

# Riverside Governing Board Year Planner *(revised at Head/Chair/Vice-Chair forum- 01.11.17)*

Autumn Term	Spring Term	Summer Term
<p style="text-align: center;"><b><u>BOARD MEETING 1</u></b></p> <ul style="list-style-type: none"> <li>• Confirm membership &amp; elect <u>Chair/Vice-Chair</u>.</li> <li>• Review <u>Instrument of Government</u>, (<i>biennially</i>).</li> <li>• Confirm committees' membership &amp; elect <u>Chairs/ Vice-Chairs</u>.</li> <li>• Agree governors' <u>Lead Responsibilities</u></li> <li>• Record <u>Annual Declarations of Interests</u>.</li> <li>• Agree Board Year Planner.</li> <li>• Check <u>Governors' Policies &amp; Documents Check-list</u></li> <li>• Agree Committees' <u>Terms of Reference &amp;</u></li> <li>• Re-adopt LA's <u>Schools' HR Handbook</u>.</li> <li>• Re-adopt the LA's <u>Scheme for Financing Schools &amp; Finance Manual</u>').</li> <li>• Note new <u>School Calendar</u> events.</li> <li>• Note new <u>School Offer</u>.</li> <li>• Table annual <u>Student Progress Report</u>.</li> <li>• Table annual <u>Teachers' Appraisal Report</u> (<i>pre-reviewed by Resources Committee</i>).</li> <li>• Table <u>Annual Scorecard</u> (for previous school year).</li> <li>• Table <i>committee minutes</i>: <b><u>Resources 1</u></b>.</li> <li>• Agree Headteacher's Appraisal panel/dates</li> </ul> <p style="text-align: center;"><b><u>BOARD MEETING 2</u></b></p> <ul style="list-style-type: none"> <li>• Table <i>committee minutes</i>: <b><u>Student Development 1</u></b></li> <li>• Table <u>SIP review, Aim 4</u> (<i>updated from SD Committee meeting 1</i>).</li> <li>• Approve <u>School Financial Values &amp; Standards</u> (<i>annually - Resources Committee recommendation</i>).</li> <li>• Approve <u>Medical Conditions' Policy</u>, (<i>biennially - checked by SD Committee</i>).</li> <li>• Approve <u>Fire Safety Policy</u> (<i>triennially - Resources Committee recommendation</i>).</li> <li>• Agree annual <u>Programme of Governors' Visits</u>.</li> </ul>	<p style="text-align: center;"><b><u>BOARD MEETING 3</u></b></p> <ul style="list-style-type: none"> <li>• <b>Table <u>Headteacher's Written Report – No 1</u></b> (<i>see grids below for contents</i>)</li> <li>• Table <u>School Improvement Adviser's (SIA) Universal Visit Report No 1</u>.</li> <li>• Review <u>School Website</u>.</li> <li>• Review <u>Self-Evaluation Form (SEF)</u></li> <li>• Approve <u>e-Safety Policy</u> (<i>annually – pre-reviewed by SD Committee</i>).</li> <li>• Approve <u>Behaviour Management Policy</u> - (<i>biennially, pre-reviewed by SD Committee</i>).</li> <li>• Approve <u>Anti-Bullying Policy</u> - (<i>biennially, pre-reviewed by SD Committee</i>).</li> <li>• Approve <u>Health &amp; Safety Policy</u> (<i>biennially- Pre-reviewed by Resources Committee</i> ).</li> <li>• Agree annual <u>Staff Questionnaire</u> format.</li> <li>• Table <u>Headteacher's Annual Appraisal Report</u>.</li> <li>• Table any <u>Governors' Visits reports</u></li> </ul> <p style="text-align: center;"><b><u>BOARD MEETING 4</u></b></p> <ul style="list-style-type: none"> <li>• Table <i>committee minutes</i>:</li> <li>• <b><u>Student Development 2 &amp; Resources 2</u></b>.</li> <li>• Table <u>SIA's Universal Visit Report No 2</u>.</li> <li>• Table <u>SIP review, Aim 3</u> (<i>updated from SD Committee meeting 2</i>).</li> <li>• Table <u>Headteacher's Annual Safeguarding Audit</u>, (<i>pre-reviewed by SD Committee</i>).</li> <li>• Approve <u>Safeguarding/Child Protection Policy</u> (<i>annually – pre-reviewed by SD Committee</i>).</li> <li>• Approve <u>Educational Visits Policy</u> (<i>triennially – checked by SD Committee</i>).</li> <li>• Table annual <u>Support Staff Appraisal Report</u>, (<i>pre-reviewed by Resources Committee</i>).</li> <li>• Review <u>Staff Questionnaire</u> response &amp; analysis.</li> <li>• Table any <u>Governors' Visits reports</u></li> <li>• Approve <u>Data Protection Policy</u>, (<i>quadriennially</i>).</li> <li>• Approve <u>Freedom of Information Policy</u> (<i>quadrenially</i>).</li> </ul>	<p style="text-align: center;"><b><u>BOARD MEETING 5</u></b></p> <ul style="list-style-type: none"> <li>• Table <i>committee minutes</i>: <b><u>Resources 3</u></b>.</li> <li>• Approve <u>new budget</u> – submit by 31 May, (<i>Resources Committee recommendation</i>).</li> <li>• Table annual <u>Nominated Safeguarding Governor's Report</u> (<i>including SCR check</i>)</li> <li>• Table annual <u>Parents' Questionnaire</u> – (from March Parents' Evening).</li> <li>• Table <u>SIP review, Aim 1</u> (<i>updated from Resources Committee meeting 2</i>).</li> <li>• Approve <u>Teachers' Pay Policy</u>, (<i>annually – Resources Committee checked</i>).</li> <li>• Approve <u>Support Staff Pay Policy</u>, (<i>annually - Resources Committee checked</i>).</li> <li>• Approve <u>Staffing Structure</u>, (<i>annually - Resources Committee recommendation</i>).</li> <li>• Table any <u>Governors' Visits reports</u></li> <li>• Set date/time/theme for following school year's <u>Governors' Away Day</u>.</li> </ul> <p style="text-align: center;"><b><u>BOARD MEETING 6</u></b></p> <ul style="list-style-type: none"> <li>• <b>Table <u>Headteacher's Written Report – No 2</u></b> (<i>see grids below for contents</i>)</li> <li>• Table <u>Chair of Governors' Annual Report</u>.</li> <li>• Table <i>committee minutes</i>: <b><u>Student Development 3</u></b>.</li> <li>• Table <u>SIA's Universal Visit Report No 3</u>.</li> <li>• Table <u>Team Spirit Management Committee</u> annual report.</li> <li>• <u>Table SIP review, Aim 2</u> (<i>updated from SD Committee meeting 3</i>).</li> <li>• Agree new <u>SIP</u> for the following school year(s).</li> <li>• Table new <u>SEF</u> for the following school year(s).</li> <li>• Table any <u>Governors' Visits reports</u></li> <li>• Approve <u>Governors' Visits Policy</u> (<i>biennially</i>).</li> <li>• Table <u>Headteacher's Mid-Year Appraisal Feedback</u>.</li> <li>• Set dates/times for following school year's: <u>6x Board, 6x committee meetings</u>.</li> </ul>

## Headteacher's Written Reports

### HEADTEACHER'S WRITTEN REPORT NO 1 (FOR BOARD MEETING 3)

#### PART 1:

- Current student roll and breakdown
- Student progress headlines
- Staff mid-year appraisal reports
- CPD mid-year report
- Day trips and visits mid-year report
- Any other significant Part 1 mid-year items  
(not reported through Year Planner meeting No 3 Part 1

items)

#### PART 2:

- Any exclusions since last Report No 2
- Any complaints since last Report No 2
- Any other significant Part 2 mid-year items  
(not reported through Year Planner meeting No 3 Part 2 items)

### HEADTEACHER'S WRITTEN REPORT NO 2 (FOR BOARD MEETING 6)

#### PART 1:

- Current student roll and breakdown
- Following September student roll and breakdown
- New students' admissions and induction arrangements
- Challenge Partners annual report
- Day trips and visits end-of-year report
- Residential school journeys annual report
- Staff leavers and appointments
- Any other significant Part 1 mid-year items  
(not reported through Year Planner meeting No 6 Part 1 items)

#### PART 2:

- Any exclusions since last Report No 1
- Any complaints since last Report No 1
- Any other significant Part 2 mid-year items  
(not reported through Year Planner meeting No 6 Part 2 items)