

## GOVERNANCE PLAN 2018/2019 – Whiteleigh Primary School and Sir John Hunt CSC Federation

	19 September 2018 at 5pm		28 November 2018 at 5pm		20 March 2019 at 5pm Governors Day		22 May 2019 at 5pm	
	<p><b><u>Procedural</u></b></p> <p>Complete annual Governor documents Minutes of the last meeting Matters arising Chair and Head/Principal's Urgent business</p> <p><b><u>School management, monitoring and evaluating</u></b></p> <p>GCSE and A' Level Headlines Update</p> <p>Report from safeguarding governors (inc SCR)</p> <p>Governor visits reports</p> <p>Financial Update</p> <p><b><u>Governance development</u></b></p> <p>Clerk's Update Governor training Governor Development Plan</p>		<p><b><u>Procedural</u></b></p> <p>Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's Urgent business Approve term dates and training days for following academic year</p> <p><b><u>School management, monitoring and evaluating</u></b></p> <p>SEF an CIP Updates</p> <p>Pupil premium and Sports Premium report</p> <p>Receive School Annual Safeguarding/ LAC Reports</p> <p>Headteacher/Principal's report</p> <p>Governor visits reports Financial update</p> <p><b><u>Governance development</u></b></p> <p>Clerk's Update Governor training Governor Development Plan</p>		<p><b><u>Procedural</u></b></p> <p>Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's Urgent business</p> <p><b><u>School management, monitoring and evaluating</u></b></p> <p>Standards Group meeting minutes</p> <p>Headteacher/Principal's report</p> <p>Review of school websites</p> <p>Governor visit reports</p> <p>Parent surveys reports</p> <p>Financial update</p> <p><b><u>Governance development</u></b></p> <p>Clerk's Update Governor training Governor Development Plan</p>		<p><b><u>Procedural</u></b></p> <p>Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's Urgent business</p> <p><b><u>School management, monitoring and evaluating</u></b></p> <p>Standards Group meeting minutes</p> <p>Governor visit reports</p> <p>Financial update</p> <p><b><u>Governance development</u></b></p> <p>Clerk's Update Governor training Governor Development Plan</p>	
2018/19 Policy Review	Teacher's Pay Policy Sept 18		School Child Protection & Safeguarding Policy 2017 Nov 18  Support Staff Pay Policy Nov 18		Equality & Diversity Policy Mar 19		Governing Board and Committee TOR May 19	
Standards meetings (SG) / Governors Days dates			SJH SG-Data 05/02/19 4pm – 6m  WP&SJH Pay Reviews 20 Nov 18 4pm  WP SG-Primary Data 14/11/18 4-6pm		Governors Day 20/03/19			
Finance meeting dates			29/10/18 5pm		28/01/19 5pm 11/03/19 5pm		13/05/19 5pm	

	<b>17 July 2019 at 5pm</b>						
	<p><b><u>Procedural</u></b></p> <p>Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's Urgent business</p> <p><b><u>School management, monitoring and evaluating</u></b></p> <p>Standards Group meeting minutes</p> <p>Headteacher/Principal's report      <b>H/P</b></p> <p>Governor visit reports      <b>Govs</b> Financial update</p> <p>Headline figures on SATs      <b>HT</b></p> <p>Financial update      <b>Govs</b></p> <p><b><u>Governance development</u></b></p> <p>Clerk's Update Governor training Update Governor Development Plan – new items for following year</p> <p>Election of Chair and Vice Chair Appoint Governors with specific responsibilities for the year ahead</p>						
2018/19 Policy Review	<p>Appraising Policy for Teaching Staff July 19</p> <p>Appraising Policy for Support Staff July 19</p>						
Standards meetings / Governors Days dates							
Finance meeting dates	08/07/19 5pm						