



St Blaise Church of England Primary School

Achieving together

Governance

Schedule -FGB Meetings

2018-19

Date of Issue: September 2018

Date of Review: September 2019

Headteacher: Ruth Leach

Chair of Governors: Kevin Moyes

Meetings - Key Agenda Items

Lead Governors please note:

- The agenda items are based on Standing Orders, Terms of Reference and Lead Governors guidance documents
- Lead Governors should be prepared to lead on their items and have done the necessary pre-work, this may include for example, monitoring visit reports or 'desk-top' activities
- NB BLANKS against LEADS are intentional, in order to keep the agenda focused

Where possible meetings to be held on the second Tuesday of the month; April, 'budget only', meeting to be decided

Month	Lead	Task
Every Meeting	SIAMS	Opening Prayer
	Clerk	To receive and if agreed accept apologies Declaration of pecuniary Interests for meeting Discuss and approve the minutes and actions list from the previous FGB meeting
	Chair	Report from the Chair on any actions taken since the last meeting
	HT	Headteacher's actions taken since the last meeting
	Chair	Receive any external record of visits
	Governors	Governor visit reports – not covered under agenda
	Governors	Reports from Governors who have attended training
	HT/ Safeguarding CP Link Governor	Raise any Safeguarding & Child Protection issues
	HT/ Premises Lead Governor	Raise any Health & Safety Issues
	Clerk	Summary of Action Items agreed
FGB Meeting September 18th		
September	Head Teacher	School & County admin data (numbers on roll /SEN /staffing etc.); attendance & critical incidence reports from previous term/year. SVM approval
	Learning & Teaching	DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. For this year only – consider forming an OFSTED ready working party
	Inclusion	Present the 'SEN Report to Parents' for approval
	Staffing/Finance	Confirm HT Appraisal Committee & Pay Panel
	Premises	

	Community	Consider and discuss community link actions/ targets for the year if not in SVM; also Parent / Staff Surveys
	SIAMS	Agree monitoring visits for Assemblies and Collective worship / and any other monitoring if not on SVM
	Other:	Governor Skills audit analysis SMSC -School calendar of events and proposed governor support / involvement
	Chair/Clerk	Publish list of governing body members, associate members and responsibilities on the school website for 2018-2019
		Agree Statutory Policy Schedule for the Year
		Update and publish register of pecuniary interests
		Publish the governors' attendance for previous year on the website, including that of those who have left in the last 12 months
		Note code of Conduct
FGB Meeting THURSDAY October 11th		
October	Head Teacher	Tour the school; Up-dated SEF; Report on Looked After Children if applicable
	Learning & Teaching	Report on use of PE and Sport Premium Agree SVM monitoring actions for the coming term
	Inclusion	SEND and Pupil Premium Strategic Reports (last year's review and this year's plan & actions)
	Staffing/Finance	Budget statement
	Premises	Review systems and procedures for monitoring Health & Safety including risk assessments
	Community	Review Hall bookings/usage and discuss promotion of hall and community engagement Review hire agreement if applicable
	SIAMS	
	Other:	
FGB Meeting November 13th		
November	Head Teacher	Report on Staff Appraisals
	Learning & Teaching	Review the Governors' Behaviour Principles;
	Inclusion S&CP	Annual Safeguarding & Child Protection Report including the anti-bullying appendix; receive annual safeguarding audit form
	Staffing/Finance	Review and determine head teacher's salary (backdated to 1st September) ensure that pay panel has made/confirmed pay decisions on all teachers and issued salary letters
	Premises	Complete asset management plan; review of School Accessibility Plan & Transport Plan
	Community	Website review – either at the meeting or before
	SIAMS	Outcomes of monitoring visits for Assemblies and Collective worship

	Other:	
FGB Meeting December 11th		
December	Head Teacher	SVM Review (staff member); Quality First Teaching report; teaching hours audit; stress and well-being surveys
	Learning & Teaching	Raise-on-Line Report/ discussion (Pupil Progress and Attainment against National) – any significant additional data/ information
	Inclusion	Termly Report on meeting with SENCO -SEN/PP provision
	Staffing/Finance	Budget Monitoring; HT appraisal report confirming staff appraisals complete and HT PM Committee confirm HT appraisal complete, confirm pay panel has agreed teacher increases and HT pay has been considered
	Premises	Health & Safety Walk & Inspection readiness
	Community	Report on links with Pupil Parliament
	SIAMS	
Other:		
FGB Meeting January 15th		
January	Head Teacher	School Admin data; attendance; incident reports; review Behaviour / Bullying/ Exclusion Policies SVM update and progress report
	Learning & Teaching	DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups Agree SVM monitoring actions for the coming term
	Inclusion	
	Staffing/Finance	Review net capacity of the school, Review staff structure; Budget Statement
	Premises	
	Community	Report on links with Red Dragon
	SIAMS	
Other:	SMSC -School calendar of events and proposed governor support / involvement	
FGB Meeting February 12th		
February	Head Teacher	Review progress of SVM
	Learning & Teaching	Mid-year review of PE & Sport Funding Plan Report on the effectiveness of Assessment Procedures
	Inclusion	Mid-year reviews of: Equality Plan actions: updated information on meeting objective under the Equalities Act;

		Effectiveness of Pupil Premium Funding and SEN funding (Strategic Plans); report on any budget implications
	Staffing/Finance	Start work on drafting budget for the coming year ; Review Staff Pay Policy; Agree purchase of external services
	Premises	Health & Safety Inspection feedback; Review insurance arrangements and premises costs
	Community	Review Charging and Letting Policy
	SIAMS	
	Other:	
FGB Meeting March 12th		
March	Head Teacher	Quality First Teaching report; Staff Hours' Audit
	Learning & Teaching	Receive and discuss report on any curriculum developments, especially in relation to teaching the national curriculum (Staff input)
	Inclusion	
	Staffing/Finance	School's Financial Value Standard (SFVS Assessment Form) Confirm April Budget Only Meeting. Authorise expenditure under scheme of delegation; review and discuss Governors' expenditure
	Premises	Review of Health and Safety Audit – add actions to log; review and monitor Risk Assessments
	Community	Revise prospectus information on the school's website Review hall bookings/usage and discuss promotion of community hall and community engagement
	SIAMS	Agree monitoring visits for Assemblies and Collective worship and any other monitoring if not on SVM
	Other:	
FGB Meeting April BUDGET ONLY DATE TO BE DECIDED		
April	Head Teacher	
	Staffing/Finance	Review final out-turn position and approve budget
FGB Meeting May 14th		
May	Head Teacher	SVM update, including SIAMS; School Admin data; attendance; incident reports; Review & discuss HT report on mid-year appraisal (pt 2)
	Learning & Teaching	DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups Agree SVM monitoring actions for the coming term
	Inclusion	

	Staffing/Finance	Review Appraisal & Performance Management Policy; Review staff job descriptions; Review staff attendance; report of effectiveness of Continuing Professional Development
	Premises	
	Community	
	SIAMS	
	Safeguarding & CP	Review safeguarding & child protection policy and practice
	Other:	SMSC -School calendar of events and proposed governor support / involvement
FGB Meeting June 11th		
June	Head Teacher	Provisional review of the SVM; outline provisional targets for next year
	Learning & Teaching	Review Computing Code of Conduct if applicable Review and discuss Residential visits and approve planned Residential Visits for the year after next
	Inclusion	Termly Report on meeting with SENCO -SEN/PP provision effectiveness / includes HT report
	Staffing/Finance	
	Premises	Report on annual inspection of premises and grounds including reporting on security and on monitoring of energy and utility bills to support sustainability
	Community	Report on links with Red Dragon Draft end of year Community Report – for Governor discussion
	SIAMS	School Values & Mission statement review if applicable Outcomes of monitoring visits for Assemblies and Collective worship
	Other: Chair	Conduct self-review of governing body effectiveness: include succession planning, training needs and review of all governance policies if applicable. Consider Governance objectives for the year – SVM Target
FGB Meeting July 9th		
July	Head Teacher	Verbal report on KS 2, 1 and R on progress and attainment
	Learning & Teaching	
	Inclusion	Review Exclusions for the year.
	Staffing/Finance	Budget monitoring / Review
	Premises	
	Community	Approve Governors' Community Report
	SIAMS	
	Other: Chair	Governor SVM objectives for coming year –draft approval
	Clerk/Chair	Appoint all Lead Governors, including Safeguarding and review guidance /TOR
	Confirm Whistle-blowing procedures are in place and appoint a Whistle blowing Governor	

	Appoint governors to conduct Head's appraisal in the autumn; ensure they are or will be trained; appoint External Adviser.
	Ensure all governors have completed a DBS check
	Agree Standing Orders for next year
	Agree Delegation Planner for next year.
	Confirm Governance Schedule for next year
	Agree a programme of meeting dates for the next academic year