

**Dates of Meetings and the Strategic Plan – 2024/2025**

Note: This is a suggested governance strategic plan and is designed to be used as a guide. It should be tailored by the governing board to suit the individual school circumstances. It will be used in conjunction with the agendas provided by the school’s Governance Professional.

<b>MEETING</b>	<b>AUTUMN 2024</b>	<b>SPRING 2025</b>	<b>SUMMER 2025</b>
<p><b>Full Governing Board</b></p>	<p><b>Date:</b></p> <ol style="list-style-type: none"> <li>1. Election of Chair</li> <li>2. Election of Vice-Chair</li> <li>3. Delegation to Committees/Headteacher</li> <li>4. Governor Business Interest Forms, Governor Code of Conduct, Section 128 check, confirmation of Companies House check</li> <li>5. Headteacher’s Performance Management arrangements</li> <li>6. Staff performance management</li> <li>7. Pay Committee report</li> <li>8. Annual Safeguarding and CIOC report</li> <li>9. Review of the Budget figures</li> <li>10. SEND Information report</li> <li>11. Safeguarding Policy Update (in line with KCSIE)</li> <li>12. Annual confirmation that staff have signed the Staff Code of Conduct</li> <li>13. Governors skills audit</li> <li>14. Financial skills audit</li> <li>15. Confirmation of Governors responsible for:                             <ul style="list-style-type: none"> <li>- SEND</li> </ul> </li> </ol>	<p><b>Date:</b></p> <ol style="list-style-type: none"> <li>1. Budget – outturn position</li> <li>2. Update on performance management across all staff (mid-term)</li> <li>3. Quality of Education</li> <li>4. SDP / SEF update</li> <li>5. Data – update on progress and attainment including vulnerable groups</li> <li>6. SFVS</li> </ol>	<p><b>Date:</b></p> <ol style="list-style-type: none"> <li>1. Pupil Voice including Pupil Council</li> <li>2. SDP / SEF update</li> <li>3. Staff for next academic year including Leadership Structure</li> <li>4. Vulnerable groups/tracking</li> <li>5. Review of budget.</li> <li>6. Data – update on progress and attainment including vulnerable groups</li> <li>7. Report on Teaching &amp; Learning including successes and challenges</li> <li>8. Quality of Education</li> <li>9. GDPR Annual Report</li> <li>10. Risk Register – annual review</li> </ol>

	<ul style="list-style-type: none"> <li>- Children in our Care</li> <li>- Safeguarding</li> <li>- Pupil Premium</li> <li>- CEIAG</li> </ul> <p>16. SDP and SEF update                  17. Assessment data – update report                  18. Pupil Premium – annual report                  19. Sports Premium – annual report                  20. POLICIES – SEE END OF DOCUMENT                  21. To confirm adoption of all RBG HR Policies .                  22. To confirm staff and governors have read and understood KCSIE 24 and that training is arranged.</p>		
<p><b>Learning &amp; Achievement</b></p>	<p><b>Date:</b></p> <ol style="list-style-type: none"> <li>1. Election of Chair and Vice Chair</li> <li>2. Terms of Reference</li> <li>3. Inclusion report to include attendance, suspensions, pupil personal development, wellbeing, and behaviour</li> <li>4. Assessment / outcomes</li> <li>5. Quality of Education – including SEND and Pupil Premium</li> <li>6. IP reports</li> <li>7. Confirmation that Local Offer of SEND appears on the school website</li> </ol>	<p><b>Date:</b></p> <ol style="list-style-type: none"> <li>1. Inclusion report to include attendance, suspensions, pupil personal development, wellbeing, and behaviour</li> <li>2. Quality of Education – including SEND and Pupil Premium</li> <li>3. Predictions for 2022/23</li> <li>4. Progress and achievement across all year groups</li> <li>5. Pupil Premium- review progress</li> <li>6. Sports Premium (primary only) – review progress</li> <li>7. SDP and SEF update</li> <li>8. IP reports</li> </ol>	<p><b>Date:</b></p> <ol style="list-style-type: none"> <li>1. Inclusion report to include attendance, suspensions, pupil personal development, wellbeing, and behaviour</li> <li>2. Quality of Education – including SEND and Pupil Premium</li> <li>3. Predictions (for EYFS, KSI /KS2 / KS4 / KS5)</li> <li>4. Progress across the school – in particular the vulnerable groups.</li> <li>5. Pupil Premium – update against plan</li> <li>6. Sports Premium (primary only) – update against plan</li> <li>7. SIP and SEF review</li> <li>8. IP reports</li> </ol>

<p><b>Resources Committee</b></p>	<p><b>Date:</b></p> <ol style="list-style-type: none"> <li>1. Election of Chair</li> <li>2. Terms of Reference</li> <li>3. Budget monitoring</li> <li>4. SDP and SEF costs</li> <li>5. Pupil premium – to approve funding</li> <li>6. Sports Premium – to approve funding</li> <li>7. Emergency Planning Document (DFE)/Risk register - + how to monitor</li> <li>8. Agree a process to review contracts</li> <li>9. Annual Review of Financial Procedures and Scheme of Delegation</li> <li>10. Staff wellbeing including sickness absence</li> <li>11. Staff CPD – including Early Career Teachers</li> <li>12. Single Central Register checked</li> <li>13. Premises report including budget implications</li> <li>14. Health and safety report</li> </ol>	<p><b>Date:</b></p> <ol style="list-style-type: none"> <li>1. New Budget – to consider the priorities in the SDP and include possible staff progression</li> <li>2. Financial Benchmarking</li> <li>3. Staff wellbeing including sickness absence</li> <li>4. CPD impact on teacher performance</li> <li>5. Management report on UPS/TLR impact</li> <li>6. Single Central Register checked</li> <li>7. Premises report including budget implications</li> <li>8. Health and safety report</li> <li>9. Report on the First Aid and Accident Book</li> </ol>	<p><b>Date:</b></p> <ol style="list-style-type: none"> <li>1. Budget monitoring report</li> <li>2. Building/Capital works</li> <li>3. SDP priorities – costs</li> <li>4. Staff wellbeing including sickness absence</li> <li>5. Staff CPD – including Early Career Teachers</li> <li>6. Single Central Register checked</li> <li>7. School Fund Audit Report</li> <li>8. Premises report and budget implications</li> <li>9. Health and safety report</li> <li>10. Asset Register annual report</li> </ol>
<p><b>Deficit Recovery Committee</b></p>	<p>(If the school has a DRC):                  Membership, Dates                  Autumn Term Actions: Elect Committee Chair, review ToR for recommendation to the board.</p>		
<p><b>Headteacher Performance Management</b></p>	<p><b>Meeting Dates:</b>  <b>Tuesday 5<sup>th</sup> November 2024</b></p>		

<b>Pay Committee</b>	<b>Meeting Dates:</b> <b>Thursday 3<sup>rd</sup> October 2024</b>
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Committee Name	Committee Membership (Governors Names)
Learning & Achievement Committee	Steven Piper Samantha Tilley Emma-Jayne Sue Robinson Daniel Price Zena Thomasi Hyde
Resources Committee	Steven Piper Samantha Tilley Emma-Jayne Sue Robinson Daniel Price Whitney Iles Zena Thomasi Hyde
Pay Committee	Steve Piper Zena Whitney Iles Emma-Jayne Taylor
Pay Appeals Committee	Non-staff
Headteacher's Performance Review Group	Steven Piper Natasha Sampson Daniel Price Emma-Jayne Sampson

Link Governor Name	Statutory / Curriculum / School Development Plan Area	Date of School visit
Zena Thomasi Hyde	SEND	
Natasha Sampson	Safeguarding	

**Governor Training Plan:**

Training Need	Training Plan
e.g., Governor Induction	

**Policy Approval:**

Governing Board's Policy Cycle	
Statutory Policies for Schools – <a href="#">link to DfE Guidance</a> .	
Schools will have their own cycle of Policy approval, this is intended as a guide:	
Autumn Term FGB	<ul style="list-style-type: none"> <li>• SEND</li> <li>• Safeguarding – e-safety/Prevent/child exploitation</li> <li>• Behaviour statement</li> <li>• Early Careers Teacher</li> <li>• Teacher appraisal and pay</li> <li>• Admissions</li> <li>• Careers Guidance (secondary)</li> <li>• Charging &amp; Remissions</li> </ul>
Autumn Term Committee	
Spring Term Committee	
Summer Term Committee	