



Year Plan
and
Visits Framework

2020-2021

Purpose

The purpose of this document is to provide a meeting structure, which includes a visits framework for Governors to ensure that effective working relationships can be built with school staff and the context in which they work. These visits are not about making judgments on the quality of teaching; that is the Headteacher's and SLT's responsibility. They should also not be focusing on the progress of individual students or be using visits for personal agendas.

This document also outlines the requirements to ensure that Governors comply with safeguarding regulations when visiting school.

Governors are then able to observe the implementation of policies and plans on a day-to-day basis, and their findings should help the whole Governing body and its committees make well-informed judgments about the progress being made towards the priorities and targets in the SDP. This process will enable the Governing body to recognise and celebrate the efforts and successes of students and staff and to identify further areas for development.

Governing Body Year Plan 2020-2021

Date	Meeting	Agenda Items	Staff Attending
AUTUMN TERM : September - December			
14th September 2020	Full Governing Body Business meeting	<ul style="list-style-type: none"> • Election of Chair and Vice Chair and agree term of office • Appoint linked Governors • Agree Committee membership • Confirm calendar of Governing Body meetings and agree Schedule of Work • Consider proposal to re-constitute and agree date and model • Appoint Headteacher's Performance Management Panel and external adviser • Consider governor training • Agree programme of visits for Governors • Appoint new Governors including parent governors • Review policies: <ul style="list-style-type: none"> ○ Code of Conduct Staff & Visitors ○ Safeguarding and Child Protection ○ Special Educational Needs ○ Admission for school and Nursery policies ○ Medical policy ○ Pay policy • Terms of Reference • Pecuniary Interest and Declaration • Pen Portraits • Instrument of Governance • Staffing Structure final review 	
21 October 2020	Finance, Personnel & Resources Committee	<ul style="list-style-type: none"> • Election of Chair • Review Terms of Reference • Business Manager's Finance Report (20 mins) <ul style="list-style-type: none"> ○ Adopt Finance Manual, Scheme for Finance in Schools and Personnel Handbook <ul style="list-style-type: none"> ▪ Includes Risk Management Statement & Risk Register ○ Financial Schedule Delegation ○ Cash flow forecast ○ School budget • Monitor staff sickness absence to Summer 2020 • PM/Appraisal : Teachers & Support staff • Staff Appointments • Review policies: <ul style="list-style-type: none"> ○ Charging ○ Governor Allowances ○ Data Protection ○ Fraud ○ CCTV ○ Disciplinary Procedure ○ Information Sharing ○ Data Breach ○ Leave of Absence(changes re Covid 19) ○ Records Management ○ Retention 	

		<ul style="list-style-type: none"> ○ Sickness Absence(changes re Covid 19) 	
18 November 2020	Teaching and Learning Committee	<ul style="list-style-type: none"> • Election of Chair • Review Terms of Reference • Review 2019/2020 examination results • Review 2019/2020 success of Pupil Premium interventions • Check Policy review schedule • Review curriculum content for 2019-2020 • Agrees Curriculum Committee Governors training needs for current year <ul style="list-style-type: none"> ○ Receives reports for data, target setting and subjects • Newly appointed staff • Review Policies: <ul style="list-style-type: none"> ○ Educational Visits ○ Intimate Care ○ Teaching and Learning 	
16 December 2020	Full Governing Body	<ul style="list-style-type: none"> • Approve and publish Annual Letter to Parents • Publish list of Governors and associate members on website • Update and publish register of pecuniary interests and attendance of Governors on website • Receive and approve SDP 2020/2021 • Receive Annual Subject Reports • Receive termly Safeguarding Report • Approve statutory FS, KS1 and KS2 targets for 2020/2021 • Receive Headteacher's report for Autumn Term • Receive date of HT PMD • Review policies: • Induction – Governors • Ratify policies from F,P & R and T & L committees 	

SPRING Term: January – April			
Date	Meeting	Agenda Items	Staff Attending
21 January 2021	Teaching and Learning Committee SDP Focus meeting	<ul style="list-style-type: none"> • Receive reports from: Pupil Premium and SEND • Curriculum review • Target focus areas upon receipt of SDP • Review of policies: <ul style="list-style-type: none"> ○ Appraisal ○ Marking and Feedback ○ Mobile Phone, Smart Watch and Camera ○ Phonics Statement ○ Pupil Premium 	
24 February 2021	Finance, Personnel & Resources Committee	<ul style="list-style-type: none"> • Review SDP progress: Premises • Monitor and review budget expenditure 2020-2021 • Receive Annual Governors' Report on H&S • Monitor and review current contracts and renewal dates • Monitor staff sickness / absence – Autumn Term 	

		<ul style="list-style-type: none"> • Monitor support staff – Terms & Conditions • Review policies: <ul style="list-style-type: none"> ○ Fire Safety (inc. Evacuation) ○ Lone Working on School Premises ○ Health & Safety ○ Lettings ○ Pay & Performance Assessment ○ Staff Appointments 	
17 March 2021	<p>Teaching and Learning Committee</p> <p>SDP Focus meeting</p>	<ul style="list-style-type: none"> • Receive reports from: EAL and G+T • Review and monitor specified curriculum area • Review effectiveness of Pupil Premium funding • Receive report on likelihood of reaching statutory targets • Review policies: • Complaints • Volunteer 	
24 March 2021	<p>Full Governing Body</p>	<ul style="list-style-type: none"> • Receive Headteacher’s report for Spring Term • Receive Committee reports and review/approve policies • Receive report from Link Trustee responsible for Governor training • Receive reports on Governors Visits • Receive report on governor training and agree further training • Receive termly Safeguarding Report • Receive Health & Safety report • Receive progress report on SDP and Action Plan 	
SUMMER Term: May - July			
Date	Meeting	Agenda Items	Staff Attending
26 May 2021	<p>Finance, Personnel & Resources Committee</p> <p>Budget setting</p>	<ul style="list-style-type: none"> • Review prospectus information on the website • Monitor and review budget expenditure 2020/2021 • Benchmark management information with statistical neighbours • Receive H&S update • Receive H&S update on actions since Trustee H&S audit • Receive report on staffing structure for 2020-2021 • Monitor staff sickness absence Spring Term • Review policies <ul style="list-style-type: none"> ○ Safer Recruitment ○ Whistleblowing ○ Post holders requisition 	
16 June 2021	<p>Teaching and Learning Committee</p>	<ul style="list-style-type: none"> • Review and monitor specified curriculum area • Review Pupil Premium Impact • Self-assessment of Curriculum Committee and plans for next year (incl. training needs) • Review relevant policies: <ul style="list-style-type: none"> ○ Initial Teacher Training ○ Social Networking ○ Confidentiality 	

14 July 2021	Full Governing Body	<ul style="list-style-type: none"> • Receive Committee reports • Unverified KS2 data attainment/progress • Review effectiveness of Pupil Premium • Receive termly Safeguarding Report • Receive report from Link governor responsible for Governor training • Receive reports on Governors Visits • Review/approve policies • Receive progress report on SDP and pre-Ofsted Inspection Plan • Review SDP strategic areas • Agree Governor visit schedule for next academic year • Receive timetable update for next academic year 	
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TERM DATES: ACADEMIC YEAR 2020 – 2021			
	1st day of holiday:	Last day of holiday:	
Start of term:	1 September 2020		
Half term holiday:	26 October 2020	30 October 2020	
Christmas holiday:	21 December 2020	4 January 2021	
Half term holiday:	15 February 2021	19 February 2021	
Easter holiday:	29 March 2021	9 April 2021	
Half term holiday:	31 May 2021	4 June 2021	
Summer holiday:	21 July 2021	1 September 2021	

Membership of Governing Body			
Governor	Category	Term Start	Term End
Tariq Mahmood	Parent	24.05.18	23.05.20
Chris Davidson	Headteacher	01.09.18	31.08.22
Vacant	Parent	25.06.18	24.06.22
Bianca Jeffery	Parent	01.03.17	28.02.21
Naheed Sultan	Parent	08.01.19	07.01.23
Abdul Azad	Staff	02.09.18	01.09.22
Judith Chapman	Co-Opted	08.11.19	07.11.23
Vacant	Co-Opted		
Vacant	Co-Opted		
Kerry Watson	LA	11.09.19	10.09.23

Committee membership	
Finance, Personnel and Resources <i>(Money)</i>	Teaching and Learning <i>(Pupils)</i>
Tariq Mahmood	Kerry Watson
Naheed Sultan (Vice Chair)	Bianca Jeffrey(Chair)
Chris Davidson	Abdul Azad
Natalie Carson	Chris Davidson
Kelly O'Dowd	Natalie Carson
	Judith Chapman