

Brackenwood Junior School

Governing Board Annual Cycle of Business



Date			Actions to be taken/Impact
Early Autumn Term	Full Governors Business Meeting	Election of Chair/Vice Chair Establish Committees, confirm dates of meetings. 3.Membership Changes. Review of Governor Training Needs & Opportunities (New EQ training)	3.Recruitment of new Governor
Autumn Term	Pay Committee	Review of Teaching Staff Appraisals	Approval of pay increases where appropriate
Autumn Term	Curriculum Committee	Election of Chair Review of previous minutes School Improvement Plan Update Policies for review AOB	New Committee Chair elected
Autumn Term	Resources Committee	Election of Chair Review of previous minutes Policies for review AOB	
November	Headteacher Performance Management Review	Full Review with School Improvement Partner.	Formulate new Targets. Reporting & recommendation to Full Governors
Autumn Term	Full Governors Meeting	Headteacher Report. HT Report to include <ul style="list-style-type: none"> <li>• SDP Update</li> <li>• Progress Data</li> <li>• Staff Reports</li> </ul> Local Authority Items	

		Review of Committee Meetings Update on Governor Training Policies for review AOB	Identify any training needs and appropriate training.
Throughout Autumn Term	Governor Opportunities	Governor presence at: October Parents Open Evening Harvest Festival Christmas Carol Concerts  Attending pantomime with children & teachers	
Spring Term	Resources Committee	Review of previous minutes Policies for review AOB	
Spring Term	Curriculum Committee	Review of previous minutes School Improvement Plan Update Policies for review AOB	
Spring Term	Strategy Group	Analysis of RAISE online	
Spring Term	Full Governors Meeting	Headteacher Report. HT Report to include <ul style="list-style-type: none"> <li>• SDP Update</li> <li>• Progress Data</li> <li>• Staff Reports</li> </ul> Local Authority Items Review of Committee Meetings Update on Governor Training Policies for review AOB	Identify any training needs and appropriate training.
Throughout Spring Term	Governor Opportunities	1.Linked Governors Class Visits  2.Presence at Parents Evening	1.Feedback forms to be completed and returned to school office. 2.Questionnaire opportunity

Summer Term	Resources Committee	Review of previous minutes Policies for review AOB	
Summer Term	Curriculum Committee	Review of previous minutes School Improvement Plan Update Policies for review AOB	
Summer Term	Strategy Group	AOB	
Summer Term	Full Governors Meeting	Headteacher Report. HT Report to include <ul style="list-style-type: none"> <li>• SDP Update</li> <li>• Progress Data</li> <li>• Staff Reports</li> </ul> Local Authority Items Review of Committee Meetings Update on Governor Training Policies for review AOB	Identify any training needs and appropriate training.
Throughout Summer Term	Governor Opportunities	Assistance at Summer Fair Presence at Sports Day Presence at Year 6 Leavers Assembly	
June	Headteacher Performance Review	6 month review, update on progress	

School Policies and Committee Responsible (Figure in brackets denote frequency of need to renew/review)

Full Governors	Curriculum	Resources
Attendance (Annual)	Academic Guidance (4 years)	Accessibility Plan (3 years)
Child Protection (Annual)	Anti Bullying (Annual)	Charging & Remissions (2)
Complaints (3)	Assessment (3)	Continual Professional Development (3)
Finance Manual (Annual)	Asthma (4)	Cover (3)
First Aid (3)	School Behaviour (3)	Data Protection (2)

Freedom of Information	Behaviour Principles (3)	Finance Manual (Annual)
Health & Safety (2)	Collective Worship (3)	Governor Allowances (3)
Instrument of Government	Community Cohesion (3)	Leave of Absence (4)
Managing allegations of abuse against teachers & other staff members (2)	Curriculum (2)	Lettings Policy (2)
No smoking	E Safety & Internet Use (2)	Pay (Annual)
Appraisal (was Performance Management)	Educational Visits (3)	Pupil Premium (Annual)
Photographic & Video Images (4)	Emotional Health & Wellbeing (3)	Purchasing Procedure (3)
Risk Assessments (Annual)	Equal Opportunities (4)	Teacher's Pay (Annual)
Safeguarding & Child Protection (Annual)	History (3)	Whistle Blowing (2)
Security Guidelines (Annual)	Homework (3)	SFVS (Annual)
Special Educational Needs (3)	Home School Agreement (3)	Volunteers in Schools (4)
Staff Discipline, Conduct & Grievance (3)	Looked After Children (2)	
Staff Sickness & Capability (3)	Lost Child (2)	
Teacher Appraisal (Annual)	Managing Medicine (3)	
Best Value Statement (2)	Positive Handling (Annual)	
Governor Visits (3)	Prospectus (4)	
School Development Plan (Annual)	Safer Recruitment (2)	
	Science (4)	
	Sex Education (3)	
	Supporting Pupils with Medical Conditions (2)	
	Outdoor Education (Visits & Off-site) (2)	
	Road Safety/School Travel Plan (3)	