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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 IntentEnsure that staff performance management is undertaken and anonymously summarised in a report to the Pay CommitteeWork with the Clerk and Chair of Governors to undertake governor elections for any Terms of Office changes e.g. staff/parent vacanciesFortnightly catch up meetings/calls with Chair of Governors, focussed on key strategic areas and meeting preparationsPolicy Updates to include Safeguarding, Pay and Performance Management, aligned to DfE changes | Involvement in LA Annual Monitoring Visit – reporting back to FGBHeadteacher’s Report for FGB, to **include the progress and experience of reintegration** | February/March: Interim Performance Management ReviewContinued fortnightly conversations with the Chair of GovernorsUndertaken 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 planningEnsure that appropriate Health and Safety, Safeguarding and Risk Assessments are in place for the re-openingEnsure 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 vacanciesFortnightly catch up meetings/calls with Headteacher, focussed on key strategic areas and meeting preparationsConsider 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 schoolConsider engagement with children and parents through governor forums or events | Involvement in LA Annual Monitoring Visit – reporting back to FGBEnsure that Headteacher and Staff Wellbeing is included in Governing Body reporting | Continued fortnightly conversations with the HeadteacherEnsure a governor impact statement – which can quantify the impact of the work governors have undertaken and potentially provide ideas for development in the forthcoming yearEnsure 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 PlanSupport 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 areasLead 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 prioritiesEnsure that the school website remains compliant with up to date guidanceEnsure 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 locationAnnual 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 PlanEnsure that the school has up to date PE Sports Grant Impact StatementEnsure that the school has an up to date SEND OfferEnsure 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 updatesFGB – Election of Chair and Vice Chair of Governors | Ensure that all FGB and Committee Meetings have taken place as planned, with appropriate recordsPay Committee to have met and considered pay awards for teachers prior to the end of OctoberHeadteacher’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 ReviewMarch: Schools Financial Value StandardApril/May: School BudgetParent, 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 websiteSupport 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 prioritiesComplete 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 dateSENDCO to ensure that the school has an up to date SEND OfferPP Lead to ensure that the school has an up to date Impact Statement and PlanPE 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 GovernorAll teaching staff engagement with link governors/monitoring visits |
| **Annual FGB Responsibilities** | Annual Safeguarding ReportAnnual Pupil Premium Grant Report/Impact StatementAnnual PE Sports Grant Report/Impact StatementSFVS – Schools Financial Value StandardAnnual Budget consideration and approvalHeadteacher’s Performance Management and oversight of the Performance Management/Pay Systems and ProcessesAnnual SEND Report  |
| **Important Contacts*** George Hayes, Strategic Lead for Governance (Cambridgeshire and Peterborough): George.Hayes@cambridgeshire.gov.uk
* Anna-Marie Cooper, Area Lead Governance Adviser (Cambridge City and South Cambridgeshire):

Anna-Marie.Cooper@cambridgeshire.gov.uk * Holly Crofts, Area Lead Governance Adviser (Peterborough and Fenland):

Holly.Crofts@peterborough.gov.uk * Tina Hubbard, Area Lead Governance Adviser (East Cambridgeshire and Huntingdonshire): Tina.Hubbard@cambridgeshire.gov.uk
 | **Useful links**Department for Education School Governance Handbook: <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf>Cambridgeshire Learn Together: <https://www.cambslearntogether.co.uk/school-improvement/school-governance>National Governance Association: <https://www.nga.org.uk/Home.aspx> |