



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
Spring 2 : March – April 14 March 2023			
6.00-8.00pm	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 HR update H and S annual report Risk management update Accessibility Plan annual review	Finance lead governor 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 Annual safeguarding report	Standards lead governor SEND lead governor Safeguarding lead governor
Summer 2 : June – July 27 June 2023			
Governor monitoring 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?