

Please also refer to Governance Handbook October 2020, school GB handbook and annual meeting dates sheet 2023-24.

Please note that additional actions will be determined by the processes involved in the MAT before and from January 2024.

**Three core functions of the Governing Body:**

- \* Ensuring clarity of vision, ethos and strategic direction.
- \* Holding executive leaders to account for the educational performance of the organisation and its pupils and the effective and efficient performance management of staff.
- \* Overseeing the financial performance of the organisation and making sure its money is well spent.

**Expectations of governors:**

- \* a strong commitment to the role and to improving outcomes for children.
- \* to abide by the Nolan Principles and the Code of Conduct, acting at all times with honesty and integrity.
- \* to undertake any training associated with their role.
- \* to attend meetings of the GB or its sub- committees.
- \* to read reports, papers and minutes in preparation for meetings or tasks.
- \* to visit the school from time to time during the school day.
- \* to be discreet, open- minded and fair.
- \* to be prepared to question and analyse, raising questions constructively and participate in discussion and decision-making.

**Actions identified by school for 2023-4. These are based on an analysis of successes/achievements from 2022-3 and were outlined in the HT report of June 2023.**

**EYFS**

Develop medium/long term plans to make them more user friendly and show school's Canon of Works more explicitly each half-term. Write Stuff- incorporate more of the model planning units into Reception teaching. Staff training and visits to other schools. Rejuvenate the external canopy area to engage children's learning and play experiences. Ofsted readiness- CPD for staff and visits to other schools.

**KS1**

Write Stuff- adapt scheme to maximise progress in writing in KS1 and build on success in phonics. Map units to new long term plans, revamp plans to exploit cross- curricular links, practise skills and successfully transfer learning from short to long term memory.

**Lower KS2**

Phonics intervention development training for new TAs.

**Upper KS2**

Improve use of word walls across 4 classrooms. Continue development of resources for literacy working walls to support children in independent writing. Include word banks, grammar points and key features of text types.

Please note that there may be additional meetings organised under the banner of the MAT.

Full GB meeting dates

Thursday 12 October 2023 - clerked by Governor Services  
Thursday 7 December

Thursday 25 January 2024 - clerked  
Thursday 21 March

Thursday 9 May 2024  
Thursday 27 June - clerked

## Sub-committee dates

	Autumn 2023	Spring 2024	Summer 2024
Curriculum and policy	1. Thursday 19 September 2023 2. Tuesday 7 November	TBC	TBC
	1. Working walls and pupil voice. Presentation from UKS2 Lead - curriculum provision and what children have learned. 2. Presentation from LKS2 Lead - curriculum provision and what children have learned.  Review of school performance data 2022-3 (EYFS, Y1/2 phonics, Y4 x tables testing, end KS1 and KS2 results).	Focus TBC and in line with School Development Plan 2023-4	Focus TBC and in line with SDP 2023-4
Finances - please note that these have been planned to allow feedback for subsequent full GB meetings.	Tuesday 3 October 2023 Tuesday 28 November	Tuesday 16 January 2024 Tuesday 12 March	Tuesday 30 April 2024 Tuesday 18 June
	Budget monitoring SFVS Staffing structure ongoing review Health and safety	Budget monitoring SFVS submission Budget 2024-5 and approval Staffing structure ongoing review Health and safety	Budget monitoring Budget 2024-5 and approval Staffing structure ongoing review Health and safety
Training	Autumn 2023	Spring 2024	Summer 2024

Please note that this is very often arranged within the term rather than in advance and that this is not a complete list.	Annual Safeguarding Refresher - 4 September Thursday 26 October - Preparing for Ofsted Jane Edminson Termly briefing - LR Term's priorities - LR	Termly briefing- LR Term's priorities- LR	Termly briefing- LR Term's priorities- LR
Action each term by individual or groups of governors outside sub committee responsibilities	Safeguarding audit Attendance review PP and PE spending review EYFS/KS1 visit- learning walk SCR monitoring New SENDCo governor to meet SENDCo.	Attendance review EYFS/KS1 visit - learning walk H & S walk	Attendance review EYFS/KS1 visit - meeting with phase leaders Review of staff well-being H & S walk

Focus tasks				
Pupil well-being- group of governors who will report back to full GB. Ongoing issue.	Performance monitoring	HTPMGT review	Health and Safety monitoring	MAT - OWL Trust actions
<b>Information:</b> Look at issues which school is dealing - include impact of pandemic. Look at how school responds- provision and actions.	See curriculum meeting dates  Complete Ofsted fact sheet for 2023-4 - LR/AT	Thursday 30 November 2023 3.30pm with governors and SIP	H & S walks to be arranged and reported back to finances sub and full GB	Meeting for all Trust school Chairs Tuesday 12 October 9.30am at Throckley Primary.

**Policies or documents which require annual review or those requiring timed action and may require checking**

- admissions statement- reviewed at GB meeting
- \* KCSIE September 2023
- \* staff pay policy
- \* staff discipline, conduct and grievance procedures
- \* procedure for managing allegations against staff (spring)
- \* Safeguarding/child protection (autumn)
- \* SEND information
- \* SCR - live monitoring
- \* Premises management including health and safety (autumn)
- \* Data protection (autumn)
- \* PSED (autumn)
- \* RSE (spring)
- \* School complaints (spring)
- \* Assessment (summer)