

GOVERNANCE PLAN 2020/2021 – Whitleigh Primary School and Sir John Hunt CSC Federation

	07 October 2020 at 5pm Start of year FGB Business Meeting		04 November 2020 at 5pm FGB meeting		03 March 2021 at 5pm FGB Meeting		26 May 2021 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 MAT discussion Governor visits reports</p> <p><u>Governance development</u> Clerk's Update Meeting Structure format Proposed meeting dates FGB and Committee TOR</p>	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 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 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 Govs H/P Govs
Standards meeting dates			10/11/20 WCPS Standards 4-5pm 12/11/20 WPSJH Pay Reviews 4-6pm 19/11/20 SJH Standards 4-5pm 10/02/21 SJH Standards- 4-5pm 24/02/21 WCPS Standards 4-5pm		05/05/21 SJH Standards 4-5pm		09/07/21 WCPS Standards 4-5pm	
Resource meeting dates	19/10/20 at 4pm		22/02/21 at 4pm		29/03/21 at 4pm 10/05/21 at 4pm		05/07/21 at 4pm	
2020/21 Policy Review	Instrument of Government Sept 20 Teacher's Pay Policy Sept 20 School Child Protection & Safeguarding Policy Nov 20 Support Staff Pay Policy Nov 20 Teacher Capability Policy Nov 20		Charges and Remissions Policy Apr 21 Equality & Diversity Policy Mar 21 Managing Allegations of Abuse Against Staff & Volunteers Policy Mar 21		Governors Board and Committee TOR May 21 Governors' Expenses Policy May 21 Grievance Policy May 21 Compliments Concerns and Complaints Policy May 21 Data Protection & GDPR Policy May 21 Privacy Notices May 21 Records, Retention, Destruction and Archive Policy May 21		Appraisal Policy for Support Staff Jul 21 Appraisal Policy for Teaching Staff Jul 21 Disciplinary Policy & Procedure May 21 Leave of Absence Policy Jul 21	

	<p>14 July 2021 at 5pm End of year FGB Business Meeting</p>							
	<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 2021-22 Meeting dates</p>	<p>H/P H/P Govs H Govs H/P Govs</p>						
Standards meeting dates								
Resource meeting dates								
2020/21 Policy Review								