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**Park Road Community Primary School**

**Governors Annual Schedule**

**2019-20**

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| **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.**

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| **When** | **Type of Meeting** | **Agenda/Purpose** | **Lead**  |
| **Autumn term****Autumn 1 : September – October**  **4th November 2019** |  |
| 6.00-8.00pm | GB Autumn meeting 1Planning meeting GeneralStandards focused  | Receive drafts of plans:Annual Attainment and Progress report Draft School Improvement Plan Annual Safeguarding report Agree Monitoring schedule for the yearGB Self review and training planPupil Premium impact document and strategy plan for coming yearHousekeeping:Code of conductBusiness Interest Declaration formsTerms of reference Ratification of GB structureNomination of Chair/ViceAppointment of Clerk to governorsAgree specific roles/responsibilities –alignment with annual SIPAgree policy review schedule for the yearAgree HT PM arrangements Approve holiday dates | HTChair  |
| **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 2Business focus | Budget review?HT reportAccounts review to dateReport on Teacher pay awards and PM Appraisal process reviewSports Premium impact document and plan for coming yearAsset Management planRisk Management plan?Site Maintenance PlanHealth and Safety Audit ProgressH and S reports/plan/annual scheduleFeedback from Governor monitoringReview of external comparison data:Inspection DashboardFFT 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 1Standards focused | Review term 1 targets RAG rated SIPSafeguarding termly updateFeedback, termly monitoringHT reportConsider any external review reportsSEND termly updateEnglish/Maths termly updates | Standards lead governorSafeguarding governorSEND governor |
| **Spring 2 : March – April 27th April 2020** |
| 6.00-8.00pm | GB Spring meeting 2Business focused  | Initial draft budget next academic yearUpdate of 3 year forecastReview of cash flowReview of pay awards for support staffHR updateH and S annual reportRisk management updateAccessibility 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 1Standards focused  | Review Spring term targetsRAG rated SIPUpdate on SATsApprove budget and proposed staffing modelReview Pupil Premium and Sports Premium plans and impactAgree stakeholder surveysCurriculum reviewAttendance review Curriculum subject annual reports to governorsSEND annual report to governorsAttendance annual review Annual safeguarding report  | Standards lead governorSEND lead governorSafeguarding 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 breakUpdate risk management planUpdate 3 year forecastReview cash flowFeedback on termly monitoringAgree INSET dates next academic yearAgree meeting calendar for next academic yearReview stakeholder survey resultsConsider first draft of SIP for next academic year Approve staffing model/SIP budget next academic year | Resources lead governor?Finance lead governor? |