

GOVERNORS' ANNUAL PLANNER 2023-24

AUTUMN TERM 2023

	September	October	November	December
Key Dates and Actions	INSET –4.9.23 & 5.9.23 Term starts for children 6.9.23 Safeguarding online training for all -staff and governors –email via Hays	HT Performance Management: .date tbc SIP Visit 1 -TBC E-Safety Day -5.10.23	Term starts for children 31.10.23 Governors' Away Day 1.11.2023 Meet the Governors at Parents Evening 14.11.23 & 15.11.23	Christmas Nativity: 5/6/7.12.23 Governor Invite to Christmas Concerts: 12/13/14/15.12.23 Christmas Lunch 15.12.23 Governor Newsletter End of term 20.12.23
Link Governor Visits	<ul style="list-style-type: none"> Safeguarding & Child Protection including SCR Health and Safety YEAR PARTNER VISIT 	<ul style="list-style-type: none"> English Maths Behaviour EYFS 	<ul style="list-style-type: none"> YEAR PARTNER VISIT: focusing on Maths & Literacy. PSHCE Inclusion/SEND 	<ul style="list-style-type: none"> Health and Safety Attendance
Governing Body Meetings	<p><u>MAG meeting 18.9.2023</u> To review data from the end of year, prepare for the year ahead.</p> <p><u>Strategy Meeting 25.9.2023</u> <i>Align priorities and focus areas for the year. Discuss and agree School Priorities and SEF</i> Safeguarding –KCSiE 2023 changes Declaration of Interests Annual Planner Review HT Update on: Attendance, School roll, Safeguarding, Staffing, H&S, Safeguarding & Child Protection Policy –Sept 2023 –to be agreed/adopted Parent Questionnaire results</p>	<p><u>Curriculum and Well-being 9.10.23</u> <i>Cover indications of curriculum for the year, any changes/updates</i> <i>Any presentations from subject leaders</i> Subject Leader/Curriculum presentation -update on curriculum developments Behaviour Update Well-being update BIG question: workload Equality Objectives 2019-2023 -review HT Update on: Attendance, School roll, Safeguarding, Staffing, Assessments, Health & Safety, Well-being</p>	<p><u>Resources meeting 7.11.2023</u> <i>Info on budget spend, staffing, deficit recovery updates</i> <u>HT Written Report</u> including: Curriculum update Health & safety & Premises update Well-being update SEND & Safeguarding Summary Report Pupil Premium update Sports Premium update Attendance update Staffing Update Ambition targets (LA)</p>	SIP 1 Visit feedback and report circulated
Policy Reviews	Safeguarding & Child Protection Policy 2023 (revised from KCSiE document) to be ratified	Equalities Statement & Policy Positive Handling Policy	Complaints Procedure/Policy updated to be agreed and adopted SEND Information for parents 2021 to be adopted	

SPRING TERM 2024

	January	February	March
Key Dates	Term starts for children 4.1.2024 Governors' School Tour tbc	Term starts for children 21.2.2024 SIP Visit 2: tbc	Meet the Governors at Parents' Evening tbc 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 SEND Attendance Music PSHE 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
Governing Body Meetings	<p>MAG meeting 15.1.2024 Focus: Curriculum and standards Update on Autumn Term assessment data. Attainment and Data Report</p>	<p>Wellbeing & Safeguarding 5.2.24 Data on attendance, referrals, relevant KCSIE updates, mental health provision Well-being presentation Safeguarding Nugget -2 HT Update: Attendance, School roll, Safeguarding, SEND, Staffing, Assessments, Health & Safety, Well-being, Teaching & Learning, Curriculum</p> <p>Curriculum 26.2.24 Curriculum presentations and updates BIG question -attendance and Persistent absence</p>	<p>Resources: 25.3.2024 Budget-setting 24-25 Review and agree proposed budget Review deficit recovery plan progress. Budget Update Budget Monitoring Debt Review HT Written Report including: Curriculum update, Health & safety & Premises update, Well-being update, Attendance update Staffing Update, SIP 2 Visit Report Attendance, School roll, Safeguarding, Staffing, Assessments, H&S, Teaching & Learning</p>
Policy Reviews		Accessibility Plan SEND Policy	Pupil Premium Policy

SUMMER TERM 2024

	April	May	June	July
Key Dates	Term starts for children 19.4.2024 Away Day – tbc	KS2 SATS Week: 13th -16th May	Term starts for children 6.6.24 SIP Visit 3 – tbc INSET Day – 21.6.24	Governor Newsletter End of term 19.7.24
Link Governor Visits	<ul style="list-style-type: none"> • Safeguarding and CP • YEAR PARTNER VISIT Focus on Science, Computing, DT, Art. • Maths 	<ul style="list-style-type: none"> • PPG Link Review • English • Enrichment 	<ul style="list-style-type: none"> • RE • Health and Safety • SEND and Inclusion 	<ul style="list-style-type: none"> • YEAR PARTNER VISIT: Year group data and end of year evaluation • Leadership and Management
Governing Body Meetings	Budget-setting 22.4.2024 Focus: Budget sign off & SEND and additional provision Officially approve the agreed budget. Review SEND strategy and provision SEND Presentation on provision, interventions & outcomes Safeguarding nugget -3		Resources and premises:17.6.2024 Focus: Premises/H&S & Safeguarding Health & safety Update Premises Audit update Building works review HT Written Report including: Curriculum update, Health & safety & Premises update, Well-being update, Attendance update Staffing Update, SIP 2 Visit Report Attendance, School roll, Safeguarding, Staffing, Assessments, H&S, Teaching & Learning BIG question -tbc	Strategy and end of year review 8.7.24 Strategy review HT Update on: Attendance, School roll, Safeguarding, Staffing, Assessments, H&S, Well-being, Teaching & Learning, Curriculum Curriculum Leader Reports to GB Progress against SDP actions Progress and end of year attainment Outcomes for Years 2 and 6 Feedback SIP visit 3 Report Outcomes of questionnaires End of year review
Policy Reviews	Financial and HR policies to be adopted in line with LA advice and updates	Capability Policy Disciplinary Policy Whistleblowing Policy Sickness Absence Policy	Premises Action Plan to be agreed	