



NEWTOWN PRIMARY SCHOOL ANNUAL CYCLE OF BUSINESS - SEPTEMBER 2014



FULL GOVERNING BODY

Autumn Term		Spring Term		Summer Term	
First Meeting	Second Meeting	First Meeting	Second Meeting	First Meeting	Second Meeting
<ul style="list-style-type: none"> • Annual Housekeeping Tasks • Review Business interests • Draft School Development Plan • Draft Curriculum Action Plans • HT Verbal report on 2013/14 data • Chairs Report - review of the year • Approve TORs • Draft Governor Monitoring plan 	<ul style="list-style-type: none"> • Attendance Targets • HT Written report • Ensure KS2 targets are agreed & set by year end • Analyse Raise Online Data • Approve SDP • Update on External partnerships • Distribution of Safeguarding Audit. 	<ul style="list-style-type: none"> • Receive reports from governors who have attended training • Review Community Cohesion • Review insurance arrangements & local authority services 	<ul style="list-style-type: none"> • Review approval of spending in excess of set limits • Agree Term Dates • HT Written report • Benchmarking Data review • Approve Final Budget • Ratify proposed staffing structure for following year • Review school performance data • Mid - Review of School Development Plan • Update on External partnerships 	<ul style="list-style-type: none"> • Parental Questionnaire planning • Review School Website 	<ul style="list-style-type: none"> • HT Written report • Review progress schools has made, recognise & celebrate • Review how governing body has functioned during the year, with view to any changes which may need to be made in September • Annual update of Health & Safety procedures for all Staff & Governors • Update on External partnerships • Set meeting dates for next academic year

PERMANENT STANDING ITEMS

- Report back from Governors attending training (general)
- Evaluate governor monitoring (all governor visit reports distributed with the agenda) in relation to School Development Plan and statutory duties
- Distribution of minutes from all committees and an opportunity to ask questions.

RESOURCES COMMITTEE

Autumn Term		Spring Term		Summer Term	
<p><u>Main focus - Personnel & Premises</u></p> <ul style="list-style-type: none"> Review pupil numbers Review Health & Safety Policy, ensure risk assessment is carried out annually Review school security Monitor budget - 3rd Report to County by mid Nov 		<p><u>Main Focus - Finance</u></p> <ul style="list-style-type: none"> Review Benchmarking Review staffing needs for next 3 financial years Review limits of virement & make recommendations Review Insurance Provider Review Mutual Fund Review Headteacher Work Life Balance Review pupil numbers Audit SFVS Standards 		<p><u>Main Focus - Premises, H&S & Risk Assess</u></p> <ul style="list-style-type: none"> Monitor Budget Ensure Budget Statement, 3yr plan, complete Review buyback of services & agree providers (check deadline for returning form) Review catering/school meals Review road safety Review Fire Risk Assessment Review TOR for next academic Year 	
<p>PERMANENT STANDING ITEMS</p> <ul style="list-style-type: none"> Report back from Governors attending training (specific to committee) Scrutiny of governor monitoring: i) evaluate reports specific to committee responsibilities & recommend actions. ii) ensure monitoring is on target Budget Monitor & three year forecast 					

TEACHING & LEARNING

Autumn Term		Spring Term		Summer Term	
<ul style="list-style-type: none"> Evaluate draft School Development Plan Evaluate draft Curriculum Action Plans Receive details of attendance targets Set reasons for governor visits & provisional dates Review SEF 	<ul style="list-style-type: none"> Review Safeguarding portfolio and procedures 	<ul style="list-style-type: none"> Monitor progress of School Development Plan Review of Curriculum Action Plans Receive school performance data - Raise online Review SEF 	<ul style="list-style-type: none"> Review and agree following year's term dates Discuss Pupil Premium & Sports Premium Expenditure for the next academic year. 	<ul style="list-style-type: none"> Review SEF Review Terms of Reference for next academic year 	<ul style="list-style-type: none"> Monitor & evaluate progress of School Development Plan Monitor & evaluate progress of Curriculum Action Plans Review Home/School Agreement
<p>PERMANENT STANDING ITEMS</p> <ul style="list-style-type: none"> Report back from Governors attending training (specific to committee) Scrutiny of governor monitoring: i) evaluate reports specific to committee responsibilities & recommend actions. ii) ensure monitoring is on target Half-termly data review of progress 					

PAY COMMITTEE

Autumn Term	Spring Term	Summer Term
<ul style="list-style-type: none"> Receive recommendation from HT Performance Management Governors and decide HT salary 	<ul style="list-style-type: none"> Review rewards and benefits for teaching staff 	<ul style="list-style-type: none"> Agree teaching staff salary increases Review Pay and Appraisal Policies for the following academic year