

CJS DRAFT Governors' Programme of Work 2020-21

| Term | Governors' Monitoring Fortnight | Full Governors Mondays 6.00pm | Finance Tasks | Other Tasks | | | | | | |
|---|---|--|---|--|--|------------------------------------|--|----------------------------|------------|--|
| | | All Governors to attend Statutory Tasks in Bold | Budget Monitoring | SEN Reviews (SF) | Learning Walks | Safeguarding Audit (Incl SCR - JB) | Inclusion (LAC and Pupil Premium) Reviews (JB) | Maths & English monitoring | H&S Audits | |
| | | Governor Initials: | JB | SF | All | JB | JB | JB & NH | JB | |
| Autumn 1 2020 | 23 rd Nov to 4 th Dec 2020 (paperwork to school by 9 th Dec 2020) To work with subject leaders to review interim progress towards targets in the school improvement plan. | Monday 28th September 2020 <ul style="list-style-type: none"> Elect Chair and Vice Chair Register of Pecuniary Interests Risk Register School Improvement Plan Risk Register KS2 SATs results Policy Review Timetable Aut 1 Policy Review Pay Committee Meeting (after FGB) | Monthly Budget Monitoring Visit school, check and sign off budget monitoring folder After 16 th of each month | Autumn 2 As part of Governors' Monitoring Fortnight | Governors should organise learning walks at times to suit them and the school, throughout the year to focus on aspects of school improvement | | | | | |
| Monday 14th December 2020 <ul style="list-style-type: none"> To agree any revised budget To complete the governors' survey/audit Ensure that Admissions Policy consultation is taking place (if required – only if changes are being made) Head Teacher's Report (including Data and targets) SEF Finance Headlines Confirm Accountants Audit (and signing etc) Virements and expenditure over £5000 for CEO approval Parents' Survey results (completed at parents' evenings) Aut 2 Policy Review | | | | | | | | | | |
| Spring 1 2021 | | Monday 8th February 2021 <ul style="list-style-type: none"> Risk Register Ratify Admissions Policy (if necessary) Book Scrutiny (subject TBC – curriculum leader to attend) Governors' Skills Audit outcomes Spr 1 Policy Review | Monthly Budget Monitoring Visit school, check and sign off budget monitoring folder After 16 th of each month | | | | | | | |
| Spring 2 2021 | | Monday 29th March 2021 <ul style="list-style-type: none"> Finance Headlines (including, benchmarking and Indicative Budget for following year) Head Teacher's Report (including Data and Predictions) Safeguarding Audit Spr 2 Policy Review Personnel Issues Virements and expenditure over £5000 for CEO approval | | | | | | | | |
| Summer 1 2021 | 7 th June to 18 th June 2021 (Paperwork to school by 23 rd June) Opportunity for subject leaders and governor partners to get together to evaluate the school improvement plan and to plan for targets for 2021-2022 | Monday 17th May 2021 <ul style="list-style-type: none"> Book Scrutiny (subject TBC – curriculum leader to attend) Approve Budget (before sending on to PEAK) – possibly not as the funding will be centralised Risk Register SEF Sum 1 Policy Review Dates for next year's meetings | Monthly Budget Monitoring Visit school, check and sign off budget monitoring folder After 16 th of each month | Summer 1 As part of Governors' Monitoring Fortnight | | | | | | |
| Summer 2 2021 | | Monday 12th July 2021 <ul style="list-style-type: none"> Finance Headlines (for current year) Head Teacher's Report (including available Statutory Assessment results) Governance Structure Agree roles (SEN, Inclusion, LAC, Finance, H&S, Safeguarding) Terms of Reference review Pupil Premium plan and review Dates for following year's HT Performance Management Review progress towards targets in the School Improvement Plan Agree draft School Improvement Plan 2020-21 Virements and expenditure over £5000 for CEO approval Sum 2 Policy Review Review of Governance Structure | | | | | | | | |