

Roecliffe CE School - Governing Body Meetings – Annual Overview



Autumn Term

At the first meeting of the school year

- Election of the Chair and Vice Chair
- Consider terms of office
- Declaration forms
- Statutory committees
- Schedule of meetings for the year
- Business items

School Improvement

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - o Approval
 - o Matters arising
- Governor training
- Data review and evaluation of progress against School Development Plan (SDP)
- Self Evaluation (rolling programme)
- External evaluation (e.g. EDA, Ofsted)
- Feedback from governor visits
- Timetable for governor visits (linked to SDP)
- Policies as appropriate

Resources

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - o Approval
 - o Matters arising
- Governor training
- Pupil Premium
- Sport Premium
- Revised budget
- Review outturn of school fund
- Schools Financial Value Standard
- Premises
- Health and safety
- Policies as appropriate

Full GB

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - o Approval
 - o Matters arising
- Governor training
- Headteacher's report
- Committee reports
- Curriculum matters (e.g. projects, initiatives, visits)
- New School Development Plan
- Self Evaluation (rolling programme)
- External evaluation (e.g. EDA, Ofsted)
- Feedback from governor visits
- 'Governor Knowing Your School summary'
- Policies as appropriate
- Anonymised Performance Managements
- Performance Management - HT

Spring Term

School Improvement

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - o Approval
 - o Matters arising
- Governor training
- Data review and evaluation of progress against School Development Plan (SDP)
- Self Evaluation (rolling programme)
- External evaluation (e.g. EDA, Ofsted)
- Feedback from governor visits
- Policies as appropriate

Resources

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - o Approval
 - o Matters arising
- Governor training
- Pupil Premium
- Sport Premium
- Budget monitoring report
- Benchmarking
- Lettings arrangements
- Contracts review
- Premises
- Health and safety
- Policies as appropriate

Full GB

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - o Approval
 - o Matters arising
- Governor training
- Headteacher's report
- Committee reports
- Curriculum matters (e.g. projects, initiatives, visits)
- Self Evaluation (rolling programme)
- External evaluation (e.g. EDA, Ofsted)
- Feedback from governor visits
- 'Governor Knowing Your School summary'
- Policies as appropriate
- Headteacher Interim Performance Management

Summer Term

School Improvement

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - o Approval
 - o Matters arising
- Governor training
- Data review and evaluation of progress against School Development Plan (SDP)
- Self Evaluation (rolling programme)
- External evaluation (e.g. EDA, Ofsted)
- Feedback from governor visits
- Policies as appropriate

Resources

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - o Approval
 - o Matters arising
- Governor training
- Pupil Premium
- Sport Premium
- Start budget
- Outturn statement
- Governor Strategy Document Update
- Annual Governor Statement
- Staffing
- Premises
- Health and safety
- Policies as appropriate

Full GB

- Welcome and apologies
- Declarations of interest / confidential items
- Minutes of last meeting
 - o Approval
 - o Matters arising
- Governor training
- Headteacher's report
- Finalise staffing arrangements
- Committee reports
- Curriculum matters (e.g. projects, initiatives, visits)
- Self Evaluation (rolling programme)
- External evaluation (e.g. EDA, Ofsted)
- Feedback from governor visits
- 'Governor Knowing Your School summary'
- Governor Strategy Document Update - Approval
- Annual Governor Statement – Approval
- Policies as appropriate