

## Woodland Primary School Governing Body Year Planner 17-18

School Term	<b>GB Core Function 1: Setting strategic direction.</b>	<b>GB Core Function 2: Creating robust accountability</b>	<b>GB Core Function 3: Ensuring best use of financial resources.</b>	<b>Governing body's organisational efficiency and effectiveness</b>
Autumn	<p>Evaluate what was achieved last year – overview national test results and teacher assessments.</p> <ul style="list-style-type: none"> <li>• Review the aims/vision statement</li> <li>• Agree focus priorities for the year – review the SDP/SIP</li> <li>• Approve the SDP/SIP</li> </ul>	<p>Review headteacher and deputy performance and pay</p> <ul style="list-style-type: none"> <li>• Ensure every teacher has an appraisal and salary review</li> <li>• Review performance data, Raise online FFT</li> <li>• Agree school performance targets including attendance (good practice)</li> <li>• Monitor data on attendance/absence, pupil exclusion, racist incidents etc. (usually in the second part of the term)</li> <li>• Receive report on safeguarding through headteacher's report</li> </ul>	<p>Publish details of use of pupil premium and sports premium and its impact</p> <ul style="list-style-type: none"> <li>• Review whole school pay policy</li> <li>• Receive budget monitoring reports</li> <li>• Benchmarking</li> </ul>	<ul style="list-style-type: none"> <li>• Elect chair and vice chair (committee chairs can be elected at the FGB meeting or at individual committees)</li> <li>Appoint clerks to committees or agree to delegate this to each committee</li> <li>• Review the Scheme of Delegation and committee structure (including terms of reference) and membership</li> <li>•</li> <li>• Ensure school website includes all information required by DfE</li> <li>• Plan the induction of new governors</li> <li>• Review GB Code of Conduct</li> <li>• Review roles and responsibilities of individual governors</li> <li>• Agree programme of governors visits and monitoring plan</li> </ul>

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				<ul style="list-style-type: none"> <li>• Set objectives for the GB linked to SDP/SIP</li> <li>• Review and plan to meet governors' training needs</li> <li>• Ensure schedule in place to review all relevant policies through the year</li> </ul>
Spring	<ul style="list-style-type: none"> <li>• Review progress of the SDP/SIP</li> <li>• Feedback on governors' visits</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor pupil performance</li> <li>• Monitor performance management of the headteacher</li> </ul>	<ul style="list-style-type: none"> <li>• Complete SFVS and send to the LA by 31 March</li> <li>• Review staff structure</li> <li>• Receive budget monitoring reports</li> <li>• Approve budget ( Finance Committee)</li> <li>Review SLA's</li> <li>• Monitor Health &amp; Safety</li> </ul>	
Summer	<ul style="list-style-type: none"> <li>• Review progress of SDP/SIP</li> <li>• Start preparing/reviewing the SDP/SIP for the next academic year</li> <li>• Feedback on governors' visits</li> </ul>	<ul style="list-style-type: none"> <li>• Report to parents on the policy for children with SEN</li> <li>• Review appraisal policy</li> <li>• Review:               <ol style="list-style-type: none"> <li>i. Admissions and destinations of school leavers</li> <li>ii. Attendance of pupils and staff</li> <li>iii. Pupil exclusions for the year</li> <li>iv. Child protection policy and procedure</li> </ol> </li> <li>• Receive report on safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and return Consistent Financial Report (CFR) declaration</li> <li>• Audit school fund</li> <li>• Review staff pay</li> <li>• Receive budget monitoring reports</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct self-review of the GB effectiveness. 360 review of Chair and individual members.</li> <li>• Prepare and publish an annual statement taking account of the outcomes of the self-review and including:               <ol style="list-style-type: none"> <li>i. The governance arrangements that are in place, including the</li> </ol> </li> </ul>

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		<p>(unless done in autumn term)</p> <ul style="list-style-type: none"> <li>• Appoint governors to conduct headteacher's performance review – ensure appropriate training has been completed</li> </ul>		<p>remit of any committees;</p> <p>ii. The attendance record of individual governors at board and committee meetings;</p> <p>iii. An assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen;</p> <ul style="list-style-type: none"> <li>• Review composition of GB for coming academic year and publish details of governance arrangements on the website</li> <li>• Agree calendar of meetings against the school calendar events and key dates</li> </ul>
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Things to consider:

- Appointment of governors (as and when required)