

	Autumn Term			
	September	October	November	December
<p>Strategic Overview What are the improvement priorities? What actions are being taken to address these priorities? What is the impact of our actions?</p>	<ul style="list-style-type: none"> Discuss the school’s vision and ethos Share and discuss an outline of the draft school development priorities (Pre-read) Verbal feedback from Staff Governors 	<ul style="list-style-type: none"> Finalised School Development Plan (Pre-read) Evidence of impact from most recent SEF review (Leadership Report) Verbal feedback from Staff Governors 	<ul style="list-style-type: none"> Evidence of impact from interventions (Leadership Report) Summary of internal data (Leadership Report) Evidence of impact derived from most recent SEF review (Leadership Report) Verbal feedback from Staff Governors 	<ul style="list-style-type: none"> Evidence of impact derived from most recent SEF review and governor visits this term (Leadership Report + Governor visit summaries including Link Governors) Verbal feedback from Staff Governors
<p>Holding school leaders to account Are we fulfilling our statutory requirements?</p>	<ul style="list-style-type: none"> Review provisional FS2, Phonics, KS1 and KS2 data using Dorset benchmarking if available. Review pupil premium impact report and action plan. Review service premium impact report and action plan Update of staff roles and responsibilities Annual H&S governor/site manager visit Governing body self- evaluation audit (RAG) 	<ul style="list-style-type: none"> SEND Report LAC report Update from school census (Leadership Report) Review Dorset Data Packs for FS2, KS1 and KS2 (Pre-read doc.) 	<ul style="list-style-type: none"> Update on performance management Set staff survey Annual Safeguarding Audit Governing body self- evaluation audit (RAG) 	<ul style="list-style-type: none"> Update on HT’s performance management National benchmarking data for FS2, Phonics, KS1 and KS2 December RAG rating of SDP outcomes. Review of behaviour (inc. bullying, racist/homophobic incidents and e-safety) for this term Review of attendance for the term Review staff survey
<p>Procedural matters Are policies up-to-date and being implemented?</p>	<ul style="list-style-type: none"> Elect chair and vice chair Fill link governor roles Complete governor skills audit Make sure GIAS is up-to-date Organise induction for any new governors Identify any training needs for governors Make sure website is up-to-date 	<ul style="list-style-type: none"> Review / approve policies list for the academic year and delegation Policies to be reviewed 	<ul style="list-style-type: none"> Policies to be reviewed 	<ul style="list-style-type: none"> Policies to be reviewed

	<ul style="list-style-type: none"> • Check SCR in relation to statutory checks for Governors • Governors to read annual policies and sign declaration to show that we have understood and agree to adhere to detail: <ul style="list-style-type: none"> ▪ Confidentiality ▪ Code of conduct ▪ Child protection ▪ KCSIE ▪ Admissions ▪ Governor Visits ▪ Standing orders and Financial Admin regulations • Update and publish register of interests 			
<p>Financial effectiveness Is money being well spent, linked to school priorities?</p>	<ul style="list-style-type: none"> • Update register of interests • Approve delegation of powers to Head and Chair • Approve pupil premium spend • Approve service premium spend • Review school budget forecast • Plan for redundancy and restructuring process* 	<ul style="list-style-type: none"> • Review school budget forecast • Consider Autumn census and impact on future funding • Review key spending priorities against SDP • Plan for redundancy and restructuring process* 	<ul style="list-style-type: none"> • Voluntary Funds • Review school budget forecast • Plan for redundancy and restructuring process* 	<ul style="list-style-type: none"> • Review school budget forecast • Review Financial Procedures Policy • Consider Schools Financial Value Standards (SFVS) • Plan for redundancy and restructuring process*
<p>Pre-read documents <i>To be issued on 6 days before the meeting, using Microsoft Teams</i></p>	<ul style="list-style-type: none"> • Agenda/Minutes • Annual polices to be reviewed • Pupil Premium Impact report and action plan • Approve Sports Premium Spend • Draft SDP • Register of interests 	<ul style="list-style-type: none"> • Agenda/Minutes • Finalised SDP • Leadership Impact Evaluation Report • Dorset Data Pack • Policies to be reviewed • SEND report • LAC report • Dorset Council External Challenge Reports 	<ul style="list-style-type: none"> • Agenda/Minutes • Leadership Report • Policies to be reviewed 	<ul style="list-style-type: none"> • Agenda/Minutes • Leadership Report • Policies to be reviewed • Staff survey • Inspection Data Summary Reports (IDSR) • Governor visit reports • Dorset Council External Challenge Reports

	
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	Spring Term		
	January	February	March
<p>Strategic Overview What are the improvement priorities? What actions are being taken to address these priorities? What is the impact of our actions?</p>	<ul style="list-style-type: none"> • Verbal update from HT from last GB meeting • Verbal feedback from Staff Governors • Set parent survey 	<ul style="list-style-type: none"> • Evidence of impact from interventions (Leadership Report) • Summary of internal data (Leadership Report) • Evidence of impact derived from most recent SEF review (Leadership Report) • Verbal feedback from Staff Governors 	<ul style="list-style-type: none"> • Evidence of impact from interventions (Leadership Report) • Evidence of impact derived from most recent SEF review and governor visits this term (Leadership Report + Governor visit summaries including Link Governors) • Verbal feedback from Staff Governors
<p>Holding school leaders to account Are we fulfilling our statutory requirements?</p>		<ul style="list-style-type: none"> • Update from school census (Leadership Report) • Review KS2 mock SATs and future forecast • Review staff questionnaire • Review parent survey 	<ul style="list-style-type: none"> • March RAG rating of SDP outcomes • Safeguarding audit and action plan – yearly report • Review of behaviour (inc. bullying, racist/homophobic incidents and e-safety) for this term • Review of attendance for the term • Governing body self- evaluation audit (RAG)
<p>Procedural Are policies up-to-date and being implemented?</p>	<ul style="list-style-type: none"> • Make sure GIAS is up-to-date • Organise induction for any new governors • Identify any training needs for governors • Policies to be reviewed 	<ul style="list-style-type: none"> • Policies to be reviewed 	<ul style="list-style-type: none"> • Policies to be reviewed
<p>Financial effectiveness Is money being well spent, linked to school priorities?</p>	<ul style="list-style-type: none"> • Review school budget forecast • Implementing redundancy and restructuring process* 	<ul style="list-style-type: none"> • Review school budget forecast • Best Value Statement • Review progress of SFVS • Review contract schedule • Implementing redundancy and restructuring process* 	<ul style="list-style-type: none"> • Review school budget forecast • Consider changes required to the staffing structure for the next academic year • Complete and sign off SFVS return – to be submitted to DC by 31 March • Implementing redundancy and restructuring process*
<p>Pre-read documents <i>To be issued on 6 days before the meeting, using Microsoft Teams</i></p>	<ul style="list-style-type: none"> • Agenda/Minutes • Policies to be reviewed 	<ul style="list-style-type: none"> • Agenda/Minutes • Leadership report • Policies to be reviewed • Outcomes of parent survey 	<ul style="list-style-type: none"> • Agenda/Minutes • Leadership report • Safeguarding annual report

	Summer Term			
	April	May	June	July
<p>Strategic Overview What are the improvement priorities? What actions are being taken to address these priorities? What is the impact of our actions?</p>	<ul style="list-style-type: none"> Evidence of impact from interventions (Leadership Report) Verbal feedback from Staff Governors 	<ul style="list-style-type: none"> Evidence of impact from coaching and performance management (Leadership Report) Verbal feedback from Staff Governors 	<ul style="list-style-type: none"> Evidence of impact from interventions (Leadership Report) Summary of internal data (Leadership Report) Evidence of impact derived from most recent SEF review (Leadership Report) Verbal feedback from Staff Governors 	<ul style="list-style-type: none"> Evidence of impact derived from most recent SEF review (Leadership Report)
<p>Holding school leaders to account Are we fulfilling our statutory requirements?</p>	<ul style="list-style-type: none"> Does the website meet statutory requirements? 	<ul style="list-style-type: none"> How has the implementation of statutory testing proceeded? 	<ul style="list-style-type: none"> How effective has staff CPD been this year? What changes should be made for next year? Update from school census (Leadership Report) 	<ul style="list-style-type: none"> Have performance management reviews been completed? Provisional benchmarking data for statutory assessment Final RAG rating of SDP outcomes Review of behaviour (inc. bullying, racist/homophobic incidents and e-safety) for this term Review of attendance for the term Governing body self-evaluation audit (RAG), including review of governor attendance, link governor activity and learning walks completed
<p>Procedural</p>	<ul style="list-style-type: none"> Make sure GIAS is up-to-date 	<ul style="list-style-type: none"> Policies to be reviewed 	<ul style="list-style-type: none"> Policies to be reviewed 	<ul style="list-style-type: none"> Policies to be reviewed

Downlands Community School – Annual Planner for Governing Body

<p>Are policies up-to-date and being implemented?</p>	<ul style="list-style-type: none"> ● Organise induction for any new governors ● Identify any training needs for governors ● Policies to be reviewed 			<ul style="list-style-type: none"> ● Meeting dates for next academic year agreed.
<p>Financial effectiveness Is money being well spent, linked to school priorities?</p>	<ul style="list-style-type: none"> ● Review school budget forecast ● Ensure planning for financial budgeting is set ● Approve purchases of services ● Approve 3-year budget to be submitted to DC by Mat 1st ● Implementing redundancy and restructuring process* 	<ul style="list-style-type: none"> ● Review school budget forecast ● Review projected numbers based on primary place offer ● Implementing redundancy and restructuring process* 	<ul style="list-style-type: none"> ● Review school budget forecast ● Financial risk and control checklist ● Statement of internal control ● Implementing redundancy and restructuring process* 	<ul style="list-style-type: none"> ● Review school budget forecast ● Approve any PM remuneration decisions ● Review redundancy and restructuring process*
<p>Pre-read documents <i>To be issued on 6 days before the meeting, using Microsoft Teams</i></p>	<ul style="list-style-type: none"> ● Agenda/Minutes ● Leadership report ● Policies to be reviewed 	<ul style="list-style-type: none"> ● Agenda/Minutes ● Leadership report ● Policies to be reviewed 	<ul style="list-style-type: none"> ● Agenda/Minutes ● Leadership report ● Policies to be reviewed 	