Shire Oak Primary School Governing Body – Work Plan 2022-23 <mark>(DOCUMENT UPDATED 11 OCT 22)</mark>

Introduction

Our aim is to organise and plan the work of the GB in such a way that we can achieve the following objectives:

- To review all major areas of work/activity throughout the year in a timely way.
- To specify the inputs/papers/evidence that will be needed in relation to each area of activity.
- To specify precisely when papers will be needed.
- To link the GB work programme to the school improvement cycle so that we can be certain that relevant data is available when it is needed.

Committee chairs will wish to consider as the year progresses whether any changes are needed. They should however ensure that any new items requiring papers are discussed with the HT in good time so their production can be scheduled (for oral items inclusion in the draft agenda is sufficient). If chairs judge an item can be dropped they should satisfy themselves that this does not put at risk any statutory duties or inadvertently reverse previous GB decisions (e.g. on frequency of review for individual policies) and report their decision to FGB. Retention of a short item on the relevant committee agenda may be the most convenient way to do both these.

It is a statutory requirement that minutes of, and papers to be considered at, committee meetings should be distributed 7 full days prior to the meeting (see terms of reference for FGB and committees).

When considering the documentation that is needed for any items please try to consider what is available and relevant from the following sources:
- Internal school info e.g. pupil progress data; SLT reports
- Existing policy/procedure documents or action plans
- Governor reports e.g. school visit or monitoring reports
- External reports e.g. SIA visit reports; HMI/Ofsted; school advisor/consultant reports
- Info from pupils and parents e.g. School Council reports; pupil and parent surveys
- Info from staff e.g. staff survey; feedback on issues areas of work
- Research evidence/reports.

Where an item is listed for a Committee and then →FGB, this means that the item will have been extensively discussed in Committee and there will then be a report to FGB, preferably with a clear instruction to FGB as to what it should do e.g. "For information"; "to agree recommendations" etc. To avoid the need for additional papers Chairs may wish to ensure action required of FGB is made explicit in the Committee minutes.

Abbreviations: TLPS=Teaching, Learning, Partnerships and Support. FGB=Full Governing Body. HT=Head Teacher, DHT=Deputy Head Teacher, SLT=Senior Leadership Team. GSS=Governor Support Service, LCC=Leeds City Council. SO=Shire Oak. SDP=School Development Plan. SMSC=Spiritual, moral, social and cultural (development). SIA=School Improvement Adviser. SLA=Service-level agreement. SFVS=Schools Financial Value Standard.

Area of Work /Action	FGB/ Committee/Person	FGB/Committee Date	Date for papers	Inputs	specific comments
Review HT performance	Performance Management govs→ Recommendation to Pay Committee	15 September		SIA support Evidence from HT	Pay Committee to report to governing board meeting on 23 November
Election of chair/vice chair	FGB	19 September at 7pm – rearranged to 26 Sept	12 September		
Complete business interest form	FGB	19 September [26 Sept]	12 September	Template form to be completed at meeting	
Sign Code of Conduct	FGB	19 September[26 Sept]	12 September		
Agreement of alternative methods for governing board meetings	FGB	19 September[26 Sept]	12 September		
Agree committee terms of ref, delegation, etc.	FGB	19 September[26 Sept]	12 September	Draft terms of ref. from GSS amended for SO	
Appoint committee chairs, secretaries, members	FGB	19 September[26 Sept]	12 September		
Partnership governance arrangements	FGB	19 September[26 Sept]	12 September		
Appoint governors with special responsibilities	FGB	19 September[26 Sept]	12 September	Paper setting out what these are	
Assessment	FGB	19 September[26 Sept]	12 September	To be covered in the TLPS meeting in depth	
Approve updated risk assessment	FGB	19 September[26 Sept]	12 September		
HT plans to review current self evaluation	FGB	19 September[26 Sept]	12 September		
Review School improvement plan	FGB	19 September[26 Sept]	12 September		

Agree arrangements for the performance management of the Headteacher	FGB	19 September[26 Sept]	12 September	Performance management Committee and External adviser to be agreed	
Agree delegated authority for financial transactions including signatories	FGB	19 September[26 Sept]	12 September	Delegated contract and virement limits, authorised signatories for signing orders, invoices and petty cash claims presented by Headteacher	
Policy review: • Child Protection • Keeping Children Safe in Education • Teacher Pay Policy	FGB	19 September[26 Sept]	12 September	Model policies from the Local Authority Pay – if available, often later	
Budget monitoring including consideration of quotes for major expenditure & Best Value reviews	Resources → FGB	11 October		SLA document completed by Jackie in May 22 Finance report from Admin Quotes for expenditure	
Government grant funding: • Covid-19 catch-up funding • PE and sports premium • Pupil Premium • Special education needs and disabilities (SEND) top up funding	Resources	11 October		Impact of 2020/21 funding and report on how 2021/22 funding is being spent.	Pupil Premium and sports premium funding reports to go on website.
Review actions from SFVS	Resources	11 October		Headteacher to highlight any actions from 2020/21 SFVS	
Staffing (incl monitoring of pupil numbers) and recruitment, including wellbeing	Resources	11 October		Update from Admin Headteacher report on review of staff structure and wellbeing of staff	
Review Staff Handbook	Resources	11 October		Draft amended Staff Handbook	
Review of Performance Management	Resources	11 October		Report from Headteacher on 2020/21 Performance Management Process and timescales	
Review of staff pay	Pay Committee/ Resources →	11 October		Recommendations from HT	Depending on timing this may need to be moved to

	FGB			HT report on performance management outcomes	Pay Committee or next meeting?
Policy review: • Teachers' Pay • Career Break • Managing workforce change	Resources	11 October			
Health and Safety Premises review	Resources	11 October		Report from Admin/ caretaker, if relevant	
Review Health and Safety	Resources	11 October		Headteacher Report on premises issues, accidents/near misses and first aid arrangements	
Risk management and GDPR	Resources	11 October		Headteacher report on managing risks including GDPR Review risk assessment	Covid-19 and non Covid-19
Educational visits	Resources	11 October		Headteacher report on trips and visits	
Discussion of SDP monitoring	Resources→ FGB	11 October		SDP with HT RAG comments related to the Committee	
?ACCEPT LCC Policies and Procedures	Resources to FGB	11 October		Can we agree to accept all LCC Policies and Procedures for the year ahead??	AN
Election of Chair	TLPS (Autumn term)	18 October at 1pm			
Assessment and preparation for statutory tests	TLPS → FGB	18 October		Information should be provided by cohort, prior attainment, gender, pupil premium, EAL, BME, SEND and CLA. Report on how school is assessing pupils in all year groups and how this information is being used, whilst also ensuring that data collection does not place unreasonable burdens on staff. Including diagnostic testing to identify and address gaps in learning.	These aren't on the model agenda, but seem important items to discuss
Quality of teaching	TLPS	18 October		Evidence from different sources should be presented and discussed which could include: Reports from teaching reviews, including book scrutiny, external	

				moderation, teaching school alliance, school improvement advisor or external consultants, latest data.	
Early reading and phonics	TLPS	18 October		Report on phonics scheme being used	
The national curriculum incl Covid-19 impact	TLPS →FGB	18 October		Report from Headteacher and or reports from middle leaders, governor visits, learning walks on: • Curriculum development • Teaching a broad and balanced curriculum • Remote learning • Multiplication table check • Reception baseline assessment • Early Years statutory framework • Covid-19 Catch up plans	
Attendance Behaviour and Attitudes	TLPS → FGB	18 October		• Registers of pupil admissions and pupil attendance • Attendance update • Behaviour update • Exclusions	
Safeguarding monitoring: child protection including actions from ARM	TLPS	18 October		Report from Headteacher/ Deputy Headteacher. Termly report from governor with responsibility for safeguarding	
Policy review: • Supporting Pupils with Medical Conditions • Assessment • Care and Control • Inclusion • Remote Learning Plan (2020-21 version on website)	TLPS	18 October			
Pupil Wellbeing	TLPS	18 October		Reports from HT, DHT	

Review provision for Children Looked After	TLPS	18 October		Report from Headteacher/Deputy Headteacher. Report from designated governor	
Review of Pupil personal development: SCMS	TLPS → FGB	18 October		Report from Headteacher on plans related to pandemic implications	
Stakeholder feedback: pupils and parents	TLPS →FGB	18 October		Minutes of school council meetings. Pupil survey results Report from SLT.	
Complaints Policy		18 October		AN - From model agenda	
Review school documentation/info: - Prospectus	TLPS	18 October		Existing documentation with proposed amendments	
Breakfast and after school club provision	TLPS	18 October		Written report from Headteacher	Not on model agenda, but needed I think here!
Review of School Development Plan this is monitoring of school improvement priorities on the model agenda	TLPS	18 October		SDP with HT RAG comments related to the Committee	
Review SEF	TLPS	18 October		Headteacher report on whether 'behaviour and attitudes' or 'personal development' sections in the SEF need to be updated.	
Mid year finance review	Finance team	14 November, am		Ann to attend from resources, Antonia attend at end. In particular review income and costs for Acorn club, impact of staff salary increases and impact of energy crisis	
Curriculum area report – External Data presentation – Becky Lawrence, LCC	FGB	Monday 21 November at 7.00pm		NA	
Assessment	FGB	21 November		Report from TLPS Committee	
Governor monitoring SDP	FGB	21 November		SDP with HT RAG comments Committee minutes	

Receive written report from HT	FGB	21 November		Questions on report	
Committee reports		21 November		Resources and TLSPS	
HT report on Performance management		21 November		Report on performance management 2021/22	
Approve the mid-year budget review	FGB	21 November		Review and approve the budget review virement form. This document details changes made to the approved budget following the budget review with your School Finance Officer	
Policy Review??		21 November		Which policies?	
Monitoring of SDP (relevant bits)	Resources (Spring Term)	17 January 9.30am		HT annotated version Govs monitoring reports	
Budget monitoring & consideration of virements	Resources ->FGB	17 January		Finance report from Admin Quotes for expenditure	
SLA's	Resources	17 January		Check jackie's document to make sure it's up to date for this financial year	
Complete SFVS	Resources ->FGB	17 January		SFVS template. To be completed by 31 March	
Policy review: - Charging and Remissions - FoI - Volunteer and Work Experience		17 January		Which policies need updating???	
Staffing and performance management update incl wellbeing	Resources	17 January		How does school listen and respond to the views of staff and ensure work/life balance? Governors may wish to review the resources available for Supporting governing boards -reducing teacher workload Staff survey in April??	
Audit of unofficial school funds	Resources	17 January		This is usually done by: FOSSOPS – Sally Dyson in December Other funds – Janet Matthews in April	
Update on the Acorn Club	Resources	17 January			

Finances Staffing					
Premises review - Health and Safety - Planned programme of repairs/improvements	Resources	17 January		Budget Health &Safety report Accidents or Near misses Sally and David to complete a health and safety walk together in Before end Dec 22	
Risk management & GDPR	Resources	17 January		Report from Headteacher to include GDPR	
Educational visits	Resources	24 January		Report on any school trips and visits planned including risk assessments	
Assessment	TLPS (Spring Term)	7 February at 1pm		Governors should receive a report which includes the most recent information and predictions for specific cohorts and groups such as disabled pupils, SEND, pupil premium. Information presented could include; Teacher assessment data, school's own tracking system, impact of pupil premium, and Covid-19 catch up funding, on outcomes for children, information presented by subject/key stage leaders, governor visit reports, data from Analysing School Performance data and Fischer Family Trust dashboards	
Quality of teaching	TLPS	7 February		Evidence from different sources should be presented including; reports from teaching reviews, including book scrutiny, external moderation or activity with the cluster, teaching school alliance, school improvement advisor or external consultants, latest data	
Early reading and Phonics	TLPS →FGB	7 February		Headteacher report on progress	
EYFS	TLPS	7 February		Report on EYFS framework e.g. - the early years foundation stage profile (EYFSP) assessment, moderation, the new reception baseline assessment,	

				Paediatric first aid (PFA).	
Attendance, behaviour and attitudes	TLPS	7 February		Report from Headteacher on attendance, behaviour and exclusions	
Safeguarding monitoring: child protection	TLPS	7 February		Reports from HT, DHT, Child Protection Gov, Designated Person	
Stakeholder engagement: Staff	TLPS →FGB	7 February		How does school listen and respond to the views of staff and ensure work/life balance? Governors may wish to review the resources available for Supporting governing boards -reducing teacher workload	
School food and milk	TLPS →FGB	7 February		Headteacher report on provision of school meals and milk incl compliance with DfE standards.	
SEND - review policy and offer document (SEN Information Report), receive SENCO report to governors	TLPS →FGB	7 February		Existing policy and any suggested changes Updated offer document SENCO Report	Need to review policy annually and update offer on website
Monitoring of SDP (relevant bits)	TLPS	7 February		HT annotated version Govs monitoring reports	
Update SEF	TLPS	7 February			
Policy review: • Educational visits	TLPS	7 February			This is not on the model agenda
Review partnerships - Headingley Schools - Pre-School - Kidszone - St Michael's church - Cluster legacy - Local community (e.g. Headingley in Bloom, Wheatfields, Music Festival)	TLPS →FGB	7 February		Annual reports from Kidszone, Pre-School. HT report on partnership working	This is not on the model agenda
Review Pupil and Parent Handbook	TLPS	7 February			This is not on the model agenda

Curriculum area report – tbc	FGB	Monday 6 March 2023 at 7.00pm			
Curriculum update including early reading and phonics	FGB	6 March		Report from TLPS (if held before this meeting)	
Behaviour and discipline	FGB	6 March		Report from TLPS (if held before this meeting)	
Governor Monitoring SDP	FGB	6 March		Rag rated School Development Plan. Governors monitoring reports Reports from Committees	
Receive ?verbal? report from HT	FGB	6 March		Questions on report	
Committee Reports		6 March		AN - No committees will have met between meetings	
Policy Review: SEND		6 March			Policy reviewed by TLPS before this meeting, if not, move to next FGB
Safeguarding/child protection	FGB	6 March		Confirm arrangements for the ARM. Termly report from governor with responsibility.	
School Uniform	FGB	6 March		From model agenda	
Present the school calendar for the next academic year	FGB	6 March		From model agenda	
Review of information on the school website	FGB	6 March		Audit to be completed	
Representation during the SATS process	FGB	6 March		From model agenda	
Policy Review??	FGB	6 March		Which policies?	
Monitor funding allocated to school improvement priorities	Resources (Summer term)	2 May at 9.30am		*Check date as it's after the bank hol weekend, may be better on the Thurs 4th	
Agree price of school meals	Resources →FGB	2 May*		Report on cost of meals to school and price of school meals for pupils	
Approve 2022/23 budget	Resources →FGB	2 May*		Draft budget from Finance Officer	

Schools financial value standard (SFVS)	Resources	2 May*		Monitor actions to be completed	
Policies to approve	Resources →FGB	2 May*		Which policies??	
Staffing and recruitment update including Performance Management & wellbeing	Resources →FGB	2 May*		Proposed staffing structure and budget implications Report on mid year Performance Management reviews	
Health , safety and premises	Resources	2 May*		Report on any works during the summer. health and safety and 1st aid FRA – is this up-to-date	
Risk management &GDPR	Resources	2 May*		Report from Headteacher to include GDPR	
Educational Visits	Resources	2 May*		From model agenda	
Review of effectiveness of committee	Resources	2 May*		Chair to draft report for annual governors' report	
SEF	Resources	2 May*			
Review current SLAs and contracts	Resources	2 May*		Details of all SLAs and contracts from Admin	This is not on the model agenda
Review 2019/20 outturns	Resources →FGB	2 May*		Budget report from Admin	This is not on the model agenda
Monitoring of pupil numbers	Resources	2 May*		Update from Admin	This is not on the model agenda
Stakeholder engagement – staff survey	Resources →FGB	2 May*		Findings and actions	This is not on the model agenda – should be every 2 years but might want to do one in 2023
Curriculum area report: tbc	FGB	Monday 8 May 2023 at 7.00pm			
Curriculum update including early reading and phonics	FGB	8 May		Early reading and Phonics report from TLPS Committee	This was on the Agenda in February, do we need it again?
Governor monitoring of school improvement plan priorities	FGB	8 May		HT annotated version Govs monitoring reports Reports from Committees	
Receive written report from HT	FGB	8 May		HT Report	

Committee Reports	FGB	8 May		Resources TLPS	
Approve 2021/22 budget	FGB	8 May		Report and recommendation from Resources Committee for ratification	
Safeguarding: receive governor monitoring report; review Annual Safeguarding return (ARM)	FGB	8 May		Governor monitoring report. Delegate completion of ARM – deadline 31 May	
Policy Review		8 May		Which policies??	
Evaluation of Governing Board effectiveness, including succession planning		8 May		From model agenda – do a discussion and then chair to produce doc for next meeting	
School Calendar for 2022-23	FGB	8 May		Training days	
Assessment and predicted outcomes (or actual outcomes if meeting is scheduled after SATs results)	TLPS (Summer term)	Tuesday 13 June at 1-3pm		Report on most recent information and predictions for specific cohorts and groups such as disabled pupils, SEND, pupil premium. Information presented could include; teacher assessment data, school's own tracking system, impact of pupil premium funding on outcomes for children, information presented by subject/key stage leaders, governor monitoring visit reports, data from Analysing School Performance data and Fischer Family Trust	
Quality of teaching	TLPS	13 June		Evidence from different sources incl; reports from teaching reviews, including book scrutiny, external moderation or activity with the cluster, teaching school alliance, school improvement advisor or external consultants, latest data report on latest observations, book scrutiny, internal and external moderation	
Early reading and phonics	TLPS	13 June		Report from HT on broad and balanced curriculum including 'Cultural Capital'	

Annual reporting to parents	TLPS	13 June		Sample parent reports – feedback for parent evenings	
Attendance, behaviour and attitudes	TLPS	13 June		Summary data on attendance, behaviour	
Present the annual safeguarding monitoring report and action plan	TLPS	13 June		Annual Safeguarding report and action plan. Summary data on child protection.	
Personal development: Pupil's emotional health and wellbeing Personal development	TLPS	13 June		Is RSE Policy up-to-date and needs of the pupils are met Report from Headteacher. Governors should read the guidance document [Promoting children and young people's health and wellbeing](#)	
Review support for transition	TLPS	13 June		Report from HT	
Policy review: • Complaints • Marking and Feedback • Inappropriate parental behaviour and persistent parental complaints • Teaching and Learning	TLPS	13 June			
Monitoring of SDP (relevant bits)	TLPS (Summer term)	13 June		HT annotated version Govs monitoring reports	
School self-evaluation (SEF)	TLPS	13 June		Headteacher report on evidence of behaviour and attitudes, and personal development	
Stakeholder engagement – pupils/school council	TLPS →FGB	13 June		Annual report from School Council. Pupil survey results and proposed action points.	
Equalities	TLPS	13 June		Assess the impact of practices under the Public Sector Equality Duty ensuring school	
Review of effectiveness of committee	TLPS	13 June		Chair to draft report for annual governors report	
Curriculum area report - tbc	FGB	10 July 2023 at 7.00pm		Report from Curriculum area leader	

SDP – review and evaluation; identification of priorities for coming year Monitoring of SDP	FGB	10 July		HT report including evidence specified in School Development Plan. HT annotated version	
Approve staffing structure for 2020/21	FGB	10 July		Report and recommendation from Resources Committee	
Receive report from HT	FGB	10 July		Questions on report	
Committee reports		10 July			
Report of budget approval		10 July		Report from Resources Committee	
Annual review of safeguarding: attendance, behaviour, child protection Safeguarding/Child Protection		10 July		Report from TLPS	
Review Pupil Progress and Performance	FGB	10 July		Report from TLPS	
Curriculum development update	FGB	10 July		Feedback from TLPS Committee	
Parent, pupil and staff surveys – reporting	FGB	10 July		Report from TLPS and Resources on findings	May be earlier depending on timing of surveys
Evaluation pf governing board effectiveness including succession planning + Governors annual statement / newsletter to parents/carers		10 July		Governors' annual statement. Attendance Case studies Governor visits	Draft report to be finalised at meeting
Agree arrangements for HT Performance Review		10 July		From model agenda – makes sense to review here, although we may already have set the date	
Review skill needs and identify training needs for the coming year	FGB/Committees	10 July		Skills audit	Review skill needs and identify training needs for the coming year

Meeting dates

FGB (7pm – 9pm)	TLPS (1pm – 3pm)	Resources (9.30am – 10.30am)
26 Sept		
		11 Oct
	18 October – focus on data and assessments	
21 Nov - curriculum update: data with LCC specialist (CONFIRMED)		
		24 Jan
	7 Feb - curriculum update: EYFS + phonics	
6 March - curriculum update: reading and writing		
		Provisionally 2 May (but could be Thurs 4th if works better for people)
8 May - curriculum update: to be confirmed		
	13 June	
10 July - curriculum update: to be confirmed		