



DURLEY CE (CONTROLLED) PRIMARY SCHOOL

ANNUAL PLANNING CYCLE 2023-24

Agreed at FGB 12.7.23. LAST UPDATED: 20.7.23

Updates

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AUTUMN TERM 2022	FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
	<p>FGB (1/6) Monday 9 October 2023, 7.00pm</p> <ul style="list-style-type: none"> • Elect chair and VC (Sep 2022) • Appoint DTG, Forum Rep, SEN and Safeguarding governor • Agree all Terms of Reference for FGB and committees (note ToR for staff / pupil discipline and appeals no longer needed, see mins 24/1/22) • Agree FGB Standing Orders and Code of Conduct (incl section for Church schools) • Agree HGS Good Practice Guide • Agree committee structure • Agree delegated powers • Review Freedom of Information Policy • Update register of pecuniary interests for school file (add to school website) • Chair's Report • Receive reports on governor visits • Trust Deed review/evaluation • Adopt Manual of Personnel Practice • Adopt Scheme for Financing Schools (was Manual of Financial Practice and Procedure) • Governor Annual Safeguarding training, Gov code of conduct, PREVENT E-learning, KCSiE, safeguarding and Child Protection. Sign on GovernorHub • Standing item: Safeguarding 	<p>Curriculum (1/6) Wednesday 20 September, 1.15pm</p> <ul style="list-style-type: none"> • Review Terms of Reference • Discuss/review SATs results against targets • Attendance targets • Exclusions Policy • Track pupil progress • Review Child Protection Policy and Annual Safeguarding audit <p>• Standing item: Safeguarding</p> <p>• Update monitoring plan</p> <p>Personnel Pay Review and H/T Performance Management Committee (1/3) Thursday 28 September, 9.00am</p> <ul style="list-style-type: none"> • Review Terms of Reference • Agree objectives for new academic year with HT (external adviser to be present) • Approve pay policy • Teachers Pay • Review monitoring plan in line with S.I.P. • Standing item: Safeguarding

FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
<p>FGB (2/6) Monday 27 November 2023, 7.00pm</p> <ul style="list-style-type: none"> • Head's Report • Approve budget revision by end Nov* • Receive reports on governor visits • Draft School Improvement Plan • Approve Finance ToR • Approve Personnel ToR • Approve Pay Policy • Agree ToR for Pay/Personnel & HT Performance Management Committee • Termly safeguarding report (presented by safeguarding governor) (ref mins 24/11/22) • Standing item: Safeguarding <p>*Note: Pay Policy can be delegated to Committee for agreement, as long as this is agreed/stated in Pay Committee ToR</p>	<p>Premises (1/3) Thursday 19 October, 7.00pm</p> <ul style="list-style-type: none"> • Review Terms of Reference • Election Chair and minutes clerk • Health and Safety arrangements • Termly Premises Safety Inspection Report • Internal Controls Checklist • Report on fire drill monitoring visit <p>Finance (1/3) Thursday 9 November, 7.00pm</p> <ul style="list-style-type: none"> • Budget Revision • Capital Report • Grants • Land Fund Report • Internal Controls Checklist • Standing item: Safeguarding <p>Curriculum (2/6) Wednesday 15 November, 1.00pm</p> <ul style="list-style-type: none"> • Curriculum Policy • Set KS2 targets • SEN Policy • Discuss SIP priorities • Review Admissions Policy • Approve off-site visits • Track pupil progress • Attendance update • Standing item: Safeguarding

	FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
SPRING TERM 2023	<p>FGB (3/6) Thursday 8 February 2024, 7.00pm</p> <ul style="list-style-type: none"> • Chair's Report • Governor Visit Report • Report from the Pay Review Body • Report from the Performance Management Committee • Presentation of EYFS and KS1 data • Hampshire Clerking Service requirements – confirm if continuing subscription (deadline in 2021 is 12 Feb!) • Plan expenditure for governor training and decide whether to continue to subscribe to HGS Advice, Support and Training package ((deadline in 2021 is 12 Feb!) • SEF (every 2 yrs; last carried out 2022) • Skills audit? • Standing item: Safeguarding 	<p>Personnel and Pay Review and H/T Performance Management Committee (2/4) Wednesday 10 January, 7.00pm</p> <ul style="list-style-type: none"> • Support Staff pay review • Monitoring update • Staff welfare • Safeguarding report • Review Performance Management Policy • Review Headteacher's Objectives • Standing item: Safeguarding <p>Curriculum (3/6) Wednesday 17 January, 1.15pm</p> <ul style="list-style-type: none"> • Review policy for governor visits to school • Track pupil progress • Discuss costings / priorities for SIP for reporting to Finance Committee • Standing item: Safeguarding <p>Premises (2/3) Thursday 1 February, 7.00pm</p> <ul style="list-style-type: none"> • Premises Maintenance Plan • Termly Premises Safety Inspection Report • Standing item: Safeguarding

FGB (4/6)**Monday 25 March 2024, 7.00pm**

- Head's Report
- Review SIP
- Receive reports on governor visits
- Discuss priorities for next financial year
- Fix date to discuss Governor Self Evaluation Form (SEF) (every 2 yrs) (last review Nov 21-Mar 22)
- Approve SFVS form (deadline for submission 31 March)
- Refresh the Safeguarding test? (Head to table at mtg)
- Feedback on FGB training – if applies)
- Termly safeguarding report (presented by safeguarding governor)
- Standing item: Safeguarding

Finance (2/3)**Thursday 29 February, 7.00pm**

- Monitor spending against budget plans
- Finance Policy
- Best Value Statement
- Complete Schools Financial Value Statement
- Benchmarking
- Review outstanding invoices not paid
- Standing item: Safeguarding

Curriculum (4/6)**Wednesday 6 March, 1.15pm**

- Discuss SIP priorities
- Consider Data
- Annual Safeguarding Policy
- Provide Finance Committee with costings for new priorities to be included in SIP
- Review outcomes for vulnerable groups
- Review SEN provision
- Review dates/agree agenda for school closures
- Track pupil progress
- Standing item: Safeguarding
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	FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
SUMMER TERM 2023	<p>FGB (5/6) Monday 20 May 2024, 7.00pm</p> <ul style="list-style-type: none"> • Approve budget (end May)* • Approve 3-yr strategic plan (end May)* • Revise SIP targets to reflect final budget decisions and review of SIP • Home-School Agreement • Admissions Policy • Discuss report from Leadership and Learning Partner (due Oct-Apr) • Chair's Report • Receive reports on governor visits • Receive report from Performance Management Committee • Agree topic for FGB training and book • Circulate draft Annual Planning Cycle – to agree final version at July meeting • Standing item: Safeguarding • Annual Safeguarding Audit (deadline 30/9/22) • 	<p>Curriculum (5/6) Wednesday 1 May, 1.15pm</p> <ul style="list-style-type: none"> • Collective Worship Policy • PSHE and Sex and Relationships Policy • Review Behaviour Policy • Curriculum Policy • Review extended schools provision • Discuss SIP priorities and review outcomes, including vulnerable groups and SATs results • Receive and agree dates for professional day school closures next academic year • Track pupil progress • Standing item: Safeguarding <p>Finance (3/3) Thursday 9 May, 7.00pm</p> <ul style="list-style-type: none"> • School Improvement Plan - cost implications • Cost of staffing structure for next academic year • Report on Pupil Premium spend • Prepare Budget • Monitoring update • Standing item: Safeguarding <p>Premises (3/3) Thursday 16 May, 7.00pm</p> <ul style="list-style-type: none"> • Termly Premises Safety inspection report • Offsite Activities/Minibus policies • School Accessibility Policy and Plan • Report on fire drill monitoring visit (1st week of each term) • Policies • Standing item: Safeguarding

FULL GOVERNING BODY MEETINGS	COMMITTEE MEETINGS
<p>FGB (6/6) Monday 15 July 2024, 7.00pm</p> <ul style="list-style-type: none"> • Head's Report • Approve Annual Planning Cycle (add to school website) • Evaluate GB effectiveness in line with set targets • Set objectives for GB for the year • Review child protection arrangements and discuss results of safeguarding audit (submit to county in September) • Consider the impact of the pupil premium expenditure • Annual safeguarding report (presented by safeguarding governor) • Standing item: Safeguarding 	<p>Curriculum 6/6 Wednesday 19 June, 1.15pm</p> <ul style="list-style-type: none"> • Discuss attendance data • Track pupil progress • Standing item: Safeguarding <p>Personnel Pay Review and H/T Performance Management Committee (3/3) Wednesday 26 June, 7.00pm</p> <ul style="list-style-type: none"> • Final H/T objectives review • Discuss staff structure for next academic year • Review ECT Induction Policy • Discuss GDPR • Standing item: Safeguarding <p>Clerk for July/Aug:</p> <ul style="list-style-type: none"> • Add all FGB and committee dates to Governor Hub • Add premises inspections – 2nd or 3rd week of each term • Add fire drill monitoring visit – 1st week of each term • Governor attendance – for website • Pecuniary interests register – for website • Membership list – for website • Standing item: Safeguarding