

## Park Road Community Primary School Governors Annual Schedule 2022-23

(updated 15 March 2023)

PARK ROAD COMMUNITY PRIMARY SCHOOL GOVERNING BODY			
MEMBERS			
Governor	Type of Governor		
Mrs Nicky Parkinson	Head teacher		
Mrs Pauline Crosthwaite	Co-opted Governor - Chair		
Dr Michelle Kilmurray	Co-opted Governor - Vice Chair		
Mr David Platt	Co-opted Governor		
Mr Ronnie Gemmell	Parent Governor		
Vacant	Parent Governor		
Mr Richard Hirst	Co-opted Governor		
Mr Peter Finch	Staff Governor		
Vacant	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
- 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 : Septen	nber – October	20 September 2022	
6.00-8.00pm	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 Agree Monitoring schedule for the year GB Self review and training plan Pupil Premium impact document and strategy plan for coming year  Housekeeping: 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 Agree policy review schedule for the year Agree HT PM arrangements Approve holiday dates	HT
		Approve Holiday dates	
Autumn term			
Autumn 2 : Novem		15 November 2022	
		ing week – as per roles/responsibilities - SIP	T =
6.00-8.00pm	GB Autumn meeting 2	Budget review? HT report Accounts review to date	Finance lead governor?
Spring term	Business focus	Report on Teacher pay awards and PM Appraisal process review Sports Premium impact document and plan for coming year Asset Management plan Risk Management plan? Site Maintenance Plan Health and Safety Audit Progress H and S reports/plan/annual schedule Feedback from Governor monitoring Review of external comparison data: Inspection Dashboard FFT Dashboard for Governors	Resources lead governor?
Spring term Spring 1 : January -	- February 24 Ion	uary 2023	
Spring 1 : January -		•	
6.00-8.00pm	GB Spring	ing week – as per roles/responsibilities - SIP Review term 1 targets	Standards lead
υ.υυ-ο.υυμπ 1	meeting 1	RAG rated SIP Safeguarding termly update	governor
	Standards focused	Feedback, termly monitoring HT report	Safeguarding governor
		Consider any external review reports SEND termly update	
		English/Maths termly updates	SEND governor

When	Type of Meeting	Agenda/Purpose	Lead	
Spring 2 : March -	April 14 March	2023		
6.00-8.00pm	GB Spring meeting 2	Initial draft budget next academic year Update of 3 year forecast Review of cash flow	Finance lead governor	
	Business focused	Review of pay awards for support staff HR update H and S annual report Risk management update Accessibility Plan annual review	H and S lead governor	
Summer term Summer 1 : April –	May 9 May 2023			
6.00-8.00pm	GB Summer meeting 1 Standards focused	Review Spring term targets RAG rated SIP Update on SATs Approve budget and proposed staffing model Review Pupil Premium and Sports Premium plans and impact Agree stakeholder surveys Curriculum review Attendance review Curriculum subject annual reports to governors SEND annual report to governors Attendance annual review	Standards lead governor  SEND lead governor Safeguarding lead	
		Annual safeguarding report	governor	
Summer 2 : June – July 27 June 2023				
	Governor monitor	ing week		
6.00-8.00pm	GB Summer meeting 2 Business focused	Agree annual project strategy plan and finalise site work for summer break Update risk management plan Update 3-year forecast Review cash flow Feedback on termly monitoring Agree INSET dates next academic year Agree meeting calendar for next academic year Review stakeholder survey results Consider first draft of SIP for next academic year Approve staffing model/SIP budget next academic year	Resources lead governor?  Finance lead governor?	