

GOVERNORS' ANNUAL PLANNER 2017-18

AUTUMN TERM 2017

	September	October	November	December
Key Dates	INSET – 4.9.17 and 5.9.17 Term starts for children 6.9.17 Governors' Away Day 11.9.17 Safeguarding workshop session tbc	Governor Training –preparation for Ofsted – 2.10.17 HT Performance Management: 3.10.17 Governors' School Tour: 9.10.17	Term starts for children 30.10.17 Meet the Governors at Parents Evening 15.11.17 Governor Lunch	Governor Invite to Christmas Nativity: 5.12.17, 6.12.17, 7.12.17 Governor Invite to Christmas Concerts: 18.12.17 (evening) Christmas Lunch 19.12.17 Governor Newsletter End of term 21.12.17
Link Governor Visits	<ul style="list-style-type: none"> Safeguarding & Child Protection Health and safety Inclusion YEAR PARTNER VISIT: Learning walk with SLT -familiarisation of new staff, classrooms etc 	<ul style="list-style-type: none"> English Maths Attendance Behaviour & safety 	<ul style="list-style-type: none"> YEAR PARTNER VISIT: Meeting with Age Phase Leader and focus on Maths and Literacy. PSHCE 	<ul style="list-style-type: none"> Pupil Premium Spanish EYFS & Children Centre
Committee Meetings	<p><u>MAG meeting</u> 27.9.17</p> <p>Attainment and Data Report</p> <p>Staffing and teaching profile updates</p> <p>Updates on Behaviour and Safety, Attendance, Safeguarding, Teaching and Learning/Curriculum</p> <p>Pupil Premium Grant review</p> <p>Intervention review</p>	<p><u>Children's Centre</u> 11.10.17</p> <p>Extended Services Report</p> <p>Day-care Report</p> <p>HR, Resources and recruitment</p> <p><u>Curriculum and Well-being</u> 16.10.17</p> <p>Subject Leader presentation</p> <p>Sports and PE Funding Review including PE & Sport feedback from Year Partners</p> <p>Attendance Link Report</p> <p>Safeguarding Report</p> <p>Behaviour & Safety Link report</p> <p><u>Cross-over meeting</u> 16.10.17</p> <p>SIP Annual Summary Report 2016-17</p> <p>Key Priorities for 2017-18</p> <p>SSE and SDP updates</p> <p><u>Finance, Premise and HR</u> 16.10.17</p> <p>Staffing and recruitment, SCR Audit</p> <p>Budget monitoring inc debt review</p> <p>Pupil Premium Report –review & plan</p> <p>Arrangements for Finance Health Check</p>	<p><u>Meet Article 12 Group, PM and cabinet</u> 9.11.17</p> <p>How does Article 12 group work?</p> <p>How are class reps elected?</p> <p>What are aims for this year?</p> <p>What are past achievements?</p>	

		/SFVS to be completed by 1/12/17		
Governing Board Meetings			<u>Full GB meeting 20.11.17</u> Instrument of Governance – review Register of pecuniary interests SCR - monitoring/audit arrangements Annual Planner Review Headteacher Report to Governors Review Governor Skills Audit MAG and committee meeting feedback Targets for 2018 (Years Rec, 2 and 6) HT Performance Management SDP/SSE update - Attainment	
Policy Reviews	Safeguarding Policy 2016 (revised from KCSi E document) to be ratified	Homework and Home Learning Policy Positive Behaviour Management Policy Trips and Outings Policy SEN and Inclusion Policy Pay Policy (HLT) Health and Safety Policy (HLT) Leave Entitlement Policy (HLT) Sickness Absence Policy (HLT) Whistleblowing Policy (LBH) Risk Assessments 2017-18	Performance Management Policy Safeguarding & Child protection Policy Complaints procedures (HLT) Equalities statement Attendance Policy	
School Events	E-safety Day 14.9.17 Maths Week 25th-29th September Harvest Festival Collection for Food Bank	No Pens Day 4.10.17 Local Democracy Week 9th-13th October Diversity Week 16th-20th October Diversity Evening 19.10.17	Work Week 6th-10th November Anti-bullying Week 13th-17th November Parents' Curriculum Evening: tbc Parents' Evening 15.11.17	Christmas Fair -8.12.17

SPRING TERM 2018

	January	February	March
Key Dates	INSET day -3.1.18 Term starts for children 4.1.18 Governors' School Tour 29.1.18 9.30am	Term starts for children 19.2.18 Governors' Lunch 25.2.18	Meet the Governors at Parents' Evening 7.3.18 Governor Newsletter End of term 29.3.18
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 Children's Centre 	<ul style="list-style-type: none"> YEAR PARTNER VISIT: Meeting with Age Phase Leader – focus on Maths and Literacy – attainment plans, interventions and PPG PHSCE and SRE Extended School
Committee Meetings	<u>MAG meeting 17.1.18</u>	<u>Curriculum and Well-being 5.2.18</u>	

	Attainment and Data Report Staffing and teaching profile updates Updates on Behaviour and Safety, Attendance, Safeguarding, Teaching and Learning/Curriculum HR, Resources Pupil Premium Grant review Intervention review CPD impact review	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 5.2.18</u> Curriculum Review Safeguarding & LAC Link Report <u>Finance, Premise and HR 5.2.18</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 2017-18	
Governing Board Meetings			<u>Children Centre 7.3.18</u> Extended Services Report Day-care Report HR, Resources and recruitment <u>Full GB meeting 19.3.18</u> Headteacher Report to Governors Review of Performance Appraisals 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		SRE Policy Data Protection Policy Freedom of Information EYFS policy Accessibility Plan	
School Events	Governors Visit Creative Arts Week: Week beginning 22nd January	Governors visit Book Week: 26th Feb -2nd March	Governors visit: i Discover Week : 19th – 23rd March

SUMMER TERM 2018

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Key Dates	Term starts for children 16.4.18 Away Day – 28.4.18	Parents' Curriculum Forum - tbc	Term starts for children 4.6.18 INSET Day - 22.6.18	Parents' Evening 4.7.18 Governor Newsletter End of term 19.7.18
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		<u>Curriculum and Well-being</u> 21.5.18 Subject Leader presentation Curriculum –foundation subject Year Partner Visit Reports Safeguarding Report and Link Report <u>Finance, Premise and HR</u> 21.5.18 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</u> 23.5.17 Extended Services Report Day-care Report HR, Resources and recruitment		
Governing Board Meetings		<u>MAG meeting</u> 2.5.18 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		<u>Full GB meeting</u> 9.7.18 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) End of year review
Policy Reviews		Capability Policy Disciplinary Policy Whistleblowing Policy Sickness Absence Policy		
School Events	Governors visit Parents and Families Week: 23rd –27th April Governors' Lunch - tbc	Governors' School Tour tbc Governors visit Spanish Week: 21st -25th May	Governors lead Democracy Week: 11th 15th June Governors visit Sports Week: -26th -30th June	Meet the Governors at Parents Evening 4.7.18 Summer Fair – 7.7.18 tbc Safety Awareness Week: 10th 14th July