


Annual Schedule of Governing Board 2023-24

(In BOLD are Statutory)

AUTUMN TERM - STRATEGIC		
ITEM (Focus – Business of Governance)	NGA/LS LINK	HGPS LINK
<p> Refer to the Annual Schedule for HGPS Governing Body.</p> <p>Review the GB constitution, membership, vacancies, and roles.</p> <p>Review governor any committees in place. Agree their <u>Terms of Reference, membership and roles.</u></p> <ul style="list-style-type: none"> ○ Consider the diversity of the Governing Board ○ Map out monitoring visits for Governors ○ Review DfE Publications to ensure all Governors and Clerks aware of current guidance ○ Review Skills Audit to ensure Governing Board has correct skills mix for year ahead ○ Ensure Governing board is GDPR compliant. Put monitoring in place to ensure GDPR compliance of school / review status of compliance. ○ Plan for collecting staff, family and pupils' voices and opinions throughout the year ○ Agree content and format of HT report and termly Safeguarding report - ensure report to governors includes data on exclusions and attendance. ○ Set governing board objectives for the year – linked to the DEP & SIP ○ Consider creating a Governance action plan considering vision and values. ○ Consider making links with other Governing Boards to offer peer review 	<ul style="list-style-type: none"> ○ <u>The Constitution of Governing Boards of Maintained Schools Statutory Guidance;</u> ○ <u>NGA Code of Conduct; GovernorHub</u> ○ <u>NGA GB Diversity Indicators Form</u> ○ <u>NGA Skills Audit</u> ○ <u>Learn Sheffield Governor Training;</u> ○ <u>NGA Learning Link</u> ○ <u>Data Protection for schools;</u> ○ <u>School census information;</u> ○ <u>Length of the School Week Guidance</u> ○ <u>Statutory policies for schools</u> ○ <u>DBS check guidance;</u> ○ <u>Pupil Premium guidance;</u> ○ <u>PE and Sport Premium</u> 	<ul style="list-style-type: none"> ○ Annual Schedule for HGPS Governing Body. Annual Schedule of Governing Body 2023.docx ○ Policy Review Schedule POLICY REVIEW SCHEDULE.xlsx ○ Whistle Blowing Policy Whistleblowing-Policy-and-Procedure.docx ○ Social Media Policy Social Media Policy for Teaching and Support Staff.doc
<p>Policy Review (Statutory in Bold)</p> <ul style="list-style-type: none"> ○ Agree schedule for update of statutory policies <p>To Ratify:</p> <ol style="list-style-type: none"> 1. Instrument of Governance 2. Confirm whistle-blowing procedures are in place and consider appointing a link governor 3. Approve the PAN (Proposed Admission Number) for the academic year 2025/2026 <ul style="list-style-type: none"> - Review net capacity of the school (PAN). - Social Media Policy - Registers of Business Interests of HT and Governors - Code of Conduct for Governors <p>Review and make available:</p> <ol style="list-style-type: none"> 1. Governors Allowance 		

AUTUMN TERM - FULL

ITEM	NGA/LS LINK	HGPS LINK
<ul style="list-style-type: none"> ○ Publish list of governing board members, associate members, and responsibilities on the school website for 2023-24 ○ Publish the governors' attendance for previous years on the website, including that of those who have left in the last 12 months ○ Ensure all required information is published on the school website ○ Ensure details held about people involved in governance are provided to the Secretary of State via GIAS ○ Update and publish register of pecuniary interests ○ Ensure all governors have completed a DBS check and section 128 check 	<ul style="list-style-type: none"> ○ What maintained schools must publish online; ○ Understanding data; ○ Comparing school data ○ Behaviour and discipline guidance 	<ul style="list-style-type: none"> ○ Child Protection Policy Child Protection Policy 2324.docx ○ Behaviour Principles Written Statement Behaviour Principles Written Statement.docx ○ Attendance Policy Attendance Policy 2023.docx ○ Anti-Bullying Policy Anti Bullying Policy 2023.docx ○ KCSIE 2023 Keeping children safe in education 2023 part one.pdf ○ Governors Code of Conduct Adopted Code of Conduct Autumn 2023.docx ○ HGPS Safeguarding Report Autumn Term 2023 SAFEGUARDING REPORT TO GOVERNORS.docx
<ul style="list-style-type: none"> ○ Note the updated Governors' Code of Conduct – Signed ○ Note the annual updates in Keeping Children Safe in Education (KCSIE) 		
<p>Receive and scrutinise the Headteacher's report:</p> <ul style="list-style-type: none"> - Ofsted and School Performance Data - consider implications for the school. - Review pupil progress and attainment, including for groups and non-groups. (Attention to be given to the post-Covid recovery of disadvantaged groups). Share end of year targets for EYFS, KS1 and KS2. - Review quality of teaching - in line with DEP. 		
Share and review the Developing Excellence Plan and allocate any responsibilities for further monitoring		
Receive HGPS Safeguarding Report . Note required actions and monitor		
Receive report on teacher performance management and teaching assistant appraisal process and ensure that pay panel has made/confirmed pay decisions on all teachers		
<p><u>Policy Review</u></p> <p>To Ratify:</p> <ol style="list-style-type: none"> 1. Child Protection. 2. Behaviour Principles Written Statement. (Including School Exclusion) <p>Review and make available:</p> <ol style="list-style-type: none"> 1. Attendance. 2. Anti-Bullying (Update on website) 		

AUTUMN TERM – OUTSIDE OF GOVERNORS MEETINGS

ITEM	NGA/LS LINK	HGPS LINK
Conduct Headteacher’s appraisal (Performance Management Governors) Consider timing this early in the academic year to ensure that Headteacher objectives can be linked into the performance management cycle of other staff.	○	○
Review and determine Headteacher’s salary (backdated to 1st September)		
Send out stakeholder survey to review feedback at Spring term Full Governors & feed into DEP & SIP		
Safeguarding Governor to review Single Central Record – compliance reported on Safeguarding Report to Governors.		

SPRING TERM - STRATEGIC

ITEM (<i>Focus – Whole School Curriculum Review</i>)	NGA/LS LINK	HGPS LINK
Review and share the SES (Self-evaluation summary - DS)	○	○
Review progress with Developing Excellence Plan		
Review progress in Reading, Writing and Maths, referring to shared assessment data for end of autumn term.		
Receive and discuss report on curriculum developments, especially in relation to teaching the national curriculum		
Review and monitor specified curriculum areas based on DEP and focused areas for improvement. Receive reports from focus subject leaders.		
<p><u>Policy Review</u> To Ratify:</p> <p>1. Children with Health Needs who cannot attend school.</p> Review and make available: <p>1. Accessibility Plan (<i>Every three years from 2024</i>).</p> <p>2. Equality Information and objectives statement for publication (<i>Every four years from 2024</i>)</p> <p>3. Supporting Pupils with medical conditions.</p>		

SPRING TERM - FULL		
ITEM (<i>Focus – Whole School Curriculum Review</i>)	NGA/LS LINK	HGPS LINK
Receive and scrutinise the Headteacher’s and Safeguarding report. Monitor any actions from safeguarding audit	<ul style="list-style-type: none"> ○ SFVS guidance ○ Teachers pay guidance ○ What maintained schools must publish online 	○
Review quality of teaching through using HT report, making visits and by accessing external reports		
Review the overview of stakeholder feedback		
Review progress of the School Development Plan		
Receive report on progress in implementing the accessibility plan		
Receive report on school website compliance – school information on website		
Receive report on community engagement and review plans for engaging with new parents.		
<p><u>Policy Review</u></p> <p>To Ratify:</p> <ol style="list-style-type: none"> 1. Special Educational Needs & Disabilities. <p>Review and make available:</p> <ol style="list-style-type: none"> 2. Relationships education & Relationships and Sex Education. 3. EYFS 		

SPRING TERM – OUTSIDE OF GOVERNORS MEETINGS		
ITEM	NGA/LS LINK	HGPS LINK
Start work on drafting budget for the coming year (maintained schools)		
Review insurance arrangements		
Headteacher performance management review meeting		
Review pupil progress and attainment		

SUMMER TERM - STRATEGIC

ITEM (<i>Focus – Finance. Business & Premises</i>)	NGA/LS LINK	HGPS LINK
Agree and ratify budget (presented at Strategic) <i>Deadline for upload to LA – 01.05.2024</i>		
Review and approve the SFVS (maintained schools) <ul style="list-style-type: none"> ○ Monitor budget: Monitor Income & Expenditure vs budget ○ Receive and evaluate financial benchmarking data ○ Audit voluntary funds / school private funds (SFVS question 24) 		
Review and share update on Business and Premises. <ul style="list-style-type: none"> ○ Health & Safety Walks ○ Planned works ○ Outstanding works (Linked to SIP) 		
Review SIP in line with Business and Premises.		
<u>Policy Review</u> To Ratify: <ol style="list-style-type: none"> 1. Protection of Biometric Information of children in schools and colleges. 2. Teachers Pay Review and make available: <ol style="list-style-type: none"> 1. Data Protection Policy. 2. Charging and Remissions Policy. 3. Health & Safety. 4. First Aid in Schools. 5. Premises Management Documents – <i>Reviewed annually by SG Governors and reported to governors on SG Report termly.</i> 		

SUMMER TERM - FULL		
ITEM	NGA/LS LINK	HGPS LINK
<p>Elect Chair and Vice Chair (if their term of office has ended). Agree the length of term of office. Appoint Chairs of Committees or delegate that task to each Committee</p> <ul style="list-style-type: none"> ○ Appoint Link Governors to specific roles as required: Safeguarding; H&S; SEND; Pupil Premium; training, subject/curriculum links. ○ Appoint governor for Health & Safety and plan in visits ○ Appoint Governors to monitoring roles – link to the DEP and SIP ○ Ensure all GB board members, HT and clerk are aware of training available. 	<ul style="list-style-type: none"> ○ Governance Competency Framework; ○ NGA Equality and Diversity guide ○ NGA Twenty Questions; ○ NGA Skills audit ○ Learn Sheffield Governor Training; 	○
Receive Annual Children Looked After report		
Review and approve the SEN information report ahead of publication on line		
Receive report on use of PE and Sport Premium (primary schools) ahead of publication on line		
Review effectiveness of Pupil Premium funding		
Review progress with the School Development Plan		
Review staff structure and staff attendance		
Receive and scrutinise the Headteacher's and Safeguarding report: <ul style="list-style-type: none"> - Pupils attendance & exclusions - Quality of teaching - Progress & attainment - Ofsted and School Performance Data - consider implications for the school. 		
<p>Governance</p> <ul style="list-style-type: none"> ○ Agree a programme of meetings for the next academic year, including committee meetings ○ Conduct self-review of governing board effectiveness – consider an external review ○ Evaluate current Governance action plan, particularly impact ○ Review the governing board succession plan and governing board training needs – Refer to Learn Sheffield Governor Training ○ Appoint governors to conduct Headteacher's appraisal in the autumn; ensure they are or will be trained; appoint External Adviser ○ Plot monitoring visits for governors in 2024-25: consider school's own monitoring timetable ○ Plan meeting dates for 2024-25 ○ Review the length of the school week in line with guidance (32.5 hours per week) 		

<p><u>Policy Review</u> To Ratify:</p> <ol style="list-style-type: none"> 1. Early Careers Teachers. 2. Staff Discipline, Conduct and Grievance Procedures <p>Review and make available:</p> <ol style="list-style-type: none"> 1. School Complaints Procedures. 2. Capability of Staff. 3. Statement of Procedures for dealing with allegations of abuse against staff. 		
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SUMMER TERM – OUTSIDE OF GOVERNORS MEETINGS

ITEM	NGA/LS LINK	HGPS LINK
Complete the HT annual safeguarding report and submit to the LA – deadline 31.08.24 (EF/DS)	○	○
Complete Asset Management Plan and the Estates Management Strategy. (DA/ZG)		
Monitor budget: Review income & expenditure and plan budget for the next year		
Review information demonstrating compliance with the Public Sector Equality Duty and publish equality objectives		
End of the term – Governors request feedback on Parent View for end of year summary?		
Agree purchase of external services		
Headteacher performance management mid-year review meeting (Spring 2)		
Review Appraisal Policy		
Review pay policy ASAP after publication of pay and conditions document in time to inform pay decisions in the autumn term.		
Review staff attendance agree changes to the staffing structure for the coming year		