

GOVERNORS' ANNUAL PLANNER 2018-19

AUTUMN TERM 2018

| | September | October | November | December |
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| Key Dates | INSET –3.9.18 and 4.9.18 Term starts for children 6.9.17 Safeguarding online training | Governors' Away Day 1.10.18 HT Performance Management: 1.10.18 New Governor Induction: 9.10.18 | Term starts for children 31.10.18 Meet the Governors at Parents Evening 21.11.18 Governor Lunch 28.11.18 | Governor Invite to Christmas Nativity: 3.12.18, 4.12.18, 10.12.18 Governor Invite to Christmas Concerts: 18.12.18 (evening) Christmas Lunch 19.12.18 Governor Newsletter End of term 21.12.18 |
| Link Governor Visits | <ul style="list-style-type: none"> Safeguarding & Child Protection Health and Safety YEAR PARTNER VISIT: Learning walk with SLT -familiarisation of new staff, classrooms etc | <ul style="list-style-type: none"> English Maths Behaviour & safety EYFS & Children Centre | <ul style="list-style-type: none"> YEAR PARTNER VISIT: Meeting with Age Phase Leader and focus on Maths and Literacy. PSHCE Inclusion | <ul style="list-style-type: none"> Pupil Premium Health and Safety Attendance |
| Committee Meetings | MAG meeting 19.9.18 Attainment and Data Report Staffing and teaching profile updates Updates on Behaviour and Safety, Attendance, Safeguarding, Teaching and Learning/Curriculum Pupil Premium Grant review Intervention review | Children's Centre 10.10.18 Extended Services Report Day-care Report HR, Resources and recruitment <u>Curriculum and Well-being</u> 15.10.18 Subject Leader presentation Sports and PE Funding Review including PE & Sport feedback from Year Partners Attendance Link Report Safeguarding Report Behaviour & Safety Link report <u>Cross-over meeting</u> 15.10.18 Safeguarding –KCSiE 2018 changes Positive Behaviour Management Positive Handling Policy <u>Finance, Premise and HR</u> 15.10.18 Staffing and recruitment, SCR Audit Budget monitoring Pupil Premium Report –review & plan Arrangements for Finance Health Check /SFVS to be completed by 1/12/18 | <u>Meet Article 12 Group, PM and cabinet</u> tbc How does Article 12 group work? How are class reps elected? What are aims for this year? What are past achievements? | |

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| Governing Board Meetings | | | Full GB meeting 19.11.18 SIP Annual Summary Instrument of Governance – review Register of pecuniary interests SCR -monitoring/audit arrangements Annual Planner Review Headteacher Report to Governors Review Governor Skills Audit All committee meeting feedback Targets for 2019 (Years Rec, 2 and 6) HT Performance Management SDP/SSE update –Attainment (Maths) | |
| Policy Reviews | Safeguarding Policy 2018 (revised from KCSiE document) to be ratified | Homework Statement review Positive Handling Policy Pay Policy 2018 (HLT) Financial procedures –updated 2018 Health and Safety Policy (HLT) Whistleblowing Policy (April 2018 LBH) | Performance Management Policy Safeguarding & Child protection Policy Complaints procedures (HLT) Well-being policy Balanced eating Policy | |
| School Events | E-safety Day 13.9.18 Maths Week 45th -28th September Harvest Festival Collection for Food Bank | No Pens Day 3.10.18 Local Democracy Week 15th-19th October Diversity Week 15th -19th October | Work Week 12th – 16th November Anti-bullying Week 12th -16th November Road safety Week 19th – 23rd November Parents' Evening 21.11.18 | Christmas Fair - 7.12.18 |

SPRING TERM 2019

| | January | February | March |
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| Key Dates | Term starts for children 7.1.19 Governors' School Tour 23.1.19 at 9.30am | Term starts for children 25.2.19 Governors' Lunch 26.2.19 | Meet the Governors at Parents' Evening 20.3.19 Governor Newsletter |
| Link Governor Visits | <ul style="list-style-type: none"> Safeguarding and Child Protection YEAR PARTNER VISIT: Focus on Foundation Curriculum subjects – Geography, History, Music, PE. How are they taught? Expectations? Learning engagement? English Maths | <ul style="list-style-type: none"> Inclusion and SEN Attendance Music PHSCE and SRE | <ul style="list-style-type: none"> YEAR PARTNER VISIT: Meeting with Age Phase Leader – focus on Maths and Literacy –attainment plans, interventions and PPG Extended School Children's Centre |
| Committee Meetings | <u>MAG meeting</u> 15.1.19 Attainment and Data Report Staffing and teaching profile updates Updates on Behaviour and Safety, Attendance, Safeguarding, Teaching and Learning/Curriculum HR, Resources | <u>Curriculum and Well-being</u> 4.2.19 Subject Leader presentation English audit and provision Report –SL and Link Maths audit and provision Report –SL and Link Arrangements for KS1 and KS2 SATS <u>Cross-over meeting</u> 4.2.19 | |

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| | Pupil Premium Grant review Intervention review CPD impact review | Curriculum Review Safeguarding & LAC Link Report <u>Finance, Premise and HR 4.2.19</u> Review Premises Action Plan/RA Audit/H&S Safety Staffing and recruitment, SCR Audit Budget monitoring H&S Link Report Traded Services Review End of Year budget Review/set budget for 2018-19 | |
| Governing Board Meetings | | | <u>Children Centre 6.3.19</u> Extended Services Report Day-care Report HR, Resources and recruitment <u>Full GB meeting 18.3.19</u> Headteacher Report to Governors Feedback from SIP Visit 1 Report (T&L) SEN Link Report MAG and committee meeting feedback SSE update and Self-Audit Outcomes of consultations & questionnaires Progress against SDP actions for the term/year |
| Policy Reviews | | Accessibility Plan Anti-bullying policy SEND Policy Pupil Premium Policy | |
| School Events | Governors Visit Creative Arts Week: <u>Week beginning 21st January 2019</u> | Hispanic Week <u>11th -15th February</u> Governors visit Book Week: <u>26th Feb -2nd March</u> | Governors visit: iDiscover Week : <u>4th -8th March</u> World Book Day – <u>Thursday 7th March</u> |

SUMMER TERM 2019

| | April | May | June | July |
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| Key Dates | End of term <u>5.4.19</u> Term starts for children <u>23.4.19</u> Away Day – <u>27.4.19</u> -governor skills audit and evaluation of initiatives | Parents' Curriculum Forum - <u>tbc</u> | Term starts for children <u>3.6.19</u> INSET Day - <u>21.6.19</u> | Governor Newsletter End of term <u>19.7.19</u> |

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| Link Governor Visits | <ul style="list-style-type: none"> Safeguarding and Child Protection YEAR PARTNER VISIT Focus on Science, Computing, DT, Art. Maths | <ul style="list-style-type: none"> Children's Centre PPG Link Review English Enrichment | <ul style="list-style-type: none"> RE Health and Safety SMSC Review SEN and Inclusion | <ul style="list-style-type: none"> YEAR PARTNER VISIT: Year group data and end of year evaluation Leadership and Management |
| Committee Meetings | | <p><u>Curriculum and Well-being 20.5.19</u> Subject Leader presentation Curriculum –foundation subject Year Partner Visit Reports Safeguarding Report and Link Report <u>Finance, Premise and HR 20.5.19</u> Agree budget to be recommended to full Governing Body Agree Traded Services arrangements PPG Link Member - Review PPG Asset Register Review Review Scheme of Delegation <u>Children Centre 22.5.19</u> Extended Services Report Day-care Report HR, Resources and recruitment</p> | | |
| Governing Board Meetings | | <p><u>MAG meeting 1.5.19</u> Attainment and Data Report Staffing and teaching profile updates Updates on Behaviour and Safety, Attendance, Safeguarding, Teaching and Learning/Curriculum Pupil Premium Grant review Intervention review</p> | | <p><u>Full GB meeting 9.7.19</u> Headteacher Report Curriculum Leader Reports to GB SSE update –L&M SEN Link Report Progress against SDP actions Progress and end of year attainment Outcomes for Years 2 and 6 Feedback SIP visit 2 Report (L&M) Outcomes of consultations & questionnaires End of year review</p> |
| Policy Reviews | | <p>Capability Policy Disciplinary Policy Whistleblowing Policy Sickness Absence Policy</p> | | |
| School Events | <p>Governors visit Parents and Families Week: 23rd – 27th April Governors' Lunch -tbc</p> | <p>Governors' School Tour tbc</p> | <p>Governors lead Democracy Week: 10th 14th June Governors visit Sports Week: -1st -5th July</p> | <p>Summer Fair 29.6.19 -tbc Safety Awareness Week: 8th 12th July</p> |