 14th 2019

Additional dates:

Trust Training day – Writing – Friday 16th November

KS2 Sats – May 13th, 14th, 15th 16th

Pupil Progress Meetings – Tues, 23rd Oct, Tues 8th Jan, Tues 12th Feb, Tues 26th March, Tues 9th & Thurs 11th July

