

Capella House School Governing Body Annual Programme

Regular Main Meeting Regular Agenda Items

Apologies
 Declarations of Interest
 Membership, organisation & operation of Governing Body – update
 Minutes / Matters Arising
 Committee & Working Party updates, reports & recommendations
 Risk Register Review
 Current key developments update
 Safeguarding and single central list update
 Update on Governor links, visits and training
 Date of Next meeting / School dates for Governors
 Any Other business

Autumn Term

Autumn Main Meeting

Annual Declarations of Interest Forms
 Election of Chair and Vice Chair
 Report from Strategy Day
 Agree GB Development Targets
 School Development Plan: Progress on previous years objectives
 School Development Plan: Approval of new objectives
 Headteacher's Report & SIP's Report (Latter when available)
 Commentary on destinations of leavers
 Report on Chair's appraisal
 Presentation of Previous Year's Results & Target Setting for Current Year
 Agree Annual Accounts
 Agree Committee Terms of Reference.

Head teacher's Performance Management

(Two or three governors with trust observer, supported by School Improvement Partner)

Spring Term

Pupil Satisfaction Survey (Frequency?)
 Parent Questionnaire (Frequency?)
 Governors Annual Survey of Staff
 Interim Review Headteacher's Performance Management

Spring Main Meeting 1

Headteachers Performance Management: to be noted
Headteacher's Report & SIP's Report (Latter when available)
Update on SDP & SEF

Spring Main Meeting 2

Headteacher's Report & SIP's Report (Latter when available)
Consider Draft Budget (or Summer 1)

Summer Term***Summer Main Meeting***

Headteacher's Report & SIP's Report (Latter when available)
Update on SDP & SEF
Results of staff questionnaire
Review School Prospectus
Agree Budget
Chair's Appraisal

Summer Strategy Day with Headship Team

Self-review exercise(s)
Review of strengths/weaknesses/stakeholder feedback/future plans/SEF
Strategic review & agree principles and priorities for input into SDP
Review of GB Code / Annual Planner / Operational Procedures
Annual Review of Membership, Committee Structure & Link Governors

Pay and Personnel Committee

Chair Jo Dixon; Headship Link John Kipps; SLT Advisor Andrea Oliver; Clerk tbc

Areas of Responsibility Across All Clarendon Sites

Staffing including staffing structure

Safeguarding – staff training & Single Central Record maintenance

Pay

Appraisal

Staff development

Appointments

Quality of teaching

Succession Planning

Staff capability, attendance / sickness / wellbeing

Off-site provision management

Internal Communication

External Communications including website

Community links

Policy Responsibilities

Monitor implementation of all policies, review LGB policies, feedback to Trust re Trust level policies

Performance Appraisal Policy for Teachers and Leadership (Trust)

Performance Management Policy for Support Staff (Trust)

Performance Capability Policy and Procedure (Trust)

Disciplinary Policy and Procedure (Trust)

Staff Code of Conduct (Trust)

Whole Trust Pay Policy (Trust)

Grievance Policy and Procedure (Trust)

Statement of Procedures Dealing with Allegations of Abuse Against Staff (Trust)

Safer Recruitment Selection Policy (Trust)

Probationary Procedure for Support Staff (Trust)

Equalities Policy (Trust)

Flexible Working Policy (Trust)

Maternity and Paternity Policy (Trust)

Data Protection Policy and Privacy Notice - Including Freedom of Information (Trust)

Privacy Notice for the Workforce (Trust)

Whistleblowing (Trust)

Managing Health and Attendance Policy (Trust)

Gifts & Hospitality Policy (Trust)

Exit Interviews Policy (Trust)

Complaints Procedure (Trust?)

Pay & Personnel contd

Regular Items

Apologies
 Minutes / Matters Arising
 Risk Register Review
 Staffing & Management Update
 Staff Capability Issues, Support and Interventions
 DBS / SCR / Safeguarding Update
 Update on links with partners & community

Autumn Term

Chair to attend review of teacher progression recommendations 2ith Executive HT & SBM
 Headteacher's Performance Management – Governor Panel (min2) with Trust Representative and SIP

Review Terms of Reference
 Update on STPCD recommendations, Pay Policy & communication to staff
 Consideration of teacher Pay Progression recommendations
 Status of HR Policies
 Note HTPM

Spring Term

HT Performance Management Interim Review – Governor panel

Annual report on staff attendance, sickness and wellbeing
 Annual review of Staff CPD (Report to include in-house and external & considering relation to appraisal and impact)
 Anonymised report on teacher performance appraisal
 Verbal report on Appraisal of non-teaching staff
 Verbal report on performance management of admin staff
 Review of SDP progress to date
 Staff planning update
 Review of website & external communication

Summer Term

SDP Progress
 Review SEF
 Feedback on Staff Observations
 Review effectiveness of internal communication
 Review of Staffing Structure including future needs & succession planning

**Finance: Chair Bob Harvey; Staff Link John Kipps;
SLT Advisor Andrea Oliver; Clerk tbc**

Areas of Responsibility Across All Clarendon Sites

Budget

Financial monitoring, reporting & benchmarking

Best Value

PPG & other extra government income

Policy Responsibilities

Monitor implementation of all policies, review LGB policies, feedback to Trust re Trust level policies)

Finance Policy (Trust)

Charging and Remissions Policy (Trust)

Governors' Allowances (LGB)

School's Letting Policy (LGB)

Best Value Policy (LGB)

Regular Items

Apologies

Minutes / Matters Arising

Risk Register Review

Review of Funding and Finance against budget

Safeguarding

Autumn Term

SDP – Review financial management over past year

SDP – Assess funding implications for coming year

Monitor Extra Government Funding for previous & current year

(Year 7 Catch-up, PPG & Sports Premium)

Review benchmarking data

Agree accounts in time for consolidation at trust level and final submission 31st December

Spring Term

Review SLA purchases from AfC

Review actions from Audit Reports

Schools Financial Value Standard (SFVS)

Overview of checks and balances in place

Finance Continued

Summer Term

Monitor implementation of policies

Prepare Final Budget for FGB GB (Trust submission 31st July)

Review Annual Programme

Pupil Achievement & Wellbeing Committee

Chair Keith Tysoe; Headship Links John Kipps (Plus HOC depending on site Rosemary Clarke, Angela Mason or Jayne Gray); Clerk tbc

Areas of Responsibility Across All Clarendon Sites

Achievement

Academic attainment (including subgroups)
 Use of PPG and other additional funding
 Assessment systems (including CM)
 Target monitoring
 Curriculum (National & broader)
 Monitoring academic interventions
 Work Experience

Wellbeing

Safeguarding
 Non-academic attainment e.g. independence & life skills
 Attendance, lateness & exclusions
 Behaviour monitoring (including SLEUTH)
 Monitoring therapy and other pastoral interventions
 Transitions – into and out of Clarendon & provisions

Policy Responsibilities

(Monitor implementation of all policies, review LGB policies, feedback to Trust re Trust level policies)

Curriculum (LGB)

Achievement

Special Educational Needs Policy (LGB?)
 RSE (LGB)
 Early years Foundation Stage (LGB)
 Homework Statement(LGB)
 Computing (LGB)
 Marking Policy (LGB)
 Teaching and Learning Policy (LGB)
 SEND Information Report (LGB)

Wellbeing

Child Protection Policy (Trust)
 Behaviour and Safety Policy (Trust)
 Exclusion Policy (Trust)
 Home-School Agreement (LGB)

Regular Items

Apologies
Minutes / Matters Arising
Pupil Numbers
Attendance, lateness and exclusions
Monitoring of behaviour and pupil wellbeing
SDP review
SIP report
Feedback on Subject reviews
Safeguarding & Child Protection
Risk Register Review
Update on area of Curriculum

Autumn Term

Results and Targets
School trips and visits with curriculum links for previous year
Overview of therapies and pastoral interventions including measurement of impact (previous year)
Curriculum Review

Spring Term

SDP Priority review
Identification of underachievement and actions required
Review interventions and their impact / Use of extra funding (PPG etc)
Policy Review

Summer Term

Report on work experience
Extra-curricular activities
Review SEF
Results of Maths and English tests
Report on moderation of data (internal and external)
Annual report on Looked After Children (LAC) from designated teacher
Report on life skills and wider non-academic curriculum including careers advice
Report on induction and transition arrangements including College links
Review of family/carer links and engagement

Premises Health and Safety: Chair Prem Kalia; Headship Link John Kipps; SLT Advisor Andrea Oliver; Clerk tbc

Areas of Responsibility Across All Clarendon Sites

- Site management
- Health & safety
- Accessibility
- Maintenance
- Risk assessments
- Capital Works
- Lettings

Policy Responsibilities

(Monitor implementation of all policies, review LGB policies, feedback to Trust re Trust level policies)

- Business Continuity and Incident Management Plan (Trust & LGB sites)
- Health and Safety Policy (Trust & LGB)
- Accessibility Plan (Trust)
- Premises Management Documents (LGB)
- Procedures for Educational Visits (LGB)
- Emergency Plans and Procedures (LGB)
- Fire Safety Policy (Trust & LGB)
- Positive Handling Policy (LGB)
- Medication Administration Policies and Procedures (LGB)

Regular Items

- Apologies
- Minutes / Matters Arising
- Risk Register Review
- Premises, building work and decoration update
- Risk Assessments
- Review of medication administration at all settings
- Staff Training
- Safeguarding

Premises Health and Safety Contd.

Autumn Term

SDP, SEF, & Annual Programme Review– assess responsibilities
Site Risk Assessment

Spring Term

Fire risk assessment
Safer People Safer Places
Playground supervision risk assessment

Summer Term

SDP & SEF Progress
Site Risk Assessment
First Aid – assessment of need