

## OXSPRING PRIMARY SCHOOL GOVERNORS' YEAR PLANNER 2019 - 2020

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
<b>Autumn</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Review our vision statement and values – light touch</li> <li>• Review policies as per cycle of review</li> <li>• Review progress with Monitoring and Evidence Overview</li> </ul>	<ul style="list-style-type: none"> <li>• Review Head Teacher's performance and pay</li> <li>• Ensure every teacher has an appraisal and salary review</li> <li>• Receive HT report on PMR and anonymised staff PM targets</li> <li>• Monitor CPD and impact</li> <li>• Review performance data, including SATs and Ofsted and FFT dashboards</li> <li>• Agree school performance targets</li> <li>• Note LA attendance target</li> <li>• Monitor pupil performance</li> <li>• Monitor attendance and behaviour</li> <li>• Review policies as per cycle of review</li> </ul>	<ul style="list-style-type: none"> <li>• Publish details of use of pupil premium and its impact</li> <li>• Publish details of use of sports premium and its impact</li> <li>• Monitor budget</li> <li>• Monitor links between SIP priorities and budget</li> <li>• Complete asset management plan and school capacity review</li> <li>• Review Risk Assessment documents</li> <li>• Start drafting budget for next year</li> </ul>	<ul style="list-style-type: none"> <li>• Update ROI including Business Interests</li> <li>• Update Skills Audit (governors via OneDrive)</li> <li>• Update Training and Development records (governors via OneDrive)</li> <li>• Review and plan to meet governors' training needs</li> <li>• Ensure school website includes all information required by DfE</li> <li>• Review GB's Code of Practice</li> <li>• Plan governor days schedule</li> <li>• Ensure schedule in place to review all relevant policies through the year</li> <li>• Update School Governors Handbook</li> </ul>

<b>Spring</b>	<ul style="list-style-type: none"> <li>• Review progress with current School Improvement Plan (Milestones)</li> <li>• Review progress with Monitoring and Evidence Overview</li> <li>• Review policies as per cycle of review</li> <li>• Initiate review of the School Improvement Plan for the coming year</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct Head Teacher’s mid-year PM review</li> <li>• Monitor staff mid-year PM reviews and impact</li> <li>• Monitor CPD and impact</li> <li>• Monitor pupil performance</li> <li>• Monitor attendance and behaviour</li> <li>• Review policies as per cycle of review</li> </ul>	<ul style="list-style-type: none"> <li>• Complete SFVS and send to LA by 31 March</li> <li>• Review and cost staff structure</li> <li>• Monitor budget</li> <li>• Review SLAs</li> <li>• Monitor links between SIP priorities and budget</li> <li>• Receive Indicative Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Elect Chair (Spring 1)</li> <li>• Elect Vice Chair (Spring 1)</li> <li>• Update Skills Audit (governors via OneDrive)</li> <li>• Update Training and Development records (governors via OneDrive)</li> <li>• Review ROI</li> </ul>
<b>Summer</b>	<ul style="list-style-type: none"> <li>• Review progress with the current School Improvement Plan (Milestones)</li> <li>• Review progress with Monitoring and Evidence Overview</li> <li>• Review policies as per cycle of review</li> <li>• Review composition of GB for coming academic year</li> <li>• Prepare Annual Statement (via OneDrive)</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor pupil performance and progress</li> <li>• Monitor attendance and behaviour</li> <li>• Review: Admissions and destinations of school leavers Attendance of staff Pupil exclusions for the year</li> <li>• Review policies as per cycle of review</li> <li>• Monitor CPD and impact</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor budget</li> <li>• Monitor links between SIP priorities and budget</li> <li>• Agree budget for the new financial year</li> <li>• Ensure Consistent Financial Report (CFR) declaration completed and returned</li> <li>• Ensure Audit of School fund completed</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate effectiveness of governance model; conduct self-review and evaluate achievements over the last year</li> <li>• Review and evaluate governor monitoring</li> <li>• Review governor attendance</li> <li>• Review ROI</li> <li>• Review the Scheme of Delegation</li> <li>• RR and Update year planner</li> <li>• Agree the focus &amp; priorities for the coming year</li> <li>• Review the allocation, and responsibilities and roles of link governors</li> <li>• Link governors establish focus for coming year</li> <li>• Agree calendar of meetings for the coming year</li> <li>• Update Skills Audit (governors via OneDrive)Update Training Development</li> </ul>