

Group	Date	Main Objective/agenda	Success criteria
Full Governing Body 7pm	15th September 2016	<ul style="list-style-type: none"> <li>• Standing agenda items</li> <li>• Election of officers</li> <li>• Committees</li> <li>• School aims plan for revision</li> <li>• Governors Code of conduct</li> <li>• TOR for committees</li> <li>• Evaluation and Vision presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Officers elected</li> <li>• Committees agreed</li> <li>• Aims revision plan organised</li> <li>• Code adopted</li> <li>• Agreed TOR</li> <li>• Informed and statutorily compliant Governors.</li> <li>• Evaluation and Vision document understood</li> </ul>
	8th December 2016	<ul style="list-style-type: none"> <li>• Standing agenda items</li> <li>• HT report</li> <li>• Governors report back from School Council</li> <li>• School aims review update</li> <li>• Report back on attendance at parents evening</li> <li>• report back from governors re individual work</li> <li>• walk round phase one</li> </ul>	<ul style="list-style-type: none"> <li>• Governors are aware of activity/issues in the school.</li> <li>• Policy reviewed</li> <li>• Aims review updated</li> <li>• governors updated re contact with school</li> <li>• Children's voice heard</li> <li>•</li> </ul>
	9th February 2017	<ul style="list-style-type: none"> <li>• Standing agenda items</li> <li>• Finance review including comparative statistics</li> <li>• Policy review <ul style="list-style-type: none"> <li>◦ literacy – all aspects</li> </ul> </li> <li>• Aims review update</li> </ul>	<ul style="list-style-type: none"> <li>• Governors aware of resources and cost pressures, and Value for Money is being achieved.</li> <li>• aims review updated</li> <li>• literacy reviewed</li> </ul>
	30 <sup>th</sup> March 2017	<ul style="list-style-type: none"> <li>• Standing agenda items</li> <li>• HT report</li> <li>• Evaluation &amp; Vision update</li> <li>• Policy review <ul style="list-style-type: none"> <li>◦ drugs substance review</li> <li>◦ gifted and talented</li> <li>◦ IT</li> </ul> </li> <li>• Governors report back from School Council</li> <li>• Report back on attendance at parents evening</li> </ul>	<ul style="list-style-type: none"> <li>• Policies are ratified</li> <li>• Governors are aware of activity/issues in school</li> <li>• Aware of progress of the Evaluation and Vision</li> <li>• Policy reviewed</li> <li>• Updated on building project</li> <li>• Children's voice heard</li> <li>• policies reviewed</li> </ul>
	11 <sup>th</sup> May 2017	<ul style="list-style-type: none"> <li>• Standing agenda items</li> <li>• Budget for 2014/2015 presented</li> <li>• Governors self evaluation</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Governors are aware of main factors determining budget decisions and the budget is approved</li> <li>• Success and improvement areas identified.</li> <li>• Raise awareness for governors of issues in the school</li> </ul>
	13 <sup>th</sup> July 2017	<ul style="list-style-type: none"> <li>• Standing agenda items</li> <li>• Governors plan reviewed</li> <li>• HT report</li> <li>• Governors report back from School Council</li> <li>• Policy review- <ul style="list-style-type: none"> <li>◦ single equality scheme</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Governors are aware of activity/issues in school</li> <li>• Children's voice heard</li> <li>• Policy reviewed</li> </ul>

Standards 6.30pm	8 <sup>th</sup> September 2016	<ul style="list-style-type: none"> <li>• Review of 2015/2016 to look at all the results for the individual years</li> <li>• 2016 SATS and comparison statistics</li> <li>• Foundation Stage results for 2016</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Comparison against Evaluation &amp; Vision for SATS targets</li> <li>• Progression for other years</li> <li>• Progression for FS</li> <li>• Preparation/delivery of report to GB</li> </ul>
	<b>24<sup>th</sup> November 2016</b>	<ul style="list-style-type: none"> <li>• <b>Review of RAISE and FFT</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Understanding of how the school compares to national data</b></li> <li>• <b>Preparation /delivery of report to full GB</b></li> </ul>
	26 <sup>th</sup> January 2017	<ul style="list-style-type: none"> <li>• Review of depth of learning from autumn term</li> <li>• Review of current Y6</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of progress made this year</li> <li>• Understanding of Y6 position</li> <li>• Preparation/delivery of report to full GB</li> </ul>
	27 <sup>th</sup> April 2017	<ul style="list-style-type: none"> <li>• Review of depth of learning from Easter and monitor against 2016/2017 targets</li> <li>• Review committee's performance against terms of reference</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of progress made this year</li> <li>• Preparation/delivery of report to full GB</li> <li>• Evaluation of performance completed</li> </ul>
Finance 7pm	17 <sup>th</sup> November 2016	<ul style="list-style-type: none"> <li>• Monitoring report</li> <li>• Devolved capital</li> <li>• Revised budget</li> <li>• Sports premium presentation</li> <li>• Charging and remissions policy</li> </ul>	<ul style="list-style-type: none"> <li>• Governors have opportunity to discuss most recent information</li> <li>• To make amendments to working budget in line with current needs</li> <li>• Governors have a good understanding of sports premium</li> </ul>
	12 <sup>th</sup> January 2017	<ul style="list-style-type: none"> <li>• Monitoring report</li> <li>• Devolved capital</li> <li>• Scheme of delegation</li> </ul>	<ul style="list-style-type: none"> <li>• Governors have opportunity to discuss most recent information</li> <li>• Review and sign off scheme of delegation</li> </ul>
	16 <sup>th</sup> March 2017	<ul style="list-style-type: none"> <li>• Monitoring report</li> <li>• Devolved capital</li> <li>• Draft budget 2017/2018</li> </ul>	<ul style="list-style-type: none"> <li>• Governors have opportunity to discuss most recent information</li> <li>• Review budget set for 2017/2018 plus next two years</li> </ul>
	4 <sup>th</sup> May 2017	<ul style="list-style-type: none"> <li>• Monitoring report</li> <li>• Devolved capital</li> <li>• Budget approved</li> <li>• CAS</li> <li>• Best value statement</li> </ul>	<ul style="list-style-type: none"> <li>• Governors have opportunity to discuss most recent information</li> <li>• CAS + Best Value signed and sent off</li> </ul>
	22 <sup>nd</sup> June 2017	<ul style="list-style-type: none"> <li>• Monitoring report</li> <li>• Devolved capital</li> <li>• Review budget monitoring policy</li> <li>• Review school fund</li> <li>• Review committee's performance against terms of reference</li> </ul>	<ul style="list-style-type: none"> <li>• Governors have opportunity to discuss most recent information</li> <li>• Policy signed and reviewed</li> <li>• School fund approved</li> <li>• Evaluation of performance completed</li> </ul>

Performance Management	TBC	<ul style="list-style-type: none"> <li>To review HT performance</li> </ul>	<ul style="list-style-type: none"> <li>End of year report on HT's performance and if appropriate pay recommendation</li> </ul>
	TBC	<ul style="list-style-type: none"> <li>To review HT performance management targets</li> </ul>	<ul style="list-style-type: none"> <li>Produce half yearly review to be shared with SIP in autumn</li> </ul>
Health, Safety, & Buildings 9am	10th November 2016	<ul style="list-style-type: none"> <li>Review of any accidents or "near misses".</li> <li>Asbestos / Legionella – review reports / ensure files are updated.</li> <li>Review feedback from NYCC H&amp;S Advisor following their review of the School's H&amp;S Documentation.</li> <li>Review of a number of H&amp;S Documentation &amp; Procedures.</li> <li>Review of School's Asset Management Plan.</li> <li>Carry out H&amp;S Inspection of the School Premises.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure – if appropriate – that relevant strategies have been put in place to mitigate risks &amp; that the School's H&amp;S Documentation has been up-dated accordingly.</li> <li>Ensure that the School's H&amp;S documentation / risk assessments / procedures are kept current.</li> <li>Ensure that the Governing Body is kept abreast of current position – by presenting an up-date report to each full GB meeting.</li> <li>Ensure that any issues noted during Inspection of the School's premises have been addressed asap.</li> </ul>
	2 <sup>nd</sup> March 2017	<ul style="list-style-type: none"> <li>Review of any accidents or "near misses".</li> <li>Asbestos / Legionella – review reports / ensure files are updated.</li> <li>Annual Review of procedures for Educational Visits.</li> <li>Annual Review of the School's Emergency Response Guide.</li> <li>Review a minimum of 5No (selected at random) of the Schools Risk Assessment documents.</li> <li>Carry out H&amp;S Inspection of the School Premises.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure – if appropriate – that relevant strategies have been put in place to mitigate risks &amp; that the School's H&amp;S Documentation has been up-dated accordingly.</li> <li>Ensure that the School's H&amp;S documentation / risk assessments / procedures are kept current.</li> <li>Ensure that the Governing Body is kept abreast of current position – by presenting an up-date report to each full GB meeting.</li> <li>Ensure that any issues noted during Inspection of the School's premises have been addressed asap.</li> </ul>
	15th June 2017	<ul style="list-style-type: none"> <li>Review of any accidents or "near misses".</li> <li>Asbestos / Legionella – review reports / ensure files are updated.</li> <li>Annual Review of Schools H&amp;S, and Buildings Policies.</li> <li>Annual Review of the Committee's "Terms of Reference".</li> <li>Annual Review of Performance &amp; Membership of this Committee against its "Terms of Reference".</li> <li>Annual Review of MASS Services performance &amp; whether this still offers value for money.</li> <li>Carry out H&amp;S Inspection of the School Premises.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure – if appropriate – that relevant strategies have been put in place to mitigate risks &amp; that the School's H&amp;S Documentation has been up-dated accordingly.</li> <li>Ensure that the School's H&amp;S documentation / risk assessments / procedures are kept current.</li> <li>Ensure that the Governing Body is kept abreast of current position – by presenting an up-date report to each full GB meeting.</li> <li>Ensure that any issues noted during Inspection of the School's premises have been addressed asap.</li> <li>Notifying the full GB of the Committee's views / recommendation's re the performance of MASS Services.</li> <li>Policies and TOR's agreed, signed and presented to the full GB.</li> </ul>
Other committees	Other committees will sit only as and when, or if, the necessity arises. All terms of reference will have been agreed by the full GB so that they are ready to work if required		

- It is the responsibility of the chair of any committee to communicate reports to the full Governing Body via Clerk to governors to be distributed with minutes/agenda.