

Strategic school cycle example

Summer term		Autumn term		Spring term		Summer term	
1	2	1	2	1	2	1	2
Survey stakeholders	<ul style="list-style-type: none"> Review vision and strategy Agree priorities for new year First draft of SDP approved by board 	<ul style="list-style-type: none"> SDP shared with staff Board monitoring plan 	Monitoring	RAG rated SDP Standards meeting – assessment against term 1 milestone	Monitoring	RAG rated SDP Standards meeting – assessment against term 2 milestones	
Pre-exam assessment	End of year assessment	Start of year baseline	End of term assessment		End of term assessment		End of year assessment

Example meeting calendar

When	Type of meeting	Agenda/Purpose
Autumn term 4th September to 19th December		
10-09-18 5.30 to 7.30pm	GB planning meeting	Receive drafts of plans – SDP, Pupil Premium and Sports Premium for planning purposes Agree GB monitoring plan for the year GB Self-review and training plan
01-10-18 5.30 – 7.30pm	LGB – Standards focused	Review SEF Discuss SDP Discuss Communication plan Discuss Pupil Premium Plan Discuss Sports Premium Plan Housekeeping: <ul style="list-style-type: none"> - Code of conduct - Business Interest declaration - eSafety forms - LGB terms of reference - Nominate chair and vice chair - Refresh governance policies - School trips 18/19 and refresh Educational Visits Policy - Inset days 19/20 - Intake numbers - New budget as an academy

		- Adopt Bridge policies
Half term break 22nd to 26th October		
26-11-18	GOVERNOR DAY THIS WEEK	
03-12-18 5.30-7.30pm	LGB – Business focused	Budget review Accounts review to date Report on teacher Pay awards and PMR process Asset Mgmt Plan Headteacher PMR report Communication plan for the year Risk Mgmt Plan Feedback from governor monitoring Review external comparison data
Spring term 3rd January to 5th April		
21-01-19 5.30-7.30pm	GOVERNOR DAY THIS WEEK	Review assessment data against term 1 targets
04-02-19 5.30 – 7.30pm	LGB – Standards focused	Review term 1 targets – head’s report Safeguarding annual report Feedback from termly monitoring SEND report
Half term break 18th to 22nd Feb		
18-03-19 5.30 – 7.30pm	LGB – Business focused	1 st view of budget for 19/20 Update on 3-5 year forecast Review of cash flow Review pay awards for support staff HR update Health and safety annual report Risk management update
Summer term 23rd April to 24th July		
20-05-19 5.30- 7.30pm	LGB – standards focused	Review Spring term targets Update on SATs Approve budget for 19/20 and proposed staffing model Review Pupil Premium and sports premium plans and impact Agree stakeholder surveys Curriculum review Attendance review
Half term break 27th to 31st May		
17-06-19 5.30 – 7.30pm	GOVERNOR DAY THIS WEEK	

<p>01-07-19 5.30 – 7.30pm</p>	<p>LGB – Business focused</p>	<p>Finalise site work for summer holidays Update Risk Management Plan Updated 3-year forecast Review cash flow Feedback on termly monitoring SEND review Review SATs and Phonics results Agree non-pupil days for next year Agree meeting calendar for next year Review stakeholder survey results Approve chairs report to stakeholders Approve staffing model and SPD budget for 19/20 Discuss first draft of SDP for 19/20</p>
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Example agenda

PART A ITEMS			TIME	LEAD	PAPERS	ACTION
Committee Members:						
In Attendance:						
1.	Apologies for Absence Apologies to be sent to the Chair and Clerk in advance of the meeting		1m	Chair	None	Note
2.	Declaration of Business/Financial Interests/Conflict of interest <i>(Governors are required to complete the Register of Business Interest form and return to the Clerk)</i>		1m	Chair	None	Note
4.	Notification of Any Other Urgent Business <i>(Items to be raised under “any other business” must be notified to the Chairperson and Clerk to the Governors In advance of the meeting)</i>		1m	Chair	None	Note
STRATEGIC						
4. 4.1	Trust update To receive an update from the trust board		8 mins	Trust representa tive	None	Note
5. 5.1	School Development Plan update To review a RAG rated SDP reflecting progress made against term 1 milestones		40 mins	Head	<ul style="list-style-type: none">• RAG rated SDP• Data sheets (per yr group and summary)	Review progress and agree any actions

PART A ITEMS		TIME	LEAD	PAPERS	ACTION
5.2	KPIs – SOAP report To receive the autumn term KPI data	15 mins	Head	SOAP	Review and discuss any concerns
5.3	Curriculum and assessment update Discuss work of new subject leads Discuss new assessment approach for foundation subjects	15 mins	Head	Subject leads impact report	Review and agree any follow-up actions
5.4	SEND report Report on SEND cohort numbers, need, provision and progress	15 mins	Head/SEN CO	SEND report	Review and agree any actions
5.5	Pupil Premium update Verbal report on impact of PP plan to date and intervention strategies	10 mins	Head	Pupil Premium Plan – RAG rated	Discuss next steps
5.6	Monitoring feedback Feedback from any governor monitoring	10 mins	All	Visit reports	Discuss findings/actions
HOUSEKEEPING					
6. 6.1	Policies To REVIEW the policy schedule	5 mins	Head	Policies schedule	Review changes and ratify/adopt
6.2	Attendance Policy				
6.3	SRE Policy				
6.4	Complaints Policy				
7. 7.1	Correspondence and Chairs Action To RECEIVE a list of Chairs Action or Correspondence <i>(including update on Chairs meeting and update on DfE changes)</i>	2 mins	Chair	Verbal	Note
8.	To REVIEW the Governor Action Plan To review progress against the monitoring plan and identify remaining tasks for this term	5 mins	Chair	Governor Monitoring Plan	Discuss and agree actions

PART A ITEMS					TIME	LEAD	PAPERS	ACTION
9.	Governor Training and Development Any updates from Training Link Governor?				2 mins	Training Link Governor	Verbal	Note
12. 12.1	Minutes of the Last Governing Body Meeting To APPROVE the minutes of the last Governing Body Meeting Held on 3 rd December 2018				1 min	Chair	Minutes	Approve
12.2	To DISCUSS any matters arising				4 mins	Chair	Minutes	Discuss
13.	Meeting Dates 2018/19 To APPROVE meeting dates for 2018/19					Chair	None	Note
	MEETING DATES 2018/19							
	Day	Date	Time	Focus				
	Monday	18 th March 2019	5.30pm	Standards				
	Monday	20 th May 2019	5.30pm	Business				
	Monday	1 st July 2019	5.30pm	Standards				
14.	Any Other Urgent Business					Chair		
CONFIDENTIAL ITEMS (if any)								