

USWORTH COLLIERY NURSERY SCHOOL

Governing Board Annual Planner 2020 21

Autumn Term	Spring Term	Summer Term
<p>Statutory Tasks</p> <ul style="list-style-type: none"> ✓ Elect Chair and Vice Chair, agree length of term of office and date on which the term of office will end (according to GB agreed procedure) ✓ Review clerking arrangements. ✓ Agree/review committee structure, membership and terms of reference for all committees. ✓ Complete Register of Business Interests ✓ Review Governors' Allowances/Expenses Policy ✓ Review Governing Body Code of Conduct ✓ Review Capability and Appraisal policies` ✓ Review Headteacher performance ✓ Draw up Admissions Policy for next school year (VA and Foundation schools only) ✓ Review Pay Policy ✓ Review and ratification of allocated policies for FGB. 	<p>Statutory Tasks</p> <ul style="list-style-type: none"> ✓ Agree budget. ✓ Publish proposals and admission arrangements for following Autumn (VA/F schools only) ✓ Review and ratification of allocated policies for FGB. 	<p>Statutory Tasks</p> <ul style="list-style-type: none"> • Review/update school website to ensure compliance with Regulations. • Receive Annual Safeguarding Report from Headteacher/Principal • Receive annual report on appraisal arrangements/ staff training and development needs. • Review and ratification of allocated policies for FGB.

<p>Key Tasks</p> <ul style="list-style-type: none"> ✓ Agree dates of GB meetings for the year. ✓ Set objectives for the GB for the year. ✓ Approve/review School Self Evaluation Plan (SEF) ✓ Receive and review reports/ governor visit reports. ✓ Receive Headteacher's report. 	<p>Key Tasks</p> <ul style="list-style-type: none"> ✓ Provisional budget approval (budget received from LA in March) ✓ Review impact of pupil premium funding Discuss plans for unspent balances. ✓ Review Equal Opportunities Policy ✓ Receive and review reports/ governor visit reports. ✓ Receive Headteacher's report. ✓ Receive Headteacher's report. 	<p>Key Tasks</p> <ul style="list-style-type: none"> • Revise budget and submit to LA (end of May) • Review governing bodies performance • Review attendance – pupils/staff and governors • Receive and review reports/ governor visit reports. • Receive Headteacher's report.
<p>Financial/SFVS Requirements</p> <ul style="list-style-type: none"> ✓ Present/discuss latest Budget Monitoring reports ✓ Review Charging Policy (for school trips etc) ✓ Review of benchmarking comparisons ✓ Receive School Business Report and Capital Plan. ✓ Review and ratification of allocated policies for Finance and Resources Committee. 	<p>Financial/SFVS Requirements</p> <ul style="list-style-type: none"> ✓ Present and discuss latest Budget Monitoring reports (could be via update from Finance Committee) ✓ Review staffing structure ✓ Review of pay of non-teaching staff. ✓ Review and discuss the Schools Financial Value Standard (SFVS) return (complete and return to LA by 31st March) ✓ Review "buy-back" of LA services/contracts – e.g., HR. ✓ Receive School Business Report and Capital Plan. ✓ Review and ratification of allocated policies for Finance and Resources Committee. 	<p>Financial/SFVS Requirements</p> <ul style="list-style-type: none"> • Review analysis of year-end budget figures • Present and discuss latest Budget Monitoring reports (could be via update from Finance Committee) • Review School Asset register • Receive School Business Report and Capital Plan. • Review and ratification of allocated policies for Finance and Resources Committee.

<p>CPA Tasks</p> <ul style="list-style-type: none"> ✓ Post-start of year assessments and tracking. ✓ Review end of year outcomes for all groups. ✓ Review baselines for all groups. ✓ Identification of key areas of focus and staff development and training. ✓ Draft school development plan approval in including numerical targets for key areas of learning and development. ✓ Agree focus of monitoring visits and learning walks or key groups of children. ✓ Update on EYPP allocation in school and draft action plan. ✓ Review and ratification of allocated policies for CPA Committee. 	<p>CPA Tasks</p> <ul style="list-style-type: none"> ✓ Post mid-year assessment and tracking. ✓ Review mid-year outcomes for all groups. ✓ Identification of key areas of focus and staff development and training. ✓ Review school development plan actions update on current position in achieving numerical targets for key areas of learning and development. ✓ Agree focus of monitoring visits and learning walks or key groups of children. ✓ Curriculum presentation / update by staff member. ✓ Update on EYPP allocation in school and draft action plan. ✓ Review and ratification of allocated policies for CPA Committee. 	<p>CPA Tasks</p> <ul style="list-style-type: none"> • Post end of year assessments and tracking. • Review end of year outcomes for all groups. • Identification of key areas of focus and staff development and training. • Review school development plan actions update on current position in achieving numerical targets for key areas of learning and development. • Agree focus of monitoring visits and learning walks or key groups of children. • Curriculum presentation / update by staff member. • Update on EYPP allocation and outcomes for children. • Review and ratification of allocated policies for CPA Committee.
<p>KEY TASKS ANY TIME IN YEAR</p> <ul style="list-style-type: none"> • Induction of new governors • Undertake Governor skills audit. • Organise support and training for governors. • Review other statutory/school policies as per governing body schedule. • Action planning following Ofsted inspection. • Complete/review school self-evaluation • Monitor and evaluate pupil progress. 	<p>Financial Best Practice</p> <ul style="list-style-type: none"> • Opportunity to declare business/pecuniary interests at every meeting. • Ensure all decisions are made in line with securing “value for money” Publish on and update school website <p>Minimum Requirements: -</p> <ul style="list-style-type: none"> • Statement of values and ethos • School contact details • Admissions arrangements • Latest Ofsted inspection report 	

- Monitor and evaluate the quality of teaching.
- Receive curriculum subject areas/ faculty reports.
- Arrangements for governors' visits to school
- Review health and safety issues/ audit report
Financial/SFVS Requirements
- Review governing body financial skills/competency re budget management and value for money.
- Review Business Continuity/Disaster Recovery Plan
- Review Whistleblowing Policy
- Review Charging Policy
- Presentation of private school fund account audit certificate to the governing body
- Benchmarking comparison

- Most recent Key Stage 2 or Key Stage 4 results
- Links to DfE performance tables website
- Behaviour policy
- Pupil premium allocation, spending plans and impact on attainment.
- Details of other funding such as Year 7 catch-up premium or PE and sports premium, spending plans and impact on attainment.
- The school's policy for pupils with SEN or disabilities
- Charging policy
- For each Governor – their name, category of governor, which body appoints them; their term of office; any committees they serve on and any positions of responsibility they hold – e.g., Chair of Governors, Chair of a Committee; their attendance record at governing body and committee meetings during last academic year.
- The Register of Business Interests for each governor and details of any other educational establishment they govern.
- Details of any relationships between governors and members of the school staff including spouses, partners and relatives.

POLICY REVIEW CYCLE 202-2021

POLICY TITLE	RESPONSIBILITY OF	REVIEW DATE	COMPLETE 2020-21	REVIEW DATE
Documents relating to data protection for new admits				
Publication Scheme	ADMIN TEAM	SUM 2020	YES	SUM 2021
Freedom of Information Privacy Notice	ADMIN TEAM	SUM 2020	YES	SUM 2021
Parental Declaration	ADMIN TEAM	AUT 2020	YES	AUT 2021
File Retention Policy	ADMIN TEAM	SUM 2020	YES	SUM 2021
Annually Reviewed GB Policies FULL GOVERNING BODY				
Admissions Arrangements	HEADTEACHER	SUM 2020	YES	SUM 2021
Looked After Child Policy	FULL GOVERNING BODY	AUT 2020	YES	AUT 2021
E-Safety Policy	FULL GOVERNING BODY	SUM 2020	YES	SUM 2021
Anti Bullying / Cyber Bullying Policy	FULL GOVERNING BODY	SPR 2021	YES	SPR 2022
Behaviour Policy	FULL GOVERNING BODY	SPR 2021	YES	SPR 2022
Organisational Change Policy	FULL GOVERNING BODY	AUT 2020	YES	AUT 2021
Admissions Policy	FULL GOVERNING BODY	SUM 2021		SUM 2022
Safer Recruitment Policy	FULL GOVERNING BODY	SUM 2021		SUM 2022
Complaint Procedures	FULL GOVERNING BODY	AUT2020	YES	AUT2021
Special Educational Needs Policy	FULL GOVERNING BODY	AUT2020	YES	AUT2021
Special Educational Needs Report	FULL GOVERNING BODY	AUT 2020	YES	AUT 2021
Special Educational Needs Pathways	FULL GOVERNING BODY	AUT 2020	YES	AUT 2021
Child Protection	FULL GOVERNING BODY	AUT2020	YES	AUT2021
Accessibility Plan	FULL GOVERNING BODY	AUT2020	YES	AUT2021

POLICY TITLE	RESPONSIBILITY OF	REVIEW DATE	COMPLETE 2020-21	REVIEW DATE
Annually Reviewed GB Policies CURRICULUM, PROGRESS AND ATTAINMENT COMMITTEE				
Continuous Professional Development	CPA	SUM 2021		SUM 2022
Equal Opportunities	CPA	SUM 2021	YES	SUM 2022
Equality and Diversity	CPA	SUM 2021	YES	SUM 2022
Observation, Assessment and Planning Procedures	CPA	SUM 2021		SUM 2022
E.Y.F.S. Policy	CPA	AUT 2020	YES	AUT 2022
Curriculum Policy	CPA	AUT 2020	YES	AUT 2021
Community Cohesion	CPA	SPR 2021	YES	SPR 2022

Annually Reviewed GB Policies RESOURCES COMMITTEE				
Health and Safety Policy	RESOURCES	AUT 2020	YES	AUT 2021
Teachers Pay Policy	RESOURCES	AUT 2020	YES	AUT 2021
Staff Code of Conduct	RESOURCES	AUT 2020	YES	AUT 2021
Risk Assessments	RESOURCES	SUM 2020	YES	SUM 2021
Teacher Appraisal	PERSONNEL	AUT 2020	YES	AUT 2021
Whistleblowing / Confidential Reporting	PERSONNEL	AUT 2020	YES	AUT 2021
Critical Incident Plan	RESOURCES	SPR 2021	YES	SPR 2022
Business Continuity Plan	RESOURCES	SPR 2021	YES	SPR 2022
Asset Management Plan Annual Review		SPR 2021		SPR 2022
Managing Allegations Against Staff	RESOURCES	SPR 2021	YES	SPR 2022

POLICY TITLE	RESPONSIBILITY OF	REVIEW DATE	COMPLETE 2020-21	REVIEW DATE
Policies relating to Health and Safety				
Fire Drill Procedures	SCHOOL TEAM	AUT 2020	YES	AUT 2021
Fire Safety Procedures	HT / F. CLERK	AUT 2020	YES	AUT 2021
Severe Weather Procedures	SCHOOL TEAM	AUT 2020	YES	AUT 2021
Off Site Visits Policy	SCHOOL TEAM	SUM 2021		SUM 2022

Policies relating to welfare requirements				
Designated Person	SCHOOL TEAM	SUM 2021		SUM 2022
Intimate Care Policy	SCHOOL TEAM	SUM 2021		SUM 2022
Key Workers Policy	SCHOOL TEAM	SUM 2021		SUM 2022
Missing Child Policy	SCHOOL TEAM	SUM 2021		SUM 2022
Uncollected Children Policy	SCHOOL TEAM	SUM 2021		SUM 2022
School Security	SCHOOL TEAM	SUM 2021		SUM 2022
Off Site Visits	SCHOOL TEAM	SUM 2021		SUM 2022

Polices relating to Safeguarding and Child Protection 2 Year Cycle				
Photography	SCHOOL TEAM	SUM 2021		SUM 2022
Telephones and Internet Policies	SCHOOL TEAM	SUM 2021		SUM 2022
Anti Bullying / Cyber Bullying Policy	SCHOOL TEAM	SUM 2021	YES	SUM 2022
Managing Medicines Policy	SCHOOL TEAM	SUM 2021		SUM 2022
Supporting Children With Medical Needs Policy	SCHOOL TEAM	SUM 2021		SUM 2022

Emergency Medical Treatment	SCHOOL TEAM	SUM 2021		SUM 2022
Accidents Policy	SCHOOL TEAM	SUM 2021		SUM 2022
Drink and Drugs	SCHOOL TEAM	SUM 2021		SUM 2022

POLICY TITLE	RESPONSIBILITY OF	REVIEW DATE	COMPLETE 2020-21	REVIEW DATE
Polices relating to Safeguarding and Child Protection (continued) 2 Year Cycle				
Health and Safety Trips, Slips and Falls	SCHOOL TEAM	SUM 2021		SUM 2022
Procedures for Emergency Medical Treatment	SCHOOL TEAM	SUM 2021		SUM 2022
First Aid	SCHOOL TEAM	SUM 2021		SUM 2022
Sun Safety	SCHOOL TEAM	SUM 2021		SUM 2022
Toilet Training	SCHOOL TEAM	SUM 2021		SUM 2022
Managing Children Who Are Ill or Infectious Policy	SCHOOL TEAM	SUM 2021		SUM 2022
No Smoking Policy	SCHOOL TEAM	SUM 2021		SUM 2022
EYFS Policy	SCHOOL TEAM	SUM 2021		SUM 2022
Supporting Transitions	SCHOOL TEAM	SUM 2021		SUM 2022
Staff Handbook 2019-21	SCHOOL TEAM	AUT 2020	YES	AUT 2022

Reviewed Policies relating to new kitchen / meal times and snack area				
Food Hygiene Procedures	SCHOOL TEAM	SUM 2021		SUM 2022
Whole School Food Policy	SCHOOL TEAM	SUM 2021		SUM 2022