

**Boroughbridge Primary School and Nursery Governors Year Planner September 2017 – August 2018**

**School holidays have been omitted: we carry on working!**

**Activity**

**On-going throughout the Academic Year**

Organise Induction, support & training for Governors

Governor School visits

Monitor School Improvement Plan (SIP)

Monitor Costing for SIP

Health & Safety (H&S)

Safe Guarding

Review Quality of Teaching

Receive Curriculum Area Reports

Review Safe Guarding arrangements

Asset Management Plan

Monitor Pupil Premium (Spend, impact)

Monitor Sports Premium (Spend, impact)

Budget review

Exec Head Teacher (HT) Performance Reviews

Ensure **Register of Business Interests of Governors**

Maintained accurately throughout the year.

**Assigned to**

Chair of Governors (CofG)  
& Designated Governor (Gov)

All Governors (Govs)

School Improvement Govs (SI)  
Resources (Res.)

Res, Governing Board (GB)

H&S Gov, GB

Safe Guarding(SG) Gov

SI, GB

SI, GB

SI, GB

Res.GB

SI, GB

SI, GB

Bursar, Res. Head, GB

HT Performance Related Pay Panel  
(PRPP)

GB

**Comments / notes / evaluation**

**Autumn Term**

Determine Gov. Training needs	GB
Agree School Improvement Plan	GB & EH
Receive Head teacher (HT) Report	GB
Set Head teacher Performance Targets	HTPRPP, Ext Advisor
Set Pupil Performance Targets	HT, GB
Review National Test results	HT, GB
Receive report from L.A & External Education Advisor	GB
Scheme of Delegation: responsibilities / remit of school personnel and Gvs / GB	GB
Review / approve Pupil Residentials	GB

<u>Comments / notes / evaluation</u>
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Policy Review Cycle: delegated to Senior Leadership Team (SLT)	SLT report review completion to:
<ul style="list-style-type: none"> <li>○ Accessibility Policy</li> <li>○ Attendance Targets</li> <li>○ Equal Opportunities Policy</li> <li>○ Exclusion of Pupils</li> <li>○ Race Equality Policy</li> </ul>	<b>Chair / GB</b>
<ul style="list-style-type: none"> <li>○ Information Policy</li> <li>○ Health &amp; Safety Policy</li> <li>○ Internet &amp; e-mail Policy</li> </ul>	<b>Chair / GB</b>
<p><b>The following to be reviewed by Governing Board:</b></p> <ul style="list-style-type: none"> <li>○ Performance Related Pay Policy</li> <li>○ Budget Management Policy including Scheme of Delegation &amp; Terms of Reference</li> <li>○ Governors' Allowance Policy</li> <li>○ Governor Visits</li> <li>○ Register of Business Interests of Governors</li> <li>○ Safe Guarding Policy</li> <li>○ Child Protection Policy</li> <li>○ Complaints Policy</li> </ul>	

## Spring Term

Agree Curriculum Plans	SI,GB
Review School Development Plan Progress	GB
Budget review	Bursa, Res, GB
Agree Budget & Staffing Structure	Res, GB
Update on Teachers Progress re: Performance Pay Policy	HT to PRPP
Monitor School Development Plan	SI, Res & GB
Receive report from Education Advisor	GB
Safeguarding Audit to completed /signed off by GB & submitted to Local Authority by <b>31/3/18</b>	SG Gov, HT
Schools Financial Value Standard (SFVS) to be completed / signed off by GB & submitted by <b>31/3/18</b>	Res Govs

<u>Comments / notes / evaluation</u>

<b>Policy Review Cycle: delegated to Senior Leadership Team (SLT)</b>	<b>SLT report review completion to:</b>
<ul style="list-style-type: none"> <li>○ Teaching and Learning Policy</li> <li>○ Early Years Foundation Stage</li> <li>○ Homework Policy</li> <li>○ Special Education Needs</li> <li>○ Sex Education Policy</li> <li>○ Special Educational Needs Policy</li> <li>○ Drugs (Education &amp; management of drug-related incidents) Policy</li> </ul>	<b>Chair / GB</b>
<ul style="list-style-type: none"> <li>○ Charging Policy</li> <li>○ Lettings Policy</li> <li>○ Whistle blowing Policy</li> <li>○ Review of Staffing Structures document</li> <li>○ Admissions Policy</li> <li>○ Recruitment and Selection Policy</li> </ul>	<b>Chair / GB</b>

## Summer Term

Receive report from Local Education Advisor (LEA)	GB
Review attendance of pupils, staff & governors	GB
Review Pupil Exclusions for the year	GB
Review School Development Plan	GB
Review HT. Report on Performance Management (Pay recommendations)	PRPP & FGB
Review teachers & staff pay recommendations	PRPP & FGB
Budget review	Bursa, Res, GB
Elect Chair, Vice Chairs & Appoint Clerk	GB
Governors Annual Statement	CofG to GB

### **Review:**

- Governing Body: Performance & Procedures GB
- FGB membership & effectiveness:, carry out: GB
  1. FGB Skills Audit
  2. 'Twenty Questions'
  3. Instrument of Governance
  4. Chairs 360 Review
  5. Gobs self Evaluation GB
- Scheme of Delegation GB
- Review Governor Visits GB
- Review Governor Training GB
- Set meeting dates for the next academic year GB

### Comments / notes / evaluation

Policy Review Cycle: delegated to Senior Leadership Team (SLT)	SLT report review completion to:
<ul style="list-style-type: none"> <li>○ Child Protection Policy (MUST be agreed by GB)</li> <li>○ Use of Force to Control or Restrain pupils</li> <li>○ Use of Images and Photographs</li> <li>○ Home-School Agreement Policy</li> <li>○ Collective Worship Policy</li> <li>○ Record of Racist Incidents</li> <li>○ Register of Pupils</li> <li>○ Freedom of Information Act – Publication Scheme</li> <li>○ Nutritional Standards, Healthy Eating and Drinking</li> </ul>	<p><b>Chair / GB</b></p>
<ul style="list-style-type: none"> <li>○ Staffing Structure Policy</li> <li>○ Staff Appraisal Policy</li> <li>○ Procedures for addressing Staff Discipline Conduct and Grievance</li> </ul>	<p><b>Chair / GB</b></p>