

Oxspring Governor's Year Planner 2016-2017

School term	Core Function 1: Ensuring clarity of vision, ethos & strategic direction	Core Function 2: Holding the Head Teacher to account for the educational performance of the school and its pupils	Core Function 3: Overseeing the financial performance of the school and making sure its money is well spent	Governing Body's organisational efficiency and effectiveness: fitness for purpose
Autumn	<ul style="list-style-type: none"> • Evaluate what we have achieved this year • Conduct self-review of governing body effectiveness • Prepare and publish an annual statement taking account of the outcomes of the self-review and an assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen • Review our vision statement and values • Initiate review of the School Improvement Plan • Review policies as per cycle of review 	<ul style="list-style-type: none"> • Ensure every teacher has an appraisal and salary review • Receive anonymised staff PMR targets • Monitor CPD and impact • Conduct Head Teacher's mid-year PM review • Review performance data, including SATs and Ofsted and FFT dashboards • Agree school performance targets including attendance • Monitor pupil performance • Monitor attendance and behaviour • Review policies as per cycle of review 	<ul style="list-style-type: none"> • Publish details of use of pupil premium and its impact • Publish details of use of sports premium and its impact • Monitor budget • Monitor links between SIP priorities and budget • Complete asset management plan and school capacity review • Review Risk Assessment documents 	<ul style="list-style-type: none"> • Review the Scheme of Delegation • Update planner • Agree the focus & priorities for the coming year and draw up Action Plan with particular reference to the SIP • Update ROI • Ensure school website includes all information required by DfE and that required for Edubase • Review the allocation, and responsibilities and roles of link governors • Review GB's Code of Practice • Set objectives for the governing board linked to SDP • Plan governor days schedule • Review and plan to meet governors' training needs • Ensure schedule in place to review all relevant policies through the year

Spring	<ul style="list-style-type: none"> • Review progress with School Improvement Plan • Review progress with Governors' Action Plan • Review policies as per cycle of review 	<ul style="list-style-type: none"> • Monitor staff mid-year PM reviews and impact • Monitor CPD and impact • Monitor pupil performance • Monitor attendance and behaviour • Review policies as per cycle of review 	<ul style="list-style-type: none"> • Complete SFVS and send to LA by 31 March • Review staff structure • Monitor budget • Monitor links between SIP priorities and budget • Start drafting budget for the coming year 	<ul style="list-style-type: none"> • Elect Chair and Vice Chair • Update ROI
Summer	<ul style="list-style-type: none"> • Review progress with the School Improvement Plan • Review progress with Governors' Action Plan • Review policies as per cycle of review • Review composition of GB for coming academic year 	<ul style="list-style-type: none"> • Review Head Teachers' performance and pay • Report to parents on policy for children with SEND • Monitor pupil performance and progress • Monitor attendance and behaviour • Review: Admissions and destinations of school leavers Attendance of staff Pupil exclusions for the year • Review policies as per cycle of review 	<ul style="list-style-type: none"> • Monitor budget • Monitor links between SIP priorities and budget • Agree budget for the new financial year • Complete and return budget template and Best Value Statement • Complete and return Consistent Financial Report (CFR) declaration • Receive Benchmarking reports and consider any actions as appropriate • Audit School fund 	<ul style="list-style-type: none"> • Evaluate effectiveness of governance model • Revisit Skills Audit • Update ROI • Update School Governors Handbook • Agree calendar of meetings for the coming year

