****

****

**Park Road Community Primary School**

**Governors Annual Schedule**

**2019-20**

|  |  |
| --- | --- |
| **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 Pauline Crosthwaite | Parent Governor |
| Mr Stewart Sockett | Parent Governor |
| Mr Gary Jenkins | Co-opted Governor |
| Ms Lilly Lo | Co-opted Governor |
| Mr Peter Finch | Staff Governor |
| Mrs Laura Watson | Co-opted Governor |
| Vacancy | 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**  **4th November 2019** | | | |  | |
| 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  Chair | |
| **Autumn term**  **Autumn 2 : November – December 9th December 2019** | | | |  | |
| W/c 18/11 and 25/11 | | Governor monitoring week – as per roles/responsibilities - SIP | | | |
| 6.00-8.00pm | | GB Autumn meeting 2  Business focus | Budget review?  HT report  Accounts review to date  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 | Finance lead governor?  Resources lead governor? | |
| **Spring term**  **Spring 1 : January – February 24th February 2020** | | | | | |
| W/C 10/2  W/C 24/2 | Governor monitoring week – as per roles/responsibilities - SIP | | | | |
| 6.00-8.00pm | GB Spring meeting 1  Standards focused | | Review term 1 targets  RAG rated SIP  Safeguarding termly update  Feedback, termly monitoring  HT report  Consider any external review reports  SEND termly update  English/Maths termly updates | Standards lead governor  Safeguarding governor  SEND governor | |
| **Spring 2 : March – April 27th April 2020** | | | | | |
| 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 22nd t June 2020** | | | | | |
| 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 Date TBC** | | | | | |
| W/C 1/6   W/C 8/6 | 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? |