

## GOVERNORS' ANNUAL PLANNER 2021-22

### AUTUMN TERM 2021

|                                | September  | October   | November  | December   |
|--------------------------------|--|---|---|--|
| <b>Key Dates and Actions</b>   | INSET – <b>31.8.21</b> and <b>1.9.21</b><br>Term starts for children <b>2.9.21</b><br>Safeguarding online training for all -staff and governors  | Governors' Away Day to be agreed<br>HT Performance Management: <b>10.10.21</b>  | Term starts for children <b>31.10.21</b><br>Meet the Governors at Parents Evening <b>tbc</b><br>SIP Visit 1 <b>10.11.2021</b>   | Christmas Nativity: <b>tbc</b><br>Governor Invite to Christmas Concerts: <b>tbc</b><br>Christmas Lunch <b>16.12.21</b><br>Governor Newsletter<br>End of term <b>17.12.21</b> |
| <b>Link Governor Visits</b>    | <ul style="list-style-type: none"> <li>Safeguarding &amp; Child Protection including SCR</li> <li>Health and Safety</li> <li><b>YEAR PARTNER VISIT</b></li> </ul>  | <ul style="list-style-type: none"> <li>English</li> <li>Maths</li> <li>Behaviour &amp; safety</li> <li>EYFS</li> </ul>  | <ul style="list-style-type: none"> <li><b>YEAR PARTNER VISIT:</b> focusing on Maths &amp; Literacy.</li> <li>PSHCE</li> <li>Inclusion/SEND</li> </ul>   | <ul style="list-style-type: none"> <li>Health and Safety</li> <li>Attendance</li> </ul>  |
| <b>Governing Body Meetings</b> | <u>Resources Meeting 27.9.2021</u><br>Safeguarding –KCSiE 2021 changes<br>Declaration of Interests<br>New clerk<br>Annual Planner Review<br>Budget monitoring<br>Headteacher Report/Covid Update on: Attendance, School roll, Safeguarding, Staffing, Assessments, H&S, Well-being<br>Safeguarding Policy –September 2021 –to be agreed and adopted<br>Covid Risk Assessment to be agreed<br>Outbreak Management Plan 2021 to be received & agreed | <u>Curriculum and Well-being 18.10.21</u><br>Subject Leader/Curriculum presentation -update on curriculum developments<br>Behaviour & Safety Link report<br>Millfields Curriculum Audit<br>Equality Objectives 2019-2023<br>Headteacher Report/Covid Update on: Attendance, School roll, Safeguarding, Staffing, Assessments, Health & Safety, Well-being | <u>Wellbeing &amp; Safeguarding 29.11.2021</u><br>Staff presentation: Behaviour & school culture<br>Well-being newsletters<br>CPD update<br>Staff well-being questionnaire feedback<br>Kindness Week feedback<br>Magic Breakfast Update<br>Safeguarding stats<br>Attendance update<br>Staffing Updated<br>Complaints Procedure/Policy<br>SEND and Safeguarding Summary Report | SIP 1 Visit feedback and report circulated   |
| <b>Policy Reviews</b>          | Safeguarding & Child Protection Policy 2021 (revised from KCSiE document) to be ratified   | Equalities Statement & Policy<br>Positive Handling Policy   | Complaints Procedure/Policy updated to be agreed and adopted<br>SEND Information for parents 2021 to be adopted   |  |
| <b>School Events</b>           | E-safety Day <b>13.9.21</b><br>Maths Week <b>27th Sept -1st Oct</b><br>Harvest Festival Collection for Food Bank   | Back History Month activities   | Anti-bullying Week <b>15<sup>th</sup> -19<sup>th</sup> November</b><br>No Pens Day <b>24.11.2021</b><br>Parents' Evening <b>09 &amp; 10/11/2021</b>   | Christmas Fair <b>10.12.21</b><br>Staff Christmas Dinner <b>10.12.2021</b>   |

## SPRING TERM 2022

|                                | January   | February   | March   |
|--------------------------------|---|--|---|
| <b>Key Dates</b>               | Term starts for children <b>4.1.2022</b><br>Governors' School Tour <b>tbc</b>   | Term starts for children <b>21.2.2022</b><br>SIP Visit 1 <b>23.02.2022</b>   | Meet the Governors at Parents' Evening <b>tbc</b><br>Governor Newsletter ?  |
| <b>Link Governor Visits</b>    | <ul style="list-style-type: none"> <li>Safeguarding and Child Protection</li> <li><b>YEAR PARTNER VISIT:</b> Focus on Foundation Curriculum subjects – Geography, History, Music, PE. How are they taught? Expectations? Learning engagement?</li> <li>English</li> <li>Maths</li> </ul>                      | <ul style="list-style-type: none"> <li>Inclusion and SEND</li> <li>Attendance</li> <li>Music</li> <li>PHSCE and SRE</li> </ul>   | <ul style="list-style-type: none"> <li><b>YEAR PARTNER VISIT:</b> Meeting with Age Phase Leader – focus on Maths and Literacy –attainment plans, interventions and PPG</li> <li>Extended School</li> </ul>  |
| <b>Governing Body Meetings</b> | <p><b>MAG meeting 17.1.2022</b></p> <p>Attainment and Data Report<br/>Staffing and teaching profile updates<br/>Updates on Behaviour and Safety, Attendance, Safeguarding, Teaching and Learning/Curriculum HR, Resources<br/>Results of Parent Questionnaire<br/>SIP 1 Visit Report<br/>Ambition Targets</p> | <p><b>Curriculum and Well-being 7.2.22</b></p> <p>Subject Leader presentation -tbc<br/>Headteacher Report/Covid Update on: Attendance, School roll, Safeguarding, Staffing, Assessments, Health &amp; Safety, Well-being, Teaching &amp; Learning, Curriculum</p> <p>Writing update<br/>Curriculum on website update</p> | <p><b>Resources: 14.3.2022</b></p> <p>Budget Update<br/>Budget Monitoring<br/>Debt Review<br/>Indicative budget for 2022-23<br/>SIP 2 Visit Report<br/>Headteacher Report/Covid Update on: Attendance, School roll, Safeguarding, Staffing, Assessments, H&amp;S, Well-being, Teaching &amp; Learning, Curriculum</p> |
| <b>Policy Reviews</b>          |   | Accessibility Plan<br>SEND Policy  | Pupil Premium Policy  |
| <b>School Events</b>           | Hispanic Week <b>4th - 7th January</b>  | Creative Arts Week: <b>7th -11th February</b><br>Safer Internet Day: <b>8th February</b><br>Creative Arts Event: <b>Thursday 24th February</b>   | World Book Day – <b>Thursday 3rd March</b><br>STEAM Week : <b>28th March -1st April</b><br>School Council Parliament Trip: <b>16th March</b><br>Parents Evenings: <b>22nd &amp; 23rd March</b>  |

## SUMMER TERM 2022

|                                | April   | May   | June  | July  |
|--------------------------------|---|---|---|---|
| <b>Key Dates</b>               | Term starts for children <b>19.4.2022</b><br>Away Day – <b>tb</b>   | Parents' Curriculum Forum - <b>tb</b><br>Additional INSET Day for Jubilee: <b>3rd May</b>   | Term starts for children <b>6.6.22</b><br>INSET Day - <b>21.6.22</b>  | Governor Newsletter<br>End of term <b>19.7.22</b>   |
| <b>Link Governor Visits</b>    | <ul style="list-style-type: none"> <li>Safeguarding and CP</li> <li><b>YEAR PARTNER VISIT</b> Focus on Science, Computing, DT, Art.</li> <li>Maths</li> </ul>   | <ul style="list-style-type: none"> <li>PPG Link Review</li> <li>English</li> <li>Enrichment</li> </ul>  | <ul style="list-style-type: none"> <li>RE</li> <li>Health and Safety</li> <li>SEND and Inclusion</li> </ul>   | <ul style="list-style-type: none"> <li><b>YEAR PARTNER VISIT:</b> Year group data and end of year evaluation</li> <li>Leadership and Management</li> </ul>  |
| <b>Governing Body Meetings</b> | <b>Resources: 14.3.2022</b><br>Budget-setting to date<br>Year End information<br>Budget Monitoring<br>Debt Review<br>Draft budget for 2022-23<br>Asset Register Review<br>Review Scheme of Delegation | <b>Curriculum and Well-being 20.5.22</b><br>Subject Leader presentation - <b>tb</b><br>Curriculum –foundation subject Year Partner Visit Reports<br>Safeguarding Report and Link Report<br>PHSCE update<br>Headteacher Report/Covid Update on: Attendance, School roll, Safeguarding, Staffing, Assessments, H&S, Well-being, Teaching & Learning, Curriculum | <b>Resources and premises:20.6.2022</b><br>Health & safety Update<br>Premises Audit update<br>Building works review<br>Headteacher Report/Covid Update on: Attendance, School roll, Safeguarding, Staffing, Assessments, H&S, Well-being, Teaching & Learning, Curriculum | <b>Full GB meeting 11.7.22</b><br>Headteacher Report/Covid Update on: Attendance, School roll, Safeguarding, Staffing, Assessments, H&S, Well-being, Teaching & Learning, Curriculum<br>Curriculum Leader Reports to GB<br>Progress against SDP actions<br>Progress and end of year attainment<br>Outcomes for Years 2 and 6<br>Feedback SIP visit 3 Report<br>Outcomes of questionnaires<br>End of year review |
| <b>Policy Reviews</b>          | Financial and HR policies to be adopted in line with LA advice and updates  | Capability Policy<br>Disciplinary Policy<br>Whistleblowing Policy<br>Sickness Absence Policy  | Premises Action Plan to be agreed   |   |
| <b>School Events</b>           | Y5 Residential: <b>19th -23rd April</b>   | Jubilee Celebrations: <b>4th-6th May</b><br>Mental Health Awareness Week: <b>16th -20th May</b><br>Parents & Families Week: <b>23<sup>rd</sup> – 27<sup>th</sup> May</b><br>KS2 SATS Week: <b>9th -12th May</b>   | Y6 Residential <b>6th -9th June</b>   | Democracy Week: <b>4th - 8th July</b><br>Sports Week:- <b>11<sup>st</sup> -15<sup>th</sup> July</b><br>Summer Fair <b>2.7.22 -TBC</b>   |