



Ben Jonson Primary School

Governing Body Planner

| | GB Meetings | | GB Meeting | | GB Meeting | |
|---------------|--|------------------------|------------|------------|------------------------|------------|
| | Autumn 1 st | Autumn 2 nd | Spring 1st | Spring 2nd | Summer 1 st | Summer 2nd |
| Every Meeting | <ul style="list-style-type: none"> • Apologies for absence • Declaration of interest • Minutes/matters arising • Reports on racist incidents • Pupil exclusions | | | | | |
| As necessary | <ul style="list-style-type: none"> • Review aims/ethos of school • Induction of new governors • Preparation for Ofsted inspection • Report on Governor visits • Governors development plan and training needs | | | | | |

Key:

- Statutory policies in blue
- All policies to be reviewed annually unless stated otherwise

| | GB Meetings | | GB Meeting | | GB Meeting | |
|---------------|--|---|--|---|--|---|
| | Autumn 1 st | Autumn 2 nd (Curriculum) | Spring 1 st | Spring 2 nd (Curriculum) | Summer 1 st | Summer 2 nd (Curriculum) |
| Agenda Items | <ol style="list-style-type: none"> HT Report <ul style="list-style-type: none"> Section 1 – Contextual Information (pupils and staff) Section 2 – School Self Evaluation Section 3 – Progress against Ofsted key issues Section 4 – Inclusion Section 5 – Parents and the community Section 6 – Visitors to the school Section 7 – Trips and visits Section 8 – Policy implementation Section 9 – Equal opportunities Section 10 – Health and Safety Aims and Mission (Triennially) Raising Attainment Plan Register of business interests Elect Chair & Vice Chair Review Committee membership Review link governors | <ol style="list-style-type: none"> Raiseonline / School Assessment Admissions arrangements Child Protection policy Complaints policy Data protection policy (bi-annually) Disability Equality Scheme and Accessibility plan (triennially) Special Educational Needs policy School Self Evaluation - Leadership and Management | <ol style="list-style-type: none"> HT Report <ul style="list-style-type: none"> Section 1 – Contextual Information (pupils and staff) Section 2 – School Self Evaluation Section 3 – Progress against Ofsted key issues Section 4 – Inclusion Section 5 – Parents and the community Section 6 – Visitors to the school Section 7 – Trips and visits Section 8 – Policy implementation Section 9 – Equal opportunities Section 10 – Health and Safety Raising Attainment Plan School Improvement Plan questionnaires | <ol style="list-style-type: none"> Early Years Foundation Stage policy Sex, Relationship Education policy (As necessary) Governor allowances (as necessary) The School Governance – Roles, procedures and regulations (as necessary) School Improvement Plan School Self Evaluation - Leadership & Management School Self Evaluation – Behaviour and Safety Approve holiday dates | <ol style="list-style-type: none"> Anti-Bullying (as necessary) Behaviour Equality compliance information Equality Information and Objectives (every 4 years) Equal Opportunities policy (as necessary) Home School agreement Pupil Premium Statement Sports Funding Statement Review of Policies/cycle of dates Ratify Budget | <ol style="list-style-type: none"> HT Report <ul style="list-style-type: none"> Section 1 – Contextual Information (pupils and staff) Section 2 – School Self Evaluation Section 3 – Progress against Ofsted key issues Section 4 – Inclusion Section 5 – Parents and the community Section 6 – Visitors to the school Section 7 – Trips and visits Section 8 – Policy implementation Section 9 – Equal opportunities Section 10 – Health and Safety School Assessment Raising Attainment Plan School Self Evaluation - Teaching and Learning |
| Presentations | <ul style="list-style-type: none"> Curriculum Child Protection Training (triennially) | <ul style="list-style-type: none"> DATA – Raiseonline | <ul style="list-style-type: none"> Curriculum / SEN | <ul style="list-style-type: none"> Allotted GB training | <ul style="list-style-type: none"> Curriculum | <ul style="list-style-type: none"> DATA |

| | Autumn 1 st (Sept) | Autumn 2 nd | Spring 1st | Spring 2 nd (March) | Summer 1 st (May) | Summer 2nd |
|---------------|---|------------------------|------------|--|---|------------|
| | Finance, Resources and Personnel Committee | | | Finance, Resources and Personnel Committee | Finance, Resources and Personnel Committee | |
| Every Meeting | <ul style="list-style-type: none"> • Apologies for absence • Declaration of interest • Minutes/matters arising • Any virements reported • Credit card files available for inspection | | | | | |
| Agenda Items | <ol style="list-style-type: none"> 1. Terms of reference 2. Skills audit 3. Premises report <ul style="list-style-type: none"> - Health and safety - Fire drills - Serious incidents 4. Bullying and harassment 5. Capability policy 6. Audit of stock and inventory 7. Disposal record 8. Freedom of Information (as necessary) 9. Grievance policy (as necessary) 10. Statement of procedures with allegation of abuse (as necessary) 11. Pay Policy | | | <ol style="list-style-type: none"> 1. Preliminary budget 2. Premises report 3. Health and safety 4. Fire drills 5. Serious incidents 6. Asset Management Policy 7. Benchmarking 8. Business continuity plan 9. Best value Statement 10. SFVS 11. LA Scheme for financing schools 12. Financial procedures 13. Scheme of delegation 14. SIP linked to budget 15. SLA review 16. Staffing structure review | <ol style="list-style-type: none"> 1. Approve budget 2. Premises report <ul style="list-style-type: none"> - Health and safety - Fire drills - Serious incidents 3. School fund audit 4. Statement of internal control 5. Charging policy 6. Financial controls audit 7. Appraisal procedures 8. Fire Evacuation and Health and Safety policy 9. Whistle blowing | |
| | Pay Sub Committee | | | | | |
| Agenda Items | <ol style="list-style-type: none"> 1. Annual salary assessments 2. Consider HT/SLMT Appraisal Report | | | | | |
| | HT Appraisal Review Panel | | | HT Appraisal Review Panel | | |
| Agenda Items | <ol style="list-style-type: none"> 1. Review HT Appraisal – set targets | | | <ol style="list-style-type: none"> 1. Review HT Appraisal | | |

