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| **Role** | **Before Re-Opening** | **First Week** | **First Month** | | **First Term** | **End of First Year** |
| **Headteacher** | **Liaise with Chair of Governors regarding plans for re-opening and decide upon the school’s approach**  Work alongside the Chair of Governors and Clerk to look at developing a schedule of meetings which can be added to diaries and enable forward planning | **Conversation with the Chair of Governors towards the end of the week to assess approach and provide an agile response to subsequent weeks of the “re-opening” phase** | **Continuous Review and Update of Recovery Plans**  Updated/refreshed Whole School Curriculum Intent  Ensure that staff performance management is undertaken and anonymously summarised in a report to the Pay Committee  Work with the Clerk and Chair of Governors to undertake governor elections for any Terms of Office changes e.g. staff/parent vacancies  Fortnightly catch up meetings/calls with Chair of Governors, focussed on key strategic areas and meeting preparations  Policy Updates to include Safeguarding, Pay and Performance Management, aligned to DfE changes | | Involvement in LA Annual Monitoring Visit – reporting back to FGB  Headteacher’s Report for FGB, to **include the progress and experience of reintegration** | February/March: Interim Performance Management Review  Continued fortnightly conversations with the Chair of Governors  Undertaken Pupil, Staff and Parent Surveys to report upon to parents |
| **Chair of Governors** | **Relay any key messages from the HT Re-opening Plans to the Governing Body**  Work alongside the Headteacher and Clerk to Governors to look at developing a schedule of meetings which can be added to diaries and enable forward planning  Ensure that appropriate Health and Safety, Safeguarding and Risk Assessments are in place for the re-opening  Ensure that the Headteacher is feeling supported, prepared and resourced for re-opening as part of a regular wellbeing check | **Ensure that the Headteacher and Senior Leaders are suitably protected to deliver the re-opening plan and not become distracted by governor requests**  **Conversation with the Headteacher towards the end of the week to assess approach and provide an agile response to subsequent weeks of the “re-opening” phase**  Continued engagement regarding Headteacher wellbeing and any capacity/resource which may improve or support this | Work with the Head and Clerk to Governors to undertake governor elections for any Terms of Office changes e.g. staff/parent vacancies  Fortnightly catch up meetings/calls with Headteacher, focussed on key strategic areas and meeting preparations  Consider developing a Governor Action Plan which is school-specific and relates to key priorities for governors in the forthcoming year, mindful of the return to school  Consider engagement with children and parents through governor forums or events | | Involvement in LA Annual Monitoring Visit – reporting back to FGB  Ensure that Headteacher and Staff Wellbeing is included in Governing Body reporting | Continued fortnightly conversations with the Headteacher  Ensure a governor impact statement – which can quantify the impact of the work governors have undertaken and potentially provide ideas for development in the forthcoming year  Ensure that the Headteacher is supported in celebrating strengths in the school’s approach and response with broader school stakeholders |
| **Governor with responsibility for training** | Consider any Governor Training which may be required to **build capacity towards the school’s overall response** |  | Ensure that Governors are undertaking training aligned to the Training Plan  Support any Governor Induction where appropriate | | Ensure that Governors are providing updates on their training and key learning to the FGB |  |
| **Link Governors** | **One governor to ensure that the website remains updated and key documentation reflects the current practice and operations e.g. safeguarding policy**  **A governor be nominated to lead specifically on Pupil Wellbeing, mindful of the significance of this work in re-opening** |  | Ensure that Link roles and responsibilities have been allocated and understood – including sharing action plans for particular priority areas  Lead Governor for Safeguarding to check Single Central Record at least termly | | Ensure that Monitoring Visits have been undertaken aligned to particular areas of responsibility or school development priorities  Ensure that the school website remains compliant with up to date guidance  Ensure that link governor monitoring activity is planned for the next term  **Ensure that the Pupil Wellbeing Governor updates the FGB** | Continued termly monitoring, which provides a record of monitoring visit in a centralised location  Annual Safeguarding Audit return to be completed by DSL and Safeguarding Governor |
| **FGB and Committees** | All Governors to complete and return Annual Declaration of Interest forms for school records and publication on the website |  | **Consider and approve updated Recovery Plan**  Ensure that the school has up to date Pupil Premium Impact Statement and Plan  Ensure that the school has up to date PE Sports Grant Impact Statement  Ensure that the school has an up to date SEND Offer  Ensure that the school has set targets for children’s outcomes, including whole school attendance (mindful of missed learning during the summer term)  Ensure updates to key policies including Safeguarding and Pay/Performance Management, aligned to DfE updates  FGB – Election of Chair and Vice Chair of Governors | | Ensure that all FGB and Committee Meetings have taken place as planned, with appropriate records  Pay Committee to have met and considered pay awards for teachers prior to the end of October  Headteacher’s Performance Management Panel to have met, reviewed previous targets and set targets for the new academic year, alongside independent advisory support | February/March: Headteacher’s Interim Performance Management Review  March: Schools Financial Value Standard  April/May: School Budget  Parent, Staff and Pupil Surveys |
| **Clerk to Governors** | Work alongside the Headteacher and Chair of Governors to plan meetings – enabling key benchmarks for Governor Updates on school operations and reopening response. | Support the school in updating Get Information About Schools related to Governance | Complete Governor Summary of Interests for the website  Support the Chair/Headteacher to undertake governor elections for any Terms of Office changes e.g. staff/parent vacancies | | Ensure that governors meetings are still being clerked and held in a way which is appropriate to the overall response of the situation – adapting approaches towards the support and challenge provided to leaders in light of the response priorities  Complete Governor Attendance Summary for the website | Support the Governing Body to have clear records of governance which are accessible and well organised including agendas, minutes and action logs |
| **Other Staff** |  |  | Middle Leaders/SENDCo ensure that preparations are made to report to link governors regarding particular areas of responsibility/curriculum intent statements and **how these are particularly aligned to the schools response**  **PP/SEND Lead to share ways in which additional funding is supporting the overall school response**  Designated Safeguarding Lead to ensure that the Single Central Record is up to date  SENDCO to ensure that the school has an up to date SEND Offer  PP Lead to ensure that the school has an up to date Impact Statement and Plan  PE Lead to ensure that the school has an up to date Impact Statement | | All teaching staff engagement with link governors/monitoring visits | Annual Safeguarding Audit return to be completed by Designated Safeguarding Lead and Safeguarding Governor  All teaching staff engagement with link governors/monitoring visits |
| **Annual FGB Responsibilities** | Annual Safeguarding Report  Annual Pupil Premium Grant Report/Impact Statement  Annual PE Sports Grant Report/Impact Statement  SFVS – Schools Financial Value Standard  Annual Budget consideration and approval  Headteacher’s Performance Management and oversight of the Performance Management/Pay Systems and Processes  Annual SEND Report | | | | | |
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