

GOVERNANCE PLAN 2021/2022 – Whitleigh Primary School and Sir John Hunt CSC Federation

| | 13 October 2021 at 5pm Start of year FGB Business Meeting | | 25 November 2021 at 5pm FGB meeting | | 16 March 2022 at 5pm FGB Meeting | | 25 May 2022 at 5pm FGB Meeting | | |
|-------------------------|---|--------------------|---|--|--|---|---|--|--|
| | <p><u>Procedural</u> Complete annual Governor documents Declaration of interests Minutes of the last meeting Matters arising Chair and Head/Principal's urgent business</p> <p><u>School management, monitoring and evaluating</u> Strategic Risk Register Safeguarding update Governor visits reports</p> <p><u>Governance development</u> Clerk's Update MAT Update Proposed meeting dates</p> | H/P H/P Govs | <p><u>Procedural</u> Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's urgent business Approve term dates</p> <p><u>School management, monitoring and evaluating</u> Strategic Risk Register Standards Group meeting minutes Resources meeting minutes Resources update Report from safeguarding governor (Inc. SCR) Receive School Annual Safeguarding/LAC Reports Headteacher/Principal's report SEF and CIP Updates Pupil Premium and Sports Premium report Governor visits reports</p> <p><u>Governance development</u> Clerk's Update Governor training Governor Development Plan</p> | Govs H/P Govs Govs H/P H/P H/P Govs | <p><u>Procedural</u> Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's urgent business</p> <p><u>School management, monitoring and evaluating</u> Strategic Risk Register Standards Group meeting minutes Headteacher/Principal's report Resources meeting minutes Resources update Safeguarding update Review of school websites Parent surveys reports Governor visit reports</p> <p><u>Governance development</u> Clerk's Update Governor training Governor Development Plan</p> | H/P H/P H/P Govs H/P Govs H/P Govs | <p><u>Procedural</u> Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's urgent business</p> <p><u>School management, monitoring and evaluating</u> Strategic Risk Register Standards Group meeting minutes Headteacher/Principal's report Resources meeting minutes Resources update Safeguarding update Governor visit reports</p> <p><u>Governance development</u> Clerk's Update Governor training Governor Development Plan</p> | H/P H/P H/P Govs H/P Govs | |
| Standards meeting dates | 10/11/21 WPSJH Pay Review | | 02/12/21 WCPS Standards 14/02/22 WCPS Standards | | 04/05/22 SJH Standards | | | | |
| Resource meeting dates | 05/10/21 | | 25/01/22 | | 07/04/22 at 4pm | | TBC | | |
| 2021/22 Policy Review | Teacher's Pay Policy Sept 21 Support Staff Pay Policy Oct 21 Governors Board and Committee TOR Sept 21 Health & Safety Policy Sept 21 | | | | Equality & Diversity Policy Mar 22 | | Alcohol, Substance & Smoking Policy May 22 Dress Code Policy May 22 Anti-Bullying & Harassment Policy June 22 | | |

| | | | | | | | | |
|-------------------------|---|--|--|--|--|--|--|--|
| | 20 July 2022 at 5pm End of year FGB Business Meeting | | | | | | | |
| | <p><u>Procedural</u> Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's urgent business</p> <p><u>School management, monitoring and evaluating</u> Strategic Risk Register Headteacher/Principal's report Resources meeting minutes Resources update Headline figures on SATs Report from H&S governor Safeguarding update Governor visit reports</p> <p><u>Governance development</u> Clerk's Update Governor training Update Governor Development Plan – new items for following year Election of Chair and Vice Chair Appoint Governors with specific responsibilities for the year ahead 2022-23 Meeting dates</p> | <p>H/P H/P Govs H Govs H/P Govs</p> | | | | | | |
| Standards meeting dates | | | | | | | | |
| Resource meeting dates | TBC | | | | | | | |
| 2021/22 Policy Review | All July 2022 Appraisal Policy for Support Staff Appraisal Policy for Teaching Staff Financial Policy Statement Managing Attendance Policy Staff ill Health Capability Policy Support Staff Capability Policy | | | | | | | |

| | | | | | | | | |
|--|--------------------------------------|--|--|--|--|--|--|--|
| | Support Staff Individual Performance | | | | | | | |
|--|--------------------------------------|--|--|--|--|--|--|--|

Governance Plan 2021/2022