

Autumn Term 2022- 1st half term							
W/C	5.9.22- 26.9.22	26.9.22 @6.30			3.10.22	10.10.22	17.10.22
meetings	All governors to complete safeguarding training	Full GB (strat, curric/ person) <i>As part of GB- Set dates of meetings for the year. Elect Chair / Vice. Agree committee structure, membership and terms of reference for all committees, code of conduct. Agree responsibilities</i> Staffing structure. Impact of SDP 21-22. Analysis of school internal data (Spring due to COVID) and proposed SDP22-23. Set pupil absence targets Statutory policies checked, eg Pay policy, safeguarding policies, finance policies.....					
Monitoring/ visits					Performance management procedures- personnel rep. Review the appraisal policy of teachers and staff		Attendance audit (LCH)
Autumn Term 2022- 2nd half term							
W/C	31.10.22	7.11.22	14.11.23	21.11.22	28.11.22	5.12.22	12.12.22
meetings			Finance/buildings meeting Review of Benchmarking comparisons/ mid year budget(MJ/SS)	23/11/22 governors morning- Global/ curriculum/ reading and phonics/ observations/ pupil voice/ maths/ EYFS/Eco/ book trawls			
Monitoring/ visits	From previous year and action plan for current year of: School Sports funding (MJ)		chair/ vice chair School Annual Performance Review and head teacher's appraisal		SEN visit Attendance audit (LCH)		

Spring Term 2023- 1st half term							
W/C	2.1.23	9.1.23	16.1.23	23.1.23	30.1.23	6.2.23	13.2.23
meetings				Full GB			
Monitoring/ visits			Health and Safety audit (GC)	Single Central Record audit (Andi)	Attendance audit (LCH)		
Spring Term 2023- 2nd half term							
W/C	27.2.23	6.3.23	13.3.23	20.3.23	27.3.23		
meetings		Governor morning-		Finance/buildings 3/4 year budget monitoring, Budget planning- Provisional budget approval including SLAs			
Monitoring/ visits	Monitor progress of the head's performance management objectives Attendance audit (LCH)	SEN Governor visit to scrutinise in class provision/provision mapping/interventions/ Review special educational needs policy	Audit of risk assessments/ meeting with Educational Visits coordinator	Review of School Sports funding Pupil Premium Grant (EP)	Attendance audit (LCH) PPG- half year update (EP) Attendance audit (LCH)		
Summer Term 2023- 1st half term							
W/C	17.4.23	24/4/.23		1.5.23	8.5.23	15/5/23	22/5/23
meetings						Finance/buildings Revise budget and submit to county/ staffing next year	
Monitoring/ visits	Schools Financial Value Standard(Miles & Scott)	GB- monitoring		Website audit Attendance audit (LCH)	Attendance audit (LS)		

	School Fund Audit Review of School Asset Register	SDP update. Book trawl- progression/pupil progress/ attendance/monitoring SDP priorities					
Summer Term 2223- 2nd half term							
W/C	5.6.23	12.6.23	19.6.23	26.6.23	3.7.23	10.7.23	17.7.23
meetings						Full GB- end of year report Impact of GB. Safeguarding annual report to governors(AL/SH) Initial data analysis report	
monitoring			Budget Monitoring; Formula & Devolved Capital. Approve Statement of Internal Control. Internal financial controls.	Safeguarding audit/checklist Review of School Sports funding Review Pupil Premium Grant	Attendance audit (LCH) SEN VISIT- Impact of interventions (JB)	Gov review of year (AL)	