

GOVERNANCE PLAN 2017/2018 – Whiteleigh Primary School and Sir John Hunt CSC Federation

	20 September 2017 at 5pm		29 November 2017 at 5pm		21 February 2018 at 5pm		21 March 2018 at 5pm Governors Day – Pupil Premium	
	<u>Procedural</u> Complete annual pecuniary interest forms and Code of Conduct Declaration of interests Governors Skills Audit to be completed Minutes of the last meeting Matters arising Chair's and Head's Urgent business <u>School management, monitoring and evaluating</u> GCSE and A' Level Headlines Updates Report from safeguarding governors (inc SCR) Financial Update <u>Governance development</u> Clerk's Update Governor training Governor Action Plan		<u>Procedural</u> Declaration of interests Minutes of last meeting Matters arising Chair's and Head/ Principals Urgent business Approve term dates and training days for following academic year <u>School management, monitoring and evaluating</u> Standards Group meeting minutes (Primary Data) Chair SEF an CIP Updates Pupil premium and Sports Premium report Receive School Annual Safeguarding/ LAC Reports and report from Safeguarding Governors. Headteacher's/Principal report Governor visits reports Financial update <u>Governance development</u> Clerk's Update Governor training Governor Action Plan		<u>Procedural</u> Declaration of interests Minutes of last meeting Matters arising Chair's and Head/Principals Urgent business <u>School management, monitoring and evaluating</u> Standards Group meeting minutes (SJH Data & Ofsted) Chair Annual Services for Schools SLA Agreement Governor visit reports Financial update <u>Governance development</u> Clerk's Update Governor training Governor Action Plan		<u>Procedural</u> Declaration of interests Minutes of last meeting Matters arising Chair's and Head/Principals Urgent business <u>School management, monitoring and evaluating</u> Headteacher's/Principals report Review of school websites Governor visit reports Parent surveys reports Financial update <u>Governance development</u> Clerk's Update Governor training Governor Action Plan	
		SJH H/P Govs		WP H/P WP/ SJH WP/ SJH Govs H/P Govs Govs		SJH WP/ SJH Govs Govs		H/P Govs Govs WP/ SJH Govs
2017/18 Policy Review	Health & Safety Policy Oct 17 Instrument of Government Jul 18 Teacher's Pay Policy Sept 17		Support Staff Pay Policy Nov 17 Teacher Capability Policy Jan 18		Safeguarding Policy Feb 18		Equality and Diversity Policy Mar 18 Grievance & Disciplinary Policies Apr 18 Managing Allegations of Abuse Against Staff and Volunteers Policy Apr 18	
Standards meetings (SG) / Governors Days dates			SJH SG-Data & Ofsted 17/01/18 WP & SJH Pay Reviews 20/11/17 5pm WP SG-Primary Data 22/11/17				Governors Day – 21/03/18 Pupil Premium & Governor Competency Framework Focus	
Finance meeting dates	14/09/17 5pm		20/11/17 6pm		12/02/18 5pm		12/03/18 5pm	

	16 May 2018 at 5pm		11 July 2018 at 5pm					
	<u>Procedural</u> Declaration of interests Minutes of last meeting Matters arising Chair's and Head/ Principals Urgent business <u>School management, monitoring and evaluating</u> Governor visit reports Financial update <u>Governance development</u> Clerk's Update Governor training Update		<u>Procedural</u> Declaration of interests Minutes of last meeting Matters arising Chair's and Head/Principals Urgent business <u>School management, monitoring and evaluating</u> Headteacher's/Principals report Governor visit reports Financial update Headline figures on SATs <u>Governance development</u> Clerk's Update Governor training Update Governor Action Plan – new items for following year Election of chair and vice chair Appoint Governors with specific responsibilities for the year ahead	H/P Govs HT Govs				
2017/18 Policy Review	Compliments Complaints Policy May 18 Governors' Expenses Policy May 18 Staff Smoking at Work Policy June 18 Governing Board and Committees TOR May 18		Appraisal Policy for Teaching Staff Jul 18 Appraisal Policy for Support Staff Jul 18 Leave & Leave of Absence Policy Jul 18 Instrument of Government Jul 18					
Standards meetings / Governors Days dates								
Finance meeting dates	08/05/18 5pm		06/07/18 5pm					