

**PROGRAMME OF WORK FOR GOVERNING BODY – QUEENS’ SCHOOL SEPTEMBER 2017/JULY 2018**



AUTUMN 1 & 2 Full Governing Body	Committee work schedule / delegated responsibilities	SPRING 3 & 4 Full Governing Body	Committee work schedule / delegated responsibilities	SUMMER 5 & 6 Full Governing Body	Committee work schedule/delegated responsibilities
<p><b><u>Half term 1</u></b></p> <p>Election of Chair &amp; Vice Chair / Agree term of office</p> <p>Review/Agree Governor Links. To include: Finance Liaison Governor, Safeguarding Governor/s, CLA/PP Link Governor</p> <p>Review Committee Structure/ Membership</p> <p>Agree Committee terms of reference</p> <p>Agree membership of statutory committees: Exclusions (and appeals) Staff Dismissal (and appeals) Admissions, HT PM, Pay Review, Pay Review Appeal</p> <p>Agree Admissions Appeals Procedure</p> <p>Confirm appointments of: Bank, Clerk/s, Solicitors</p> <p>Completion of: Register of Pecuniary Interests, HCC Database, Governors Code of Conduct, ICT Acceptable User Agreement.</p>	<p><b><u>Half Term 1</u></b></p> <p><b>F&amp;GP:</b> Monitoring of capital projects &amp; expenditure</p> <p>Financial Monitoring of Budget</p> <p><b>Policy Reviews:</b> Terms of Reference Health &amp; Safety Pay</p> <p><b>C&amp;S:</b> Receive annual Safeguarding/Bullying/Exclusions/Racial incidents/Prevent Report</p> <p>Receive Staff Performance Management report/update</p> <p><b>Faculty Monitoring:</b> (achievement, progress, strengths, weaknesses &amp; development priorities)</p> <p><b>SCIENCE</b> <b>HISTORY</b></p> <p><b>Policy Reviews:</b> Terms of reference Admissions Home School Agreement ICT Acceptable Use</p>	<p><b><u>Half Term 3</u></b></p> <p>Review school website content</p> <p>Review Governor Attendance</p> <p>Review Governor Vacancies</p> <p>HT Report</p> <p>Reports &amp; Minutes from Committees</p> <p>Governor Visits Reports</p> <p><b><u>Half Term 4</u></b></p> <p>Review School Development Plan progress</p> <p>HT report (To include Progress, T&amp;L update, Budget update)</p> <p>Reports &amp; Minutes from Committees</p> <p>Review GB Annual Programme of Work</p> <p>Governor Visits Reports &amp; Review (incl Governor Day Format)</p> <p>Governor skills/Training/Development</p>	<p><b><u>Half Term 3</u></b></p> <p><b>F&amp;GP:</b> Review School Asset Management Plan</p> <p>Monitoring of capital projects &amp; expenditure</p> <p>Financial Monitoring of Budget</p> <p><b>Policy Reviews:</b> <b>None Due</b></p> <p><b>C&amp;S:</b> Review of Curriculum offer/options</p> <p><b>Faculty Monitoring:</b> (achievement, progress, strengths, weaknesses &amp; development priorities)</p> <p><b>ENGLISH</b> <b>PSE &amp; RE</b></p> <p><b>Policy Reviews:</b> Anti-bullying Infection Control</p> <p>Carry our HT PM Mid-year review</p> <p><b><u>Half Term 4</u></b></p> <p><b>F&amp;GP:</b></p>	<p><b><u>Half Term 5</u></b></p> <p>Review Evacuation &amp; Emergency procedures</p> <p>Review Governing Body Performance and impact of training</p> <p>Receive annual report on appraisal arrangements/ staff training and development needs</p> <p>Reports &amp; Minutes from Committees</p> <p>HT Report</p> <p>Ratify School Budget</p> <p>Governor Visits Reports</p> <p><b><u>Half Term 6</u></b></p> <p>Review School Development Plan progress</p> <p>Consider SDP (priorities) for coming year</p> <p>Careers advice/guidance report</p> <p>Review Attendance (staff, pupils, governors)</p>	<p><b><u>Half Term 5</u></b></p> <p><b>F&amp;GP</b></p> <p>Undertake financial Benchmarking exercise</p> <p>Monitoring of capital projects &amp; expenditure</p> <p>Financial Monitoring of Budget</p> <p><b>Policy Reviews:</b> Lettings Whistleblowing Charging, Remissions &amp; Refunds Debt Recovery</p> <p><b>C&amp;S:</b></p> <p><b>Faculty Monitoring:</b> (achievement, progress, strengths, weaknesses &amp; development priorities)</p> <p><b>MFL</b> <b>PE</b> <b>DANCE/DRAMA/</b> <b>MUSIC</b></p>

<p>Reports &amp; Minutes from Committees</p> <p>Governor Visits Reports</p> <p><b><u>Half term 2</u></b></p> <p>Set GB Objectives for the year</p> <p>Set KPIs</p> <p>Review/Approve School Development Plan</p> <p>Review SEF</p> <p>Exam Results/Review of school achievement &amp; progress data (RAISE)</p> <p>Governor skills/Training/Development</p> <p>HT report (To include Progress, T&amp;L update, Budget update)</p> <p>Reports &amp; Minutes from Committees</p> <p>Governor visits reports &amp; review</p> <p>Adoption of Trustees' report &amp; Audited Accounts for the year end</p>	<p>Complaints Staff Discipline &amp; Grievance Teaching &amp; Learning (incl G&amp;T)</p> <p><b><u>Half Term 2</u></b></p> <p><b><u>F&amp;GP:</u></b> Review Health &amp; Safety</p> <p>Year End audited accounts overview</p> <p>Receive Estates Manager's report</p> <p>Policy Reviews: Bursary 16-19 School Trips</p> <p><b><u>C&amp;S:</u></b> <b>Faculty Monitoring:</b> (achievement, progress, strengths, weaknesses &amp; development priorities) <b>ART</b> <b>POLITICS</b> <b>BUSINESS STUDIES</b></p> <p><b>Policy Reviews:</b> Supporting Pupils With Medical Conditions Careers Education &amp; Guidance Values</p> <p>Carry out HT Performance Review</p> <p>Receive Staff Absence &amp; Sickness Return</p>		<p>Review Health &amp; Safety</p> <p>Financial Monitoring of Budget</p> <p><b>Policy Reviews:</b> <b>None Due</b></p> <p><b><u>C&amp;S:</u></b> Receive Staff Absence &amp; Sickness Return</p> <p>Receive termly PP/CLA funding and impact report</p> <p><b>Faculty Monitoring:</b> (achievement, progress, strengths, weaknesses &amp; development priorities) <b>MATHS</b> <b>D&amp;T AND FOOD</b> <b>PSYCHOLOGY</b></p> <p><b>Policy Reviews:</b> SEN Staff Health &amp; Attendance Staff Leave of Absence Staff Stress Management Capability Child Protection Examinations Attendance Drugs</p>	<p>HT report (To include Progress, T&amp;L update, Budget update)</p> <p>Reports &amp; Minutes from Committees</p> <p>Governor Visits Reports</p> <p>Governor skills/Training/Development</p> <p>Agree GB meeting dates for coming year</p>	<p><b>Policy Reviews</b> Equality &amp; Diversity</p> <p><b><u>Half Term 6</u></b></p> <p><b><u>F&amp;GP</u></b> Review Health &amp; Safety</p> <p>Review Business Continuity/Disaster Recovery Plan</p> <p>Financial Monitoring of Budget</p> <p><b>Policy Reviews:</b> <b>None</b></p> <p><b><u>C&amp;S</u></b> <b>Faculty Monitoring:</b> (achievement, progress, strengths, weaknesses &amp; development priorities) <b>GEOGRAPHY</b> <b>ICT</b></p> <p>Staff Wellbeing Report</p> <p>Receive termly PP/CLA funding and impact report</p> <p><b>Policy Reviews</b> Behaviour Appraisal for Teachers Appraisal for Support Staff</p>
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Receive termly PP/CLA  
funding and impact  
report

Freedom of  
Information  
Assessment  
Curriculum