

OXSPRING PRIMARY SCHOOL GOVERNORS' YEAR PLANNER 2020 – 2021

The effectiveness and performance of the Governing Body will be determined by the tasks and actions set out below.

To ensure these actions are fully addressed they will be reported at both FGB and SAM meetings throughout the year as agenda items.

Individual and groups of governors will be invited to take responsibility for ensuring these tasks are completed and reported to the FGB.

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"> • Agree the focus of governance during the “recovery phase” and how staff and pupils are readjusting to the requirements of the RA • In collaboration with LA “Managing Change” process determine staffing levels for 2021/22 and beyond. • Ensure staff well-being and workload is a priority focus. • Publish an annual statement for 2019/20. • Publish Governor Handbook • Plan strategic approach to increase pupil numbers. • Review statutory policies which are a priority. 	<ul style="list-style-type: none"> • Determine level of reporting from senior leaders (that is reasonable and proportionate) • Link Governors to monitor with Senior/middle Leaders how the school is adjusting to a revised curriculum, lost learning time and additional SEND provision. • Receive amended RA and contingency plans • Identify level of staff and pupil well-being via link governor involvement and FGB meetings. • Review Head Teacher’s performance and pay • Receive HT report on PM and anonymised staff PM targets • Review performance data where relevant and appropriate. • Agree school performance targets and approve SIP. • Note LA attendance target • Monitor attendance and behaviour 	<ul style="list-style-type: none"> • Identify additional costs linked to RA requirements. • Receive and approve “Catch Up” funding plan. • Publish details of pupil premium and its impact • Monitor financial impact of SEND provision on budget and additional funding. • Publish details of use of sports premium and its impact on pupil participation and staff training. • Monitor budget costs of SIP priorities. • Pay Panel to receive/agree recommendations for staffing pay progression. 	<ul style="list-style-type: none"> • Agree focus and roles of link governors • Agree calendar/frequency of meetings for the coming year during the “recovery phase” • Agree policy review cycle for 2020-21 taking “recovery phase” into consideration. • Update ROI including Business Interests • Update Skills Audit and identify individual governor aspirations • Identify governors’ training needs including induction of new governors. • Ensure school website includes all information required by DfE • Review GB’s Code of Practice (If necessary) • Consider how governor days can be achieved within the new restrictions. • Update School Governors Handbook • Identify ways of networking with other local governing bodies to share good practice and to consider closer collaboration. • Review/ report/adapt if necessary, Governor Year Planner

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Spring	<ul style="list-style-type: none"> Assess impact of pandemic and identify further priorities for action if necessary. Review progress and complete Managing Change process with a view of agreeing staffing structure for 2021/22 Agree recruitment process for DH appointment Review policies as per cycle of review 	<ul style="list-style-type: none"> Review RA and monitor staff and pupil's response Conduct Head Teacher's mid-year PM review Monitor staff mid-year PM reviews and impact Monitor staff and pupil well-being via survey. Monitor CPD and impact Monitor pupil performance Monitor attendance and behaviour Review SIP progress towards targets. Receive LAC report 	<ul style="list-style-type: none"> Complete SFVS and send to LA by 31 March Review and cost projected staffing structure with "Managing Change" recommendations Identify significant areas of overspend against planned Review SLAs benefits against costs. Receive Indicative Budget and agree SLA's for 2021/22 Consult, and publish agreed staffing structure for 2021/22 Review of Catch Up funding and impact on progress and attainment 	<ul style="list-style-type: none"> Elect Chair (Spring 1) Elect Vice Chair (Spring 1) Report Link Governor involvement Update Training and Development records. Review governor effectiveness and communication with staff/pupil and parents. Review/report/ adapt if necessary, Governor Year Planner
Summer	<ul style="list-style-type: none"> Review of 2020/21 Overall impact of current SIP on all aspects of school Outstanding policies as per cycle of review (If required) Retention/recruitment of GB for 2021/22 Appoint DH and other staff if necessary. Prepare draft Annual Statement of 2020/21 	<ul style="list-style-type: none"> Review of 2020/21 Pupil performance and progress Review pupil's response to RHE and Jigsaw SOW Attendance and behaviour during 2020/21 Admissions and destinations of school leavers Attendance of staff Pupil exclusions Monitor CPD and impact on teaching and learning. 	<ul style="list-style-type: none"> Agree/approve budget and staffing levels for the new financial year Review impact of additional funding on SEND provision Identify significant costs of SIP priorities and tangible impact on school's performance Review of Catch Up funding and impact on progress and attainment Ensure Consistent Financial Report (CFR) declaration completed and returned Ensure Audit of School fund completed 	<p>Governance Review/report of 2020/21</p> <ul style="list-style-type: none"> Effectiveness of governance model; conduct self-review and evaluate achievements over the last year Impact and outcomes of monitoring Governor attendance Progress towards financial sustainability plan and marketing/ increase in pupil numbers. <p>Agree priorities for 2021/22 including:</p> <ul style="list-style-type: none"> Review the allocation, and responsibilities and roles of link governors aligned with draft SIP and school priorities Calendar/frequency of meetings Produce draft Year Planner Implement financial sustainability plan.

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