

Autumn Term 2019	
<b>Full Governing Body Meeting</b>	
<b>Thursday 3<sup>rd</sup> October 2019 at Orchard, 6pm</b>	<ul style="list-style-type: none"> <li>• Election of Chair &amp; Vice Chair.</li> <li>• Agreement of terms of reference</li> <li>• Executive Headteachers Report (Incorporating School Subcommittee Reports)</li> <li>• Consideration of SIP annual reports &amp; headline data outcomes</li> <li>• Presentation of draft School Development Plans &amp; associated review of year gone</li> <li>• Key areas for improvement identified &amp; Identify objectives for the year</li> <li>• Staffing and teacher professional development &amp; impact</li> <li>• Governor training, development and self-evaluation</li> <li>• Senior management team proposes attainment targets for the year.</li> <li>• National Agendas and Risk Management</li> <li>• Consideration of key policies</li> </ul>
<b>Resources Committee (Premises Finance, Pay and Personnel) 31<sup>st</sup> October at Orchard, 4:30pm</b>	<ul style="list-style-type: none"> <li>• Agreement of terms of reference &amp; Chair.</li> <li>• Budget status report</li> <li>• ½ Year budget review &amp; forecast. Assessment of status of budgets and agree any changes.</li> <li>• <b>Pay Committee</b> meet before 31<sup>st</sup> October to agree HT performance management &amp; staff pay recommendations.</li> </ul>
<b>School Subcommittee Meetings</b>	
<b>Southwold 17<sup>th</sup> October 2019, 5pm</b>  <b>Orchard 31<sup>st</sup> October 2019, 6pm</b>  <b>Hoxton Garden 28<sup>th</sup> November 2019, 5pm</b>	<ul style="list-style-type: none"> <li>• Election of Chair &amp; Vice Chair</li> <li>• Headteachers Report including School Self Evaluation</li> <li>• Outcome of external reviews &amp; evaluations e.g SIP reports</li> <li>• Headline Data presented and analysed for key trends in context of overall National position.</li> <li>• Impact of PPG &amp; Sports Premium</li> <li>• The school development plan and key actions.</li> <li>• Review of yearly calendar of whole school events.</li> </ul>
<b>Governor Visit Morning</b>	
<b>Tuesday 15<sup>th</sup> October at Southwold</b>	Open Morning Visit to <b>Southwold</b> for all Governors including visits to classrooms and presentation on key curriculum area & book look/meeting with pupils

### Spring Term 2020

#### Full Governing Body Meeting

<p><b>Thursday 30<sup>th</sup> January 2020 at Southwold, 6pm</b></p>	<ul style="list-style-type: none"> <li>• Executive Headteachers Report (Incorporating School Subcommittee Reports)</li> <li>• Consideration of SIP reports</li> <li>• Actions &amp; impact against areas for improvement</li> <li>• Staffing and teacher professional development &amp; impact</li> <li>• Governor training, development and self-evaluation</li> <li>• National Agendas and Risk Management</li> <li>• Consideration of key policies</li> </ul>
<p><b><u>Resources Committee</u> (Premises Finance, Pay and Personnel)</b></p> <p><b>27<sup>th</sup> February 2020 at Orchard (Pre-Subcommittee Meeting) 4:30pm</b></p>	<ul style="list-style-type: none"> <li>• ¾ Year budget review &amp; forecast</li> <li>• Assessment of status of budgets and agree any changes.</li> <li>• Staffing update</li> <li>• SFVS Review</li> <li>• Staffing Structure and recruitment</li> <li>• Consideration of accessibility &amp; review of Health &amp; Safety Documentation</li> </ul>

#### School Subcommittee Meetings

<p><b>Southwold 13<sup>th</sup> February 2020, 5pm</b></p> <p><b>Orchard 27<sup>th</sup> February 2020, 6pm</b></p> <p><b>Hoxton Garden 19<sup>th</sup> March 2020, 5pm</b></p>	<ul style="list-style-type: none"> <li>• Headteachers Report</li> <li>• Outcome of external reviews &amp; evaluations e.g SIP reports</li> <li>• Progress towards end of year targets</li> <li>• Teaching profile and strategic/CPD actions</li> <li>• Consideration of provision for SEN/PPG &amp; Vulnerable pupils.</li> <li>• Review of Attendance targets &amp; strategies</li> <li>• Pupil &amp; parents views of the school evaluated, key areas of focus identified considered</li> </ul>
---	---

#### Governor Visit Morning

<p><b>Wednesday 12<sup>th</sup> February 2020 at Hoxton Garden</b></p>	<p>Open Morning Visit to <b>Hoxton Garden</b> for all Governors including visits to classrooms and presentation on key curriculum area &amp; book look/meeting with pupils</p>
--	--

## Summer Term 2020

### Full Governing Body Meeting

<p><b>Wednesday 20<sup>th</sup> May 2020 at Hoxton Garden, 6pm</b></p>	<ul style="list-style-type: none"> <li>• Executive Headteachers Report (Incorporating School Subcommittee Reports)</li> <li>• Actions &amp; impact against areas for improvement</li> <li>• Staffing and teacher professional development &amp; impact</li> <li>• Governor training, development and self evaluation</li> <li>• National Agendas and Risk Management</li> <li>• Consideration of key policies</li> <li>• Approval of new budget as recommended by Finance committee</li> </ul>
<p><b>Resources Committee (Premises Finance, Pay and Personnel)</b></p> <p><b>20<sup>th</sup> May 2020 at Hoxton Garden (Pre-Governing Body) 4:30pm</b></p>	<ul style="list-style-type: none"> <li>• Staffing update</li> <li>• Year End budget review &amp; forecast</li> <li>• Assessment of status of budget and agree any changes.</li> <li>• Review new budget and agree recommendations to full Governing body.</li> <li>• Premises works and strategic actions</li> </ul>
<h3>School Subcommittee Meetings</h3>	
<p><b>Southwold 11<sup>th</sup> June 2020, 5pm</b></p> <p><b>Orchard 18<sup>th</sup> June 2020, 5pm</b></p> <p><b>Hoxton Garden 9<sup>th</sup> July 2020, 5pm</b></p>	<ul style="list-style-type: none"> <li>• Headteachers Report</li> <li>• Outcome of external reviews &amp; evaluations e.g SIP reports</li> <li>• Headline Data presented and analysed for key trends in context of overall National position.</li> <li>• Progress towards end of year targets</li> <li>• Teaching profile and strategic/CPD actions</li> <li>• Consideration of provision for SEN/PPG &amp; Vulnerable pupils &amp; links with other agencies</li> <li>• Review of Attendance targets &amp; strategies</li> <li>• Strategic Planning for new academic year</li> </ul>
<h3>Governor Visit Morning</h3>	
<p><b>Friday 1<sup>st</sup> May 2020 at Orchard</b></p>	<p>Open Morning Visit to <b>Orchard</b> for all Governors including visits to classrooms and presentation on key curriculum area &amp; book look/meeting with pupils</p>
<p><b>Ongoing</b></p>	<p>Link Governor Visits Observation of pupil progress meetings Attendance at whole school events Sub Committee/Individual focussed audits of provision</p>