



Park Road Community Primary School
Governors Annual Schedule
2020-21

PARK ROAD COMMUNITY PRIMARY SCHOOL GOVERNING BODY MEMBERS

Governor	Type of Governor
Mrs Nicky Parkinson	Head teacher
Mr David Platt	Co-opted Governor - Chair
Ms Steph Davies	Co-opted Governor - Chair
Mr Gary Jenkins	Co-opted Governor
Mrs Steph Kidd	Parent Governor
Mrs Michelle Kilmurray	Parent Governor
Mr Gary Jenkins	Co-opted Governor
Ms Lilly Lo	Co-opted Governor
Mr Peter Finch	Staff Governor
Vacancy	Co-opted Governor
Mrs Pauline Crosthwaite	Co-opted Governor

Park Road Community Primary School Annual Meeting Schedule

Six Full Governing body meetings per year, twice a term.

All meetings run from 5.30pm to 7.30pm, unless otherwise stated.

Meetings have a key focus. All agenda items and dates for the meetings are agreed at the start of each year.

Chair will agree key priorities from the agenda for each meeting and which items can be verbally communicated/require written reports.

Chair of Governors will undertake frequent visits to school (at least fortnightly updates), plus half termly meeting re School Improvement Plan/Self Evaluation

Standards Lead Governor meets with HT termly re outcomes (week 1 or 2 of each term)

Resources Lead Governor meets termly with Office Manager, Head (budget planning process)

Governors with specific responsibility will visit school and meet with school leads for their specific areas at least three times a year, once a term and will report to governors with notes of visits/impact reports against their priority areas.

The focus of each termly visit will be agreed at the first meeting of the year.

When	Type of Meeting	Agenda/Purpose	Lead
Autumn term			
Autumn 1 : September – October			
October 6th 2020			
5.30-7.30pm	GB Autumn meeting 1 Planning meeting General Standards focused	Receive drafts of plans: Annual Attainment and Progress report Draft School Improvement plan Annual Safeguarding report Pupil Premium impact document and strategy plan for coming year Housekeeping: Agree Monitoring schedule for the year GB Self review and training plan Code of conduct Business Interest Declaration forms Terms of reference Ratification of GB structure Nomination of Chair/Vice Appointment of Clerk to governors Agree specific roles/responsibilities – alignment with annual SIP Pay committee structure and arrangements Agree HT PM arrangements	HT Gary Jenkins- training lead Chair
Autumn term			
Autumn 2 : November – December			
24th November 2020			
W/c TBC	Governor monitoring week – as per roles/responsibilities – SIP		
5.30-7.30pm	GB Autumn meeting 2 Business focus	HT report Report on Teacher pay awards and PM Appraisal process review Accounts review to date Budget review - overview Asset Management plan Risk Management plan Site Maintenance Plan Health and Safety Audit Progress School Improvement Plan Sports Premium impact document and plan for coming year Review of external comparison data: Inspection Dashboard FFT Dashboard for Governors	Finance lead governor? Resources lead governor?

Spring term			
Spring 1 : January – February 9th February 2020			
W/C 25/1/21 and 1/2/21	Governor monitoring weeks – as per roles/responsibilities – SIP		
5.30-7.30pm	GB Spring meeting 1 Standards focused	Feedback from Governor monitoring Review term 1 targets English/Maths termly updates RAG rated SIP Safeguarding termly update Consider any external review reports SEND termly update	Standards lead governor Safeguarding governor SEND governor
Spring 2 : March – April 16th March 2020			
5.30-7.30pm	GB Spring meeting 2 Business focused	Initial draft budget next academic year Update of 3 year forecast Review of cash flow Review of pay awards for support staff HT report HR update H and S annual report H and S reports/plan/annual schedule Risk management update Accessibility Plan annual review	Finance lead governor H and S lead governor
Summer term			
Summer 1 : April – May 4th May 2020			
5.30-7.30pm	GB Summer meeting 1 Standards focused	Review Spring term targets RAG rated SIP Review Pupil Premium and Sports Premium plans and impact Update on SATs Curriculum review- SIP Curriculum subject annual reports to governors SEND annual report to governors Annual safeguarding report Agree stakeholder surveys Approve budget and proposed staffing model	Standards lead governor SEND lead governor Safeguarding lead governor

Summer 2 : June – July		15 th June 2020	
W/C TBC	Governor monitoring week		
5.30-7.30pm	GB Summer meeting 2 Business focused	Feedback from governor monitoring Annual review of school improvement and governance (monitoring) Attendance annual review Review stakeholder survey results Consider priorities for School Improvement planning for next academic year HT report Approve staffing model/SIP budget next academic year Agree annual project strategy plan and finalise site work for summer break Update risk management plan Agree INSET dates next academic year Agree meeting calendar for next academic year Agree holiday dates (<i>tbc</i>) Agree policy review schedule for the year (<i>tbc</i>)	Governors with areas of responsibility Chair of governors