



**Appleton C of Primary School  
Annual Schedule of Business  
2020 – 2021**

PLEASE NOTE THIS DRAFT HAS BEEN UPDATED WITH THE 2020-2021 OCC ANNUAL SCHEDULE OF BUSINESS – NAMES AND RESPONSIBILITIES HAVE NOT BEEN UPDATED.

Term	Date	Items/Reports/Policies/Tasks (Bold = statutory)	Comments/Resources/Suggestions
<b>Pre-Autumn</b>	Wed 26.8.20 4:00 – 5:30 Tentative	<ul style="list-style-type: none"> <li>• <b>Elect Chair and Vice Chair. Agree the length of their term of office.</b></li> <li>• Review COVID-19 Back to School Plans</li> </ul>	Note: This is an extra meeting added onto the calendar in response to COVID-19 Planning.
<b>Autumn</b> Sept	Wed 23.9.20 6:30 – 8:30	<ul style="list-style-type: none"> <li>• <b>Review and agree Committees, Governor Areas of Interest and Link Governors.</b></li> <li>• <b>Appoint Governors to area of interest, committees and Link Governors</b> (Finance, Child protection; Health &amp; Safety; SEND; Pupil Premium; training.)                             <ul style="list-style-type: none"> <li>○ Review plans for monitoring visits (Discuss COVID related challenges to monitoring visits)</li> </ul> </li> <li>• <b>Appoint Committee Chairs or delegate task to Committee</b></li> <li>• <b>Update and publish Register of pecuniary interest (Clerk)</b></li> <li>• <b>Agree schedule for update of statutory policies (Clerk)</b></li> <li>• <b>Confirm Whistle-blowing procedures are in place</b> and appoint a Whistle-blowing Governor</li> <li>• <b>Ensure all governors have completed a DBS check and section 128 check (Clerk)</b></li> <li>• <b>Ensure governors have read the latest version of Keeping Children Safe in Education: KCSiE (2020) comes into effect on 01/09/2020</b></li> </ul>	<p><b>Agree and minute any additional tasks that will be delegated to individuals, Committees or Headteacher</b></p> <p><b>Committees to prepare Terms of Reference (TOR) for approval at November Meeting</b></p> <p>Note language from OCC specifically highlights “<b>confirm Whistle-blowing procedures...</b>” as statutory with the rest of the sentence not in bold. They did drop the words “consider appointing” this year for the more definitive statement.</p>

Governor priorities and Timetable Appleton CE Primary School 2020-21 DRAFT

		<ul style="list-style-type: none"> <li>• Review and approve the SIP, ensure it is linked to the budget and allocate responsibilities for monitoring</li> <li>• Finance update             <ul style="list-style-type: none"> <li>○ Review NET capacity of School, plan to adjust PAN if needed</li> </ul> </li> <li>• Plan for collecting staff, family and pupils' voices and opinions throughout the year</li> <li>• Note/Adopt Governors' Code of Conduct</li> <li>• Ensure all Governors know where to find key documents including schedule, responsibilities, SIP, SEF</li> <li>• Review subscription to Governor Services / other support – ensure all GB board members, HT and Clerk are aware of training / online training / toolkit / helpdesk available/ Insite: Schools News.</li> <li>• Policies for Review and Ratification:             <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• <b>Pay Policy</b></li> <li>• Health &amp; Safety policies</li> </ul> </li> </ul>	<p><a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></p> <p>Headteacher's Report:</p> <ul style="list-style-type: none"> <li>• Agree content and format of HT report (If happy with current no need to cover this).</li> <li>• Ensure HT report includes data on exclusions, attendance, pupil numbers and staffing</li> <li>• Review and scrutinise report at all meetings except data and strategy</li> </ul> <ul style="list-style-type: none"> <li>• Suggestion: Review DfE Publications to ensure all Governors and Clerks are aware of current guidance. (HT) <a href="https://www.gov.uk/government/collections/statutory-guidance-schools">https://www.gov.uk/government/collections/statutory-guidance-schools</a></li> </ul>
Oct	21/10/20 6:30 – 8:00	<ul style="list-style-type: none"> <li>• Data Review ASP – (Analyse School Performance) summary and implications for School Improvement Report</li> <li>• Review pupil progress and attainment, including for groups and non-groups</li> <li>• Review and approve SEF</li> <li>• Review the quality of education through triangulation of the headteacher assessment, governor visit information, external reports and pupil tracking data             <ul style="list-style-type: none"> <li>• Review attendance of pupils including groups</li> </ul> </li> </ul>	<p>Review Ofsted, Fischer Family Trust data (if the school subscribes to FFT) and Analyse School Performance Data sources - consider implications for the school. <i>There will be no new external performance data (ASP or IDSR) this year due to the cancellation of school statutory testing 2020 (COVID-19)</i></p>

Governor priorities and Timetable Appleton CE Primary School 2020-21 DRAFT

<p>Nov</p>	<p>25/11/20 6:30 – 8:30</p>	<ul style="list-style-type: none"> <li>• <b>Agree Committee Terms of Reference</b></li> <li>• <b>Approve strategy statement on use of Pupil Premium and Service Pupil Premium additional funding and publish on website (LJ/KB.SW)</b></li> <li>• <b>Complete evaluation of spend on Pupil Premium and Service Pupil Premium in previous academic year and publish on website (KB/LJ/SW)</b></li> <li>• <b>Confirm all required information is published on website including list of governors, responsibilities and attendance records (?)</b></li> <li>• <b>Ensure details held about people involved in governance are provided to the Secretary of State via GIAS. (Clerk confirm)</b></li> <li>• <b>Receive annual report from the Designated teacher for looked-after children if applicable (LAC)</b></li> <li>• <b>Complete and review the annual safeguarding report and submit to the LA</b></li> <li>• <b>Governor Report on Performance and Appraisal: (XX?, CJ, S Hawkes)</b> The following need to be done in the Autumn term and reported back to the FGB either to confirm completion or with summary as appropriate:             <ul style="list-style-type: none"> <li>• <b>Review and determine Headteacher’s salary (backdated to 1<sup>st</sup> September)</b></li> <li>• <b>Receive report on teacher appraisal process and ensure that pay panel has made/confirmed pay decisions on all teachers (XX, XX, CJ)</b></li> </ul> </li> <li>• <b>Governor Report on H&amp;S inspection (CJ)</b></li> <li>• Finance Report</li> <li>• Receive &amp; Review School Safeguarding audit form. Note required actions and monitor (LG/AC)</li> <li>• Governor monitoring visits - Review and monitor specified curriculum areas as agreed in the Governor monitoring plan</li> <li>• Review Skills Audit to ensure Governing Board has correct skills mix for year ahead</li> <li>• Policies for Review and Ratification</li> </ul>	<p>Note addition of Service Pupil Premium this year</p> <p><a href="https://www.gov.uk/guidance/what-maintained-schools-must-publish-online">https://www.gov.uk/guidance/what-maintained-schools-must-publish-online</a></p> <p><b>Conduct Headteacher’s appraisal (Performance Management Governors) (SHa, CJ, ??)</b> Consider timing this early in the academic year to ensure that Headteacher objectives can be linked into the performance management cycle of other staff. Need a new member of the appraisal committee for succession planning</p> <p>Items to Consider:</p> <ul style="list-style-type: none"> <li>• Do we need an Asset Management plan and if so which Governor/Committee will develop this.</li> <li>• Receive and discuss report on curriculum developments, especially in relation to teaching the national curriculum and the quality of education</li> <li>• consider the impact and learning of the COVID-19 exam arrangements for 2020</li> <li>• Consider making links with other Governing Boards to offer peer review</li> </ul>
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Governor priorities and Timetable Appleton CE Primary School 2020-21 DRAFT

		<ul style="list-style-type: none"> <li>• <b>Admissions</b> (Develop communications plan for new admissions policy)</li> <li>• Appraisal</li> <li>• Capability Policy and Procedure</li> <li>• Charging and Letting</li> <li>• Complaints</li> <li>• Publication scheme for FOIA</li> <li>• Disciplinary</li> <li>• Home School Agreement</li> <li>• Accessibility Action Plan</li> </ul> <ul style="list-style-type: none"> <li>• Phonics report</li> <li>• (New) Ensure Governing Board is GDPR compliant. Put monitoring in place to ensure GDPR compliance of school</li> </ul>	<ul style="list-style-type: none"> <li>• Consider creating a Governance action plan to support the development of robust governance</li> <li>• Monitor safeguarding in school by visiting in school day: talk to staff and children / monitor policies in practice</li> </ul>
<p><b>Spring</b> Jan</p>	<p>Weds 20.01.21 6:30 – 8:30pm</p>	<ul style="list-style-type: none"> <li>• <b>Publish proposed admissions arrangements for subsequent academic years</b> (for schools that are admissions authorities) in good time to ensure a transparent process</li> <li>• Review SDP progress</li> <li>• Pupil Premium strategy statement</li> <li>• Finance report <b>and SFVS approval</b> – including capital needs and spending</li> <li>• SEND – update on pupil progress <b>Governor: Staff Governor &amp; SW</b></li> <li>• Impact of PE and Sport premium (Annual report) <b>Governor: DW</b> (Gemma Leggett)</li> <li>• Progress report on maths and writing projects <b>Governor: S Hawkes, S Hine</b></li> <li>• Annual Safeguarding Audit Report <b>Governor: LG</b></li> <li>• HT report on attendance and exclusions</li> <li>• HT report on staff attendance</li> </ul>	<p>SFVS may not be required this year, but recommended to complete it in any case. OCC still to decide whether it will be required.</p>

Governor priorities and Timetable Appleton CE Primary School 2020-21 DRAFT

		<ul style="list-style-type: none"> <li>• LAC (Looked-After Children) report if applicable             <ul style="list-style-type: none"> <li>• Review exclusions (if applicable)</li> <li>• Maths report</li> <li>• Policies for Review and Approval: Special Needs</li> </ul> </li> </ul>	
SEMINAR February	Wed 24.2.21 6:30-8:30pm	<ul style="list-style-type: none"> <li>• Using data in a self-evaluating school</li> <li>• Review pupil progress and attainment, including for identified groups</li> <li>• Review the quality of education through triangulation of the headteacher assessment, governor visit information, external reports and pupil tracking data</li> <li>• Review attendance including groups</li> </ul>	
Mar	24.3.21 6:30 – 8:30pm	<ul style="list-style-type: none"> <li>• Overview of SIP and mid-year evaluation of impact</li> <li>• Update SEF <b>Governor: S Hawkes</b></li> <li>• Pupil and staff wellbeing <b>Governor: JC, Staff Governor</b></li> <li>• Equality data annual report (DHT Curriculum and Staffing)</li> <li>• Pupil voice and wellbeing report</li> <li>• Reading report</li> <li>• Policies for Review and Approval             <ul style="list-style-type: none"> <li>◦ GDPR compliance</li> <li>◦ Attendance Policy</li> </ul> </li> <li>• Impact of Pupil premium spending <b>Governor: Staff Governor, SW</b></li> <li>• Review impact of sports premium funding</li> </ul>	<p>Finance committee begin work on budget including review of benchmarking, insurance, staff structure</p> <p>Report on any actions from safeguarding audit</p>
Summer April	21.04.21 6:30 – 8:30pm	<p><b>No headteacher report</b></p> <ul style="list-style-type: none"> <li>• Budget 2021/22 <b>Governor: TD</b></li> </ul>	

Governor priorities and Timetable Appleton CE Primary School 2020-21 DRAFT

<p><b>Governor Strategic Planning</b> May</p>	<p>26.05.21 6:30 – 8:30pm</p>	<p>Governing Board Review</p> <ul style="list-style-type: none"> <li>• Conduct self-review of governing board effectiveness</li> <li>• Evaluate current Governance action plan, particularly impact</li> <li>• Review the governing board succession plan and governing board training needs – Refer to Oxfordshire CPD Online for Governor Training</li> </ul> <p>Priorities for 20-21</p>	<p>Is the “no committee” structure working? Do we want to change the areas of interest? Training needed?</p> <p>GB discussions will inform School Improvement Planning 2021-22</p>
<p>July</p>	<p>Wed 07.07.21 6:00 – 8:00pm</p>	<ul style="list-style-type: none"> <li>• <b>Approve the annual school public sector equality duty statement</b></li> <li>• <b>Approve the SEND information Report</b></li> <li>• <b>Report to parents on the SEND policy</b></li> <li>• <b>Review child protection policy and procedures</b></li> <li>• Finance update – including presentation of results of audit of special purposes account and update on purchase of external services</li> <li>• Computing update and report</li> <li>• Writing update and report</li> <li>• School vision and ethos update and report <b>Governor: JC, SH</b></li> <li>• Health and safety report <b>Governor: TBD</b></li> <li>• Initial external data review <b>Governor: DM</b></li> <li>• Attendance, and Exclusions and (Year-end to date summary against targets) <b>Governor: SJW, LG</b></li> <li>• SIP review and priorities 2020-21 (with update on Maths and Writing) and evaluate impact of the board <b>Governor: SH</b></li> <li>• Update SEF</li> <li>• Appoint governors to conduct headteacher’s appraisal in the autumn; ensure they are or will be trained; appoint External Adviser</li> <li>• Review pay policy ASAP after publication of pay and conditions document in time to inform pay decisions in the autumn term.</li> <li>• Receive the annual report from the Designated teacher for looked-after children (LAC) of applicable</li> <li>• Policies for review and approval</li> </ul>	<p><a href="https://www.equalityhumanrights.com/sites/default/files/psed_guide_for_schools_in_england.pdf">https://www.equalityhumanrights.com/sites/default/files/psed_guide_for_schools_in_england.pdf</a></p> <p>HT Report to include section on performance management, and review of any pupil exclusions for the year</p> <p>Finance review staff job descriptions and staff performance</p>

Governor priorities and Timetable Appleton CE Primary School 2020-21 DRAFT

		<ul style="list-style-type: none"><li>o Appraisal</li><li>o Behaviour (Review the behaviour principles written statement. Are the board's principles reflected in the school behaviour policy?)</li><li>o</li><li>o Family Life</li><li>o Allegations of abuse made against staff and volunteers</li><li>o Supporting pupils with medical conditions</li></ul> <ul style="list-style-type: none"><li>● Receive report on progress in implementing the accessibility plan</li><li>● Agree a programme of meetings for the next academic year, including committee meetings</li></ul>	
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