

## Boroughbridge Primary School & Nursery Governing Board Meeting Agenda Cycle 2017/18

### **Autumn 1: 27 September 2017**

#### **Statutory Requirements:**

- Complete all relevant forms / declarations
- Confirmation re: Safeguarding responsibilities

#### **Approve:**

- Autumn Term School Improvement Plan (SIP) Priorities
- Any Staffing Structure Changes
- Scheme of Delegation: remit of responsibilities
- GB Meetings' Agenda Cycle

#### **Review / approve:**

- Pupil Residentials
- Budget Management Policy: Scheme of Delegation

### **Autumn 2: 15 November 2017**

#### **School Improvement:**

##### **Formalise:**

- Pupil progress / attainment targets.

##### **Head Teacher (HT) Interim Report**

- School Improvement Reports (including Pupil Data)
- Review of this term's SIP Priorities
- Budget Implications
- **Human Resources:**
  - Staffing update
  - Confirmation that Performance Management for teaching staff completed by 31 October.

##### ➤ **Premises**

#### **Governor Reports:**

##### ➤ **Monitoring / Link**

- SIP Governor Monitoring / Link
- Health and Safety: including near misses

##### ➤ **Non Monitoring / link**

##### ➤ **GB Action Plan progress**

##### ➤ **Governor Continuous Performance Development (CPD)**

#### **HT other:**

Policy Review as per Governors Yearly Planner

In addition **Governors must review:**

- Performance Related Pay Policy
- Safe Guarding Policy
- Complaints Policy

### **Autumn 3: 13 December 2017**

#### **School Improvement:**

#### **Headteachers Full Report:**

(Utilising agreed format)

##### **To include:**

- SIP Progress including Spring Term Priorities
- Pupil Achievement & Progress data
- Family Fischer Trust Aspire Data
- Complaints stats and any resultant outcomes.
- Bullying incidents
- Attendance / absence
- HR / Staffing update

#### **Education Advisor Report**

#### **Finance:**

- Revised Budget / Monitoring Statement & Forward Plan

#### **Governor Reports:**

##### ➤ **Monitoring / Link**

- Review of this term's SIP Priorities
- Safe Guarding
- Health and Safety: including near misses

##### ➤ **Non Monitoring / Link**

##### ➤ **GB Action Plan progress**

##### ➤ **Governor CPD**

**NB.** Actions required pre / post HMI or other school inspections to be incorporated into the most appropriate GB Meeting.  
Actions required regarding Academisation / other potential changes to school model to be incorporated into the most appropriate GB Meeting

## Boroughbridge Primary School & Nursery Governing Board Meeting Agenda Cycle 2017/18

### **Spring 1: 21 February 2018**

#### **School Improvement:**

##### **HT Interim Report re:**

- School Improvement (including Pupil Data)
- SIP Progress

##### **Reports**

- Pupil Premium: mid-year progress / impact
- Sports Premium: mid-year progress / impact

##### **Finance:**

- **Benchmarking**
- Areas highlighted for review
- Action Plan for any improvement recommendations.
- **SFVS Draft for approval / signing off**

##### **Governor Reports**

- **Monitoring / Link**
- Review of this term's SDP Priorities
- **Safe Guarding: including Audit for approval / signing off**
- Health and safety: including near misses
  
- **Non Monitoring / Link**
  
- **GB Action Plan progress**
  
- **Governor CPD**

### **Spring 2: 28 March 2018**

#### **School Improvement:**

##### **HT Full Report to include:**

- SIP Progress including Summer Term Priorities
- Pupil Achievement & Progress data
- Complaints stats and any resultant outcomes.
- Bullying incidents
- Attendance / absence
- HR / Staffing update

##### **Reports:**

- Pupil Premium
- Sports Premium
- Education Advisor

##### **Governor Reports**

- **Monitoring / Link**
- Review of this term's SDP Priorities
- **Safe Guarding: including Audit for approval / signing off**
- Health and safety: including near misses
  
- **Non Monitoring / Link**
  
- **GB Action Plan progress**
  
- **Governor CPD**

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## Boroughbridge Primary School & Nursery Governing Board Meeting Agenda Cycle 2017/18

### Summer 1: 16 May 2018

#### School Improvement:

##### HT Interim Report re:

- School Improvement (including Pupil Data)
- SIP Progress

##### Finance / Resources:

- Draft Start Budget including impact of Performance Pay Panel re: costs.

##### Governor Reports:

- **Monitoring / Link**
  - Review of this term's SIP Priorities
  - Safe Guarding
  - Health and Safety: including near misses
- **Non Monitoring / Link**
- **GB Action Plan progress**
- **Governor CPD**

### Summer 2: 20 June 2018

#### School Improvement:

##### HT Full Report to include:

- SIP Progress
- Pupil Achievement & Progress data
- Complaints stats and any resultant outcomes.
- Bullying incidents
- Attendance / absence
- HR / Staffing update

##### Reports:

- Pupil Premium: impact
- Sports Premium: impact
- Education Advisor

##### Governor Reports:

- **Monitoring / Link**
  - Review of this term's SIP Priorities
  - Safe Guarding
  - Health and Safety: including near misses
- **Non Monitoring / Link**
- **GB Action Plan progress**
- **Governor CPD**

### Summer 3: 11 July 2018

#### School Improvement

##### Reports / updates:

- HT
- Governor Monitoring / Link
- Other Governor Reports

##### Governing Board Evaluation

- Skills Audit
- Chairs 360 Review
- Gobs self evaluation & CPD requirements
- Twenty Questions a GB to ask itself
- GB Constitution and plan for next year
- GB Structure / Model and plan for next Academic Year

##### Chair and Vice Chair Elections

##### Agree:

- Allocation of Governors to Monitoring / Link Roles
- Independent Advisor for HT Performance Review.

##### Panel Membership for:

- HT Performance
- Staff Performance Related Pay
- Review / appeals re: above
- Complaints
- Complaints Appeal

##### Review: Draft Governor Annual Statement

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