

Juniper Hill Governing Body Annual Plan

Committee/Governor Responsibility Key:

FGB – Full Governing Body

S&P – Strategy and Planning (FGB version of P&P)

TLC – Teaching, Learning and Community

R – Resources (Finance, Personnel, Health and Safety, Premises)

Chair – Chair of Governors

Comms – Communications Governor

Development – Development Governor

Health and Safety – Health and Safety Governor

Autumn Term	Responsibility
Governing Body Organisation	
Appointment of Chair / Vice-Chair	FGB
Review of committee membership and terms of reference including delegation structures	S&P/FGB
Register of business interest return	FGB
Review of governing body code of conduct	FGB
Appoint Special Responsibility Governors (Development, SEN, Literacy, Numeracy etc..).	S&P/FGB
Appoint Performance Management Reviewers	S&P/FGB
Carry Out governor survey	S&P/Development
End of term Update to Stakeholders	Comms
Annual Plan of articles for Grapevine	Comms
Strategic Planning and Monitoring	
Governing Body Approval of school development and improvement Plan	FGB
Receive RAISE Online (SATS) and analysis data	TLC
Agree Target-setting for pupil performance at various Key Stages. Consideration of other targets (attendance, exclusions etc.)	Chair/ TLC
Monitor and evaluate pupil progress and quality of teaching	TLC
Monitor and evaluate the school development plan	S&P/FGB
Review pay policy	R
Review appraisal processes in the school and agree salaries in light of this	R/Pay
Review head teacher performance and pay in the light of agreed targets (with External Adviser). Agree performance targets for forthcoming year	Perf Reviewers
Monitor spending plan/school budget	R
Ratify/approve revised school spending plan (by 31 October)	R/FGB
Review of Governor and Staff Financial Management Competencies Matrix	R

Review of contracts and leases	R
Review of financial procedures and scheme of delegation	R
Review of Charging and Remissions policy	R
Review of ICT Acceptable Use policy	R
Review Whistle-Blowing policy	R
Carry out audit of school premises (including security arrangements) and identify priorities for action in next financial year.	Health and Safety/R
Receive annual Health and Safety Report	R
Governor Present at Parents Evening	FGB

Spring Term	Responsibility
Governing Body Organisation	
Update Governor self-evaluation documentation	S&P
End of Term update to Stakeholders	Comms
Confirm Appointment of school SIA (School Improvement Advisor)	FGB
Strategic Planning and Monitoring	
Monitor and evaluate the school development plan	S&P/FGB
Review three year plan	S&P/FGB
Monitor and evaluate pupil progress and evaluate quality of teaching	TLC
Approve school term and holiday dates / occasional & INSET days	FGB
Agree Surveys for Parents/Pupils/Staff	TLC
Review/Audit school information published on website	TLC
Review Admissions Policy	FGB/R
Monitor spending plan/school budget	R
Approve initial school spending plan for following year	R
Ratify/approve audited school fund account	FGB/R
Confirm signatures and trustees for the school fund account	R
Review asset register	R
Review asset management plan / buildings	R
Undertake financial benchmarking exercise	R
Review the school's insurable risks	R
Review Health and Safety Policy and identify any issues for attention.	Health and Safety/R
Review Staffing Structure and Cost	R
Governor Present at Parents Evening	FGB
Receive Annual Report on Pupil Premium Spending	R

Summer Term	Responsibility
Governing Body Organisation	
Agree meeting schedule for governing body and committees for forthcoming school year.	S&P
Agree school visits plan and working groups for forthcoming school year.	S&P
Review attendance and performance of governing body	S&P
Carry out annual skills audit and review upcoming governor vacancies	S&P
Review GB SEF	S&P
End of term Update to Stakeholders	Comms
Strategic Planning and Monitoring	
Section 11 Safeguarding Report received	FGB
Monitor and evaluate the school development plan	S&P/FGB
Monitor and evaluate pupil progress and evaluate quality of teaching	TLC
Evaluate success of previous year's School Development Plan. Use this evaluation to inform final version of new School Development Plan.	S&P/FGB
Review school aims and values	S&P/FGB
Receive annual reports from Subject and Phase Leaders	TLC
Review attendance of Staff and Children	TLC /R
Review School Prospectus.	TLC
Review Home-School Agreement.	TLC
Monitor spending plan/school budget	R
Review year end accounts	R
Ratify/approve initial school spending plan (if not already completed in spring term – by mid May)	R
Undertake and approve assessment for school financial value standard (SFVS)	R
Review Lettings Policy	R
Ensure arrangements for annual H&S audit are in place	R

Items for anytime of the year:

- Monitor and review policies in line with master document,
- Receive and review updates from school SIA
- Promote and monitor governor training