

Governor Visits and Responsibilities 22-23

Core Purpose	Autumn Term		Spring Term	Summer Term	
Ensure that all the statutory duties of the school are in place	Set dates of meetings for the year Elect Chair / Vice Agree committee structure, membership and terms of reference for all committees and working groups. Statutory policies checked, eg safeguarding including esafety, SRE, charging, finance, appraisal		Health and Safety audit Single Central Record audit Consider admission arrangements for the following Autumn SEN visit	Audit of risk assessments	Safeguarding audit/checklist & Safeguarding annual report to governors
Ensuring clarity of vision, ethos and strategic direction of the school Ofsted Criteria- Leadership and management. Personal development Behaviour and attitudes	Agree the strategic priorities, aims and objectives for the school: SDP Receive and review head teacher/teacher reports	SEF Governor morning Attendance audit	Governor to visit school (Global citizenship) Receive and review head teacher/teacher reports Attendance audit	Website audit	Gov review of year and target setting Attendance audit
Holding the headteacher to account for the educational performance of the school and its pupils Ofsted Criteria- Quality of Education Leadership and management. The effectiveness of early years	Agreed Pay Policy Review Capability and Appraisal policies Performance management procedures Analysis of school internal data Review headteacher performance	Headteacher's annual performance review Governor morning	Analysis of school internal data SEN Governor visit to scrutinise provision mapping/interventions	Book trawl- progression/pupil progress/ monitoring SDP priorities.	Impact of interventions
Overseeing the financial performance of the school and making sure its money is well spent.	Mid year budget monitoring –review \ Formula and Devolved Capital (MJ/SS) Review of Benchmarking comparisons Review the pay of teachers and staff	From previous year and action plan for current year of: <ul style="list-style-type: none"> • School Sports funding • Pupil Premium Grant 	SFVS monitoring visit Budget planning- Provisional budget approval Discuss unspent balances	Schools Financial Value Standard School Fund Audit Revise budget and submit to Review of School Asset Register	Budget Monitoring; Formula & Devolved Capital. Approve Statement of Internal Control. Internal financial controls. Self Evaluation