

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

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)