



## St Michael's CE Primary School

The Causeway, Steventon,  
Oxfordshire OX13 6SQ Telephone and Fax: 01235 831298

Interim Headteacher: Grant Mottram

Chair of Governors: Kevin Moyes

Email: [head.3241@st-michaels-pri.oxon.sch.uk](mailto:head.3241@st-michaels-pri.oxon.sch.uk)  
[www.stmichaelssteventon.co.uk](http://www.stmichaelssteventon.co.uk)

# Governance Schedule -FGB

## Meetings 2020-21

Date of Issue: 16<sup>th</sup> July 2020

Date of Review: July 2021

Headteacher: Grant Mottram

Chair of Governors: Kevin Moyes

## Meetings - Key Agenda Items

### Lead Governors please note:

- The agenda items are based on Standing Orders, Terms of Reference and Lead Governors guidance documents
- Lead Governors should be prepared to lead on their items and have done the necessary pre-work, this may include for example, monitoring visit reports or 'desk-top' activities
- **NB BLANKS against LEADS are intentional, in order to keep the agenda focused**
- *Italic items for this year only*

Month	Lead	Task
<b>Every Meeting</b>	SIAMS	Opening Prayer
	Clerk	To receive and if agreed accept apologies Declaration of pecuniary Interests for meeting Discuss and approve the minutes and actions list from the previous FGB meeting
	Chair	Report from the Chair on any actions taken since the last meeting
	HT	Headteacher's actions taken since the last meeting
	Chair	Receive any external record of visits
	Governors	Governor visit reports – not covered under agenda
	Governors	Reports from governors who have attended training
	HT /Safeguarding CP Link Governor	Raise any Safeguarding & Child Protection, Attendance issues
	HT/ Premises Lead Governor	Raise any Health & Safety Issues
Clerk	Summary of Action Items agreed	
<b>FGB Meeting September XX</b>		
September Clerked	Head Teacher	Termly report to include: School & County admin data (numbers on roll /SEND and all vulnerable groups, staffing); attendance & critical incidence reports from previous term/year; safeguarding. SDP approval
	Learning & Teaching	DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups.
	Inclusion & Safeguarding	Present the 'SEND Report to Parents' for approval: Review Behaviour / Bullying/ Exclusion Policies; including Governors' Principles Review Safeguarding Policy
	Staffing/Finance	
	Premises	

	Community	Consider and discuss community link actions/ targets for the year (if not in SDP); to include Parent surveys/ focus for discussion at Parents' Evenings
	SIAMS	Agree monitoring visits for Assemblies and Collective worship / and any other monitoring if not on SDP
	Other:	Governor Skills audit analysis SMSC -School calendar of events and proposed governor support / involvement
	Chair/Clerk	Publish list of governing body members, associate members and responsibilities on the school website for 2019-2020
		Agree Statutory Policy Schedule for the Year (these are in the schedule)
		Update and publish register of pecuniary interests
		Publish the governors' attendance for previous year on the website, including those who have left in the last 12 months
		Note code of Conduct
<b>FGB Meeting October XX</b>		
October	Head Teacher	Tour the school; Up-dated SEF; Report on Looked After Children if applicable
	Learning & Teaching	If not done in July - report on use of PE and Sport Premium / present this year's strategic plan; Present EO Plan for 2019-20 Agree SDP monitoring actions for the coming term
	Inclusion & Safeguarding	SEND and Pupil Premium Strategic Reports (last year's review and this year's plan & actions)
	Staffing/Finance	Budget statement
	Premises	Review systems and procedures for monitoring Health & Safety including risk assessments
	Community	If applicable: review Community Hall bookings/usage /hire agreement and discuss promotion of hall and community engagement
	SIAMS	
	Other:	
<b>FGB Meeting November XX</b>		
November Clerked	Head Teacher	Report on Staff Appraisals; working hours audit and stress and wellbeing surveys (if applicable)
	Learning & Teaching	SDP report on a specific target or other curricular aspect (staff member)
	Inclusion & Safeguarding	Annual Safeguarding & Child Protection Report including the anti-bullying appendix; receive annual safeguarding audit form
	Staffing/Finance	Review and determine head teacher's salary (backdated to 1st September) ensure that pay panel has made/confirmed pay decisions on all teachers and issued salary letters
	Premises	Complete asset management plan; review of School Accessibility Plan & Transport Plan
	Community	Report on Website review to include statutory compliance
	SIAMS	Outcomes of monitoring visits for Assemblies and Collective worship

	Other:	
<b>FGB Meeting December XX</b>		
December	Head Teacher	Quality First Teaching report
	Learning & Teaching	ASP Report/ discussion (Analyse School Performance - pupil progress and attainment against national) – any significant additional data/ information
	Inclusion & Safeguarding	Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision
	Staffing/Finance	Budget Monitoring; HT appraisal report confirming staff appraisals complete and HT PM Committee confirm HT appraisal complete, confirm pay panel has agreed teacher increases and HT pay has been considered
	Premises	Health & Safety Walk & Inspection readiness
	Community	Report on links with Pupil Parliament
	SIAMS	Review Toolkit
	Other:	
<b>FGB Meeting January XX</b>		
January Clerked	Head Teacher	Termly report to include: School Admin data; attendance; incident reports; review progress of SDP
	Learning & Teaching	DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups Agree SDP monitoring actions for the coming term
	Inclusion & Safeguarding	
	Staffing/Finance	Review net capacity of the school; Review staff structure; Budget Statement
	Premises	
	Community	
	SIAMS	
	Other:	SMSC -School calendar of events and proposed governor support / involvement
<b>FGB Meeting February XX</b>		
February	Head Teacher	Report on the effectiveness of Assessment Procedures
	Learning & Teaching	Mid-year review of PE & Sport Funding Plan; Equality Plan updated information on meeting objective under the Equalities Act
	Inclusion & Safeguarding	Mid-year reviews of: Effectiveness of Pupil Premium Funding and SEND funding (Strategic Plans); report on any budget implications

	Staffing/Finance	Start work on drafting budget for the coming year ; Review Staff Pay Policy (Annual requirement); Agree purchase of external services
	Premises	Health & Safety Inspection feedback; Review insurance arrangements and premises costs
	Community	(If applicable) Review Charging and Letting Policy
	SIAMS	
	Other:	
<b>FGB Meeting March XX</b>		
March Clerked	Head Teacher	Quality First Teaching report; Hours Audit
	Learning & Teaching	Receive and discuss report on any curriculum developments, especially in relation to teaching the national curriculum (Staff input)
	Inclusion & Safeguarding	Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision
	Staffing/Finance	School's Financial Value Standard (SFVS Assessment Form) Confirm April Budget Only Meeting. Authorise expenditure under scheme of delegation; review and discuss Governors' expenditure
	Premises	Review of Health and Safety Audit – add actions to log; review and monitor Risk Assessments
	Community	(If applicable) Revise prospectus type information on the school's website (If applicable) Review hall bookings/usage and discuss promotion of community hall and community engagement
	SIAMS	Agree monitoring visits for Assemblies and Collective worship and any other monitoring if not on SDP
	Other:	
<b>FGB Meeting April 30th</b>		
April	Head Teacher	
	Staffing/Finance	Review final out-turn position and approve budget
<b>FGB Meeting May XX</b>		
May Clerked	Head Teacher	Termly report to include: School Admin data; attendance; incident reports; mid-year appraisal (pt 2) report; SDP progress update
	Learning & Teaching	DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups Agree SDP monitoring actions for the coming term
	Inclusion & Safeguarding	
	Staffing/Finance	(If applicable) Review Appraisal & Performance Management Policy and staff job descriptions; Review staff attendance; report of effectiveness of Continuing Professional Development

	Premises	
	Community	Report on BOBS' activities
	SIAMS	
	Other:	SMSC -School calendar of events and proposed governor support / involvement
<b>FGB Meeting June XX</b>		
June	Head Teacher	(If applicable) Review Long Term Vision Map ( 3 & 7years) Provisional outline of SDP targets for next year
	Learning & Teaching	(If applicable) Review Computing Code of Conduct Review and discuss Residential visits and approve planned Residential Visits for the year after next
	Inclusion & Safeguarding	Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision effectiveness / includes HT report
	Staffing/Finance	
	Premises	Report on annual inspection of premises and grounds including reporting on security and on monitoring of energy and utility bills to support sustainability
	Community	Present draft end of year Community Report – for Governor discussion
	SIAMS	(If applicable) Review School Values & Mission statement Outcomes of monitoring visits for Assemblies and Collective worship
	Other: Chair	Conduct self-review of governing body effectiveness: include succession planning, training needs and review of all governance policies if applicable. Consider Governance objectives for the year – SDP Target
<b>FGB Meeting July XX</b>		
July Clerked	Head Teacher	End of year report – include a verbal report on KS2, KS1 SATs attainment Review Admissions Policy – Link to Oxon (annual requirement)
	Learning & Teaching	
	Inclusion & Safeguarding	Review exclusions for the year.
	Staffing/Finance	Budget monitoring / Review
	Premises	
	Community	Approve Governors' Community Report
	SIAMS	
	Other: Chair	Governor SDP objectives for coming year –draft approval
	Clerk/Chair	Appoint all Lead Governors, including Safeguarding, Class link governors and review guidance /TORs
		Confirm Whistle-blowing procedures are in place and appoint a Whistle blowing Governor
		Appoint governors to conduct Head's appraisal in the autumn; ensure they are or will be trained; appoint External Adviser.
		Ensure all governors have completed a DBS check

	Agree Standing Orders for next year
	Agree Delegation Planner for next year.
	Confirm Governance Schedule for next year
	<b>Agree a programme of meeting dates for the next academic year</b>