

## Stopsley High School Annual Plan for Governors 20-21

The Annual plan will ensure that the Governing body is fulfilling its core functions and that the meetings ensure that all statutory and non-statutory business of the governing body is covered for the academic year. To ensure that all governors have oversight of the school, can hold school leaders to account and act as critical friends in ensuring the priorities identified in the school improvement plan are met, we have moved from separate subcommittee meetings to 6 full governing body meetings per year.

### Overview of Whole School Improvement Priorities 2020-21

#### SIP Priority 1: To deliver a broad and balanced curriculum and high-quality learning for all.

- Objective 1: To continue to develop high quality schemes of learning and the effective use of assessments across both Key Stages.
- Objective 2: To ensure that the whole school marking and feedback policy is implemented consistently by all teachers so that students engage with feedback.
- Objective 3: Effective use of assessment information to inform planning and improve outcomes to ensure that students make at least expected progress

#### SIP Priority 2: To continue to implement a culture for learning across the school.

- Objective 1: To embed the Stopsley High School values; Ambition, Endeavour, Success.
- Objective 2: To improve attendance and exclusion rates to be in line with or better than the national average.
- Objective 3: To ensure all students develop responsibility and ownership of their learning to become successful citizens

#### Priority 3: Improve the quality of teaching and learning in mathematics (TCS)

The table overleaf highlights the key actions that the governing body will undertake to ensure these priorities are met. It is broadly subdivided into sections to delineate the work according to the core function of the Governing Body.

	Focus & Key Actions			
	Core Function 1: Ensuring clarity of vision, ethos and strategic direction	Core Function 2: Holding leaders to account for the educational performance of the school and its pupils, and the performance management of staff	Core function 3: Overseeing the financial performance of the school and making sure its money is well spent	Governing body's organisational efficiency, compliance and effectiveness.
Autumn 1	<ul style="list-style-type: none"> <li>Review Aims and vision statement</li> <li>Evaluate what was achieved last year – overview of national test results</li> <li>Agree focus priorities for the year - review SIP</li> <li>Approve SIP</li> <li>Review and confirm admissions arrangement and policy</li> <li>Review of extended opportunities/educational visits</li> <li>Review curriculum intent</li> <li>Review and delegate/approve key policies.</li> </ul>	<ul style="list-style-type: none"> <li>Review performance data, including GCSE results and OFSTED and FFT dashboards</li> <li>Agree school performance targets including attendance</li> <li>Review and approval of key policies.</li> <li>Appoint Governors to conduct Headteacher's performance review</li> <li>Appoint an external adviser for headteacher's performance management</li> </ul>	<ul style="list-style-type: none"> <li>Publish details of use of pupil premium and its impact</li> <li>Review whole school pay policy</li> <li>Publish admissions arrangements for autumn of the next year</li> <li>Prepare income and expenditure returns</li> <li>Review budget monitoring, virements and year end forecast at Quarter 2.</li> <li>Update on asset registers / approval of disposals</li> <li>Consideration of Financial Regulations and Scheme of Delegation</li> <li>Agree internal audit report</li> </ul>	<ul style="list-style-type: none"> <li>Election of Chair/vice chair</li> <li>Review the Scheme of Delegation structure (including terms of reference) and membership</li> <li>Update register of pecuniary interests</li> <li>Establishment of Personnel and Pay committee</li> <li>Ensure school website complaint and includes all information required by DfE</li> <li>Review GB Code of Conduct</li> <li>Agree and circulate calendar of meetings against school calendar events</li> <li>Review roles and responsibilities of individual governors</li> <li>Agree programme of governors visits</li> <li>Set objectives for the GB linked to SIP</li> <li>Undertake Skills audit</li> <li>Review and plan to meet governors' training needs</li> <li>Ensure schedule in place to review all relevant policies through the year</li> <li>Monitor compliance of SCR</li> </ul>
Autumn 2	<ul style="list-style-type: none"> <li>Review of Travel Plan</li> <li>Update on Safeguarding</li> <li>Update on parent voice</li> <li>Approval of educational visits</li> </ul>	<ul style="list-style-type: none"> <li>Review progress on SIP and interrogate data</li> <li>Ensure every member of staff has had an appraisal and salary review</li> <li>Monitor data on attendance/absence, behaviour, SEND, Safeguarding and complaints</li> <li>Review and approval of key policies</li> </ul>	<ul style="list-style-type: none"> <li>Review leadership staffing structure</li> <li>Report on Health &amp; Safety</li> <li>Review changes to and approve/adopt Financial Regulations</li> <li>Review and approve the School finance handbook</li> </ul>	<ul style="list-style-type: none"> <li>Review and approve policies as per agreed schedule.</li> <li>Receive report on website compliance</li> </ul>

		<ul style="list-style-type: none"> <li>• Presentations on provision by key staff</li> <li>• Review of Pupil progress and data</li> <li>•</li> </ul>		
Spring 1	<ul style="list-style-type: none"> <li>• Review progress of the SIP and priorities for the term</li> <li>• Feedback on governors' visits and agree/confirm schedule for the term</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor performance management of the Headteacher</li> <li>• Review attendance of pupils, staff and governors</li> <li>• Review of Pupil progress and data</li> <li>• Review Quality of teaching</li> <li>• Review of key policies</li> <li>• Review safeguarding</li> <li>• Review of Autumn Term complaints</li> </ul>	<ul style="list-style-type: none"> <li>• Review staff structure</li> <li>• Publish admissions appeals timetable</li> <li>• Start drafting budget for the coming year</li> <li>• Review budget monitoring, virements and year end forecast at Q3</li> <li>• Review contracts e.g. insurance, catering accounts</li> <li>• Monitor Health &amp; Safety</li> <li>• Review of key policies</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor GB performance</li> <li>• Review impact of Equality Objectives and update equality information</li> <li>• Review and approve policies as per agreed schedule</li> <li>• Monitor compliance of SCR</li> </ul>
Spring 2	<ul style="list-style-type: none"> <li>• Update on parent voice</li> <li>• Update on safeguarding</li> <li>• Review progress of the SIP</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety update</li> <li>• Review attendance of pupils</li> <li>• Review pupil exclusions for the year</li> <li>• Presentations by middle leaders (head/chair to confirm)</li> <li>• Review quality of teaching</li> <li>• Review complaints</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss and complete SFVS template and submit by 31st March</li> <li>• Review Pupil Premium action plan, spend and impact to date</li> <li>• Review benchmarking reports</li> <li>• Make purchasing decisions for services from external providers/SLA's</li> </ul>	<ul style="list-style-type: none"> <li>• Review and approve policies as per agreed schedule.</li> <li>• Receive report on website compliance</li> </ul>
Summer 1	<ul style="list-style-type: none"> <li>• Review progress of SIP</li> <li>• Start preparing/reviewing the SIP for the next academic year</li> <li>• Feedback on governors' visits from Spring term and agree focus for Summer term</li> <li>• Approval of Key policies</li> </ul>	<ul style="list-style-type: none"> <li>• Review admissions, attendance of pupils and staff</li> <li>• Receive report on safeguarding</li> <li>• Review of key policies</li> <li>• Review of Spring Term complaints</li> </ul>	<ul style="list-style-type: none"> <li>• Review financial accounts up to 31st March</li> <li>• Approve the Consistent Financial Report (CFR) return to the LA</li> <li>• Agree and approve budget for the new school year</li> <li>• Approve the Audited school fund</li> <li>• Review staff pay</li> <li>• Approval of Key policies</li> <li>• GDPR report</li> </ul>	<ul style="list-style-type: none"> <li>• Review and approve policies as per agreed schedule</li> </ul>

<p>Summer 2</p>	<ul style="list-style-type: none"> <li>• Update on parent voice</li> <li>• Update on safeguarding</li> <li>• Review progress on updating SIP for forthcoming academic year</li> </ul>	<ul style="list-style-type: none"> <li>• Review attendance of pupils, staff and governors</li> <li>• Review pupil exclusions for the year</li> <li>• Review of pupil progress and data</li> <li>• Presentations by middle leaders (head/chair to confirm)</li> <li>• Review quality of teaching</li> <li>• Review curriculum plans</li> <li>• Health and Safety update</li> </ul>	<ul style="list-style-type: none"> <li>• Review budget monitoring, virements and year end forecast at Quarter 1.</li> <li>• Review Pupil Premium action plan, spend and impact</li> <li>• Approval of September staffing arrangements</li> <li>• Review procurement arrangements to ensure value for money</li> <li>• Review Insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct self-review of the GB effectiveness</li> <li>• Prepare and publish an annual statement taking account the outcomes of the self-review and including: <ul style="list-style-type: none"> <li>○ The governance arrangements that are in place</li> <li>○ The attendance record of individual governors at board meetings;</li> <li>○ An assessment of the effectiveness and impact of the board with details of any particular challenges that have arisen</li> </ul> </li> <li>• Review composition of GB for coming academic year and publish details of governance arrangements on the website</li> <li>• Review arrangements for clerking/Appoint clerk</li> <li>• Review and approve policies as per agreed schedule.</li> <li>• Receive report on website compliance</li> <li>• Monitor compliance of SCR</li> </ul>
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In addition to the annual plan that covers the statutory and non-statutory business of the governing body, the following priority areas has been identified by the governing body for 20-21.

**Priority Area**

Monitoring Schedule 2020 – 2021\*

Area to be Monitored	Focus and School Activity	How will it be monitored?	Who will be involved?	When will it be monitored?
Leadership and Management	Strategic direction of school	Weekly/fortnightly meetings with Headteacher	Leadership & Management Gov	Weekly/fortnightly
		Strat Dev mtgs	Chair Vice Chair Headteacher Deputy Headteachers	Termly
	School Aims and vision statement	Governing Body Strategic Development mtgs Full Governing Body meeting	All Governors	Autumn term
	Review of curriculum intent	Report to Governors	All Governors Headteacher Deputy Headteacher	Annually – Autumn term
		Strategic Development mtg	Chair Vice Chair Headteacher Deputy Headteachers	Half termly
Quality of Education	Review of quality of teaching and learning	Governor monitoring visits	Quality of Education link Governor SLT lead	Termly
		Reports to Governors	Quality of Education link Governor SLT lead	Termly
		Governor learning walks	All Governors	Termly
	Review of curriculum implementation	Reports to Governors	Quality of Education link Governor SLT lead	Termly
		Strategic Development mtg	Chair Vice Chair Headteacher Deputy Headteachers	Half termly
	Assessment	Governor monitoring meetings	Quality of Education link Governor Pupil outcomes link Governor SLT links	Termly

Pupil Premium and SEND	Review of Action plan and milestones	Governor monitoring visits	Pupil Premium and SEND link Governor	Termly
	Review of data/impact of spend	Governor monitoring visits	Pupil Premium and SEND link Governor	Termly
		Report to Governors	Pupil Premium and SEND link Governor	Annually – Summer term
	Impact of spend/interventions	Governor Learning walks - Interviews with students	All Governors	Termly
	Review of SEND Provision	Governor monitoring visits	Pupil Premium and SEND link Governor	Termly
	Review of SEND Data	Governor monitoring visits	Pupil Premium and SEND link Governor	Termly
	Impact of SEND provision	Reports to Governors	Pupil Premium and SEND Governor	Annually
		Governor learning walks - Interviews with students	All Governors	Termly
Behaviour and Attitudes	Attendance	Reports to Governors	Deputy Headteacher	Termly
		Governor monitoring visits	Behaviour & Attitudes link Governor SLT link	Termly
	Behaviour	Governor monitoring visits	Behaviour and Attitudes link Governor	Termly
		Governor learning walks	All Governors	Termly
		Pupil surveys – Report to Governors	All Governors	Annually
		Parent Surveys – Report to Governors	All Governors	Annually
		Parent voice meetings		½ Termly mtgs
		Governor Learning walks - Interviews with students	All Governors	Termly
	Exclusions	Report to Governors	All Governors SLT	Half Termly
	Complaints	Report to Governors	All Governors	Autumn 2 Spring 2 Summer 2

Personal Development	Educational Visits	Annual Report to Governors	All Governors	Autumn Term
	Careers	Review of destination date	Personal Development link Governor Careers advisor	Autumn Term
		Report to Governors	Personal Development link Governor	
Pupil outcomes	Review of performance data	Reports to Governors	SLT Lead All Governors	Termly
		Governor monitoring mtgs	Pupil outcomes link Governor	Termly
	Use of assessment	Governor monitoring mtgs	Pupil outcomes link Governor	Termly
		Governor Learning walks - Work scrutinies	All Governors	Termly
		Governor learning walks	All Governors	Termly
		Governor Learning walks Interviews with students	All Governors	Termly
Finance	Financial Expenditure review	Governor monitoring visits	Finance link Governor Business Manager	Half termly
		Reports to Governors	Business Manager	
	Income/expenditure returns	Governor monitoring visits	Finance link Governor Business Manager	Half termly
		Reports to Governors	Business Manager	Half termly
	Budget monitoring	Governor monitoring visits	Finance Governor Business Manager	Half termly
		Reports to Governors	Business Manager	Half termly
	Review of financial handbook	Governor monitoring visits	Finance Governor Business Manager	Annually – Spring term
		Approval at Full Governing body mtg	All Governors	Spring 2
	Financial regulations and scheme of delegation	Approval at Full Governing body mtg	Finance Governor Business Manager	Annually - Autumn term
	SFVS	Governor monitoring visit	Finance link Governor Business Manager	Spring 2
		Approval at Full Governing Body mtg	Finance link Governor Business Manager	Spring 2

Safeguarding	Review of Single Central Register	Governor monitoring visits	Safeguarding link Governor SENCO	Half Termly
	Safeguarding Audit	Governor monitoring visits	Safeguarding link Governor SENCO	Spring Term
	Review of safeguarding policy	Approval at Full Governing Body mtg	Safeguarding link Governor	Spring term
	Safeguarding updates	Report to Governor	Safeguarding link Governor	Termly
Health and Safety	Workplace Health and Safety Inspection Checklist	Governor monitoring visits	Health & Safety link Governor	Autumn 2
	Review of H&S Action Plan	Governor monitoring visits	Health & Safety link Governor	Half termly
		Report to Governors	Health & Safety link Governor	Spring 2
HR/Personnel	Performance management of staff	Pay & Personnel committee mtg	Pay & Personnel committee	Autumn Term
	Performance management of Headteacher	Pay & Personnel committee mtg	Pay & Personnel committee	Autumn term
	Pay policy	Approval at Full Governing Body mtg	All Governors	Autumn term
	Staffing structure	Review at Strategic Development Mtg	Chair Vice chair	Termly
	Admissions policy	Approval at Full Governing Body mtg	All Governors	Autumn Term
Compliance	Website	Termly review	Clerk to Governors	Termly
		Report to Governors	Clerk to Governors	Termly
	Equalities statement	Approval at Full Governing Body mtg	All Governors	Annually
	Register of pecuniary interests	Full Governing Body mtg	All Governors	Autumn Term
	Review and approval of statutory policies	Approval at Full Governing Body mtgs in line with review schedule	All Governors	Autumn Term
Subject Specific	Review of departmental action plan	Governor monitoring visits	Link Governors HODs	Termly
	Review of curriculum intent			
	Holding HOD to account using link mtg questions			

\* Please note this schedule is a working document and therefore may be subject to change as the academic year progresses and the school priorities and actions change.



## GOVERNING BODY MEETING TIMETABLE 2020-21

<b>Date</b>	<b>Time</b>	<b>Meeting</b>
Monday, 14 <sup>th</sup> September 2020	6pm	AGM
Wednesday, 23 <sup>rd</sup> September	4pm	Strategic Development
Monday, 12 <sup>th</sup> October	6pm	Full Governing Body – Autumn 1
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Wednesday 25 <sup>th</sup> November	4pm	Strategic Development
Monday, 7 <sup>th</sup> December	6pm	Full Governing Body – Autumn 2
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Monday, 1 <sup>st</sup> February 2021	6pm	Full Governing Body – Spring 1
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Wednesday, 24 <sup>th</sup> February	4pm	Strategic Development
Monday, 22 <sup>nd</sup> March	6pm	Full Governing Body – Spring 2
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Wednesday, 5 <sup>th</sup> May	4pm	Strategic Development
Monday, 17 <sup>th</sup> May	6pm	Full Governing Body – Summer 1
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Wednesday, 16 <sup>th</sup> June	4pm	Strategic Development
Monday, 21 <sup>st</sup> June	6pm	Full Governing Body – Summer 2

All Governors to attend Full Governing Body Meetings.  
Strategic Development attended by Chair and Vice Chair.

## GOVERNOR MONITORING WALKABOUT VISITS 2020-21

Governors are expected to undertake 3 Teaching & Learning monitoring walkabout visits per academic year; one per term in addition to any link governor visits they are required to undertake.

To facilitate Governors work commitments and availability these walkabout visits can be scheduled at a time to suit the Governor in consultation with the Teaching and Learning leads from the school.

Governors are therefore asked to contact Pam Whiting/Martin Atkinson directly to co-ordinate with them the date and time of their termly visit and the agreed focus of the monitoring visit. It is the intention that the format of these sessions will now facilitate their focus becoming more bespoke to reflect specific curriculum areas priorities.

Below are the details of the Teaching & Learning CPD/monitoring focus for Autumn 1.

Week Commencing	Teaching & Learning CPD/ Monitoring Focus
7 <sup>th</sup> Sep	Stopsley Way/Meet and Greet & End and Send
14 <sup>th</sup> Sep	Stopsley Way/Meet and Greet & End and Send
21 <sup>st</sup> Sep	Bell Tasks
28 <sup>th</sup> Sep	Questioning
5 <sup>th</sup> Oct	Questioning
12 <sup>th</sup> Oct	Questioning/Book Scrutiny
19 <sup>th</sup> Oct	Modelling/Book Walks
26 <sup>th</sup> Oct	Modelling

The Teaching & Learning Leads will endeavor to publish each half terms monitoring priorities in a timely manner for Governors to review and plan their visits accordingly.

All Governors should complete a School Visits record form for the visit completed that can then be shared and discussed with the School and Governing Body and uploaded to Governor Hub for reference purposes.

## GOVERNING BODY EVENTS CALENDAR 2020-21

Autumn Term			
Date	Event	Time	Governor representative
Thursday, 17 <sup>th</sup> September	Year 11 Parent GCSE Support Evening	6pm – 7pm	
Thursday, 1 <sup>st</sup> October	Year 6 Open Evening	6pm – 8pm	
Thursday, 8 <sup>th</sup> October	Parent Voice	6pm – 7pm	
Thursday, 15 <sup>th</sup> October	Year 7 Welcome Evening	6pm – 8pm	
Thursday, 5 <sup>th</sup> November	Halloween Show provisional date	6pm – 7pm	
Thursday, 12 <sup>th</sup> November	Ex-Year 11 Awards Evening tbc	6pm – 7pm	
Thursday, 3 <sup>rd</sup> December	Christmas Show provisional date	6pm – 7pm	
Spring Term			
Date	Event	Time	Governor representative
Thursday, 14 <sup>th</sup> January	Holocaust public viewing – provisional date	6pm - 7pm	
Summer Term			
Date	Event	Time	Governor representative
Tuesday, 13 <sup>th</sup> July	End of Year Performance – provisional date	6pm – 7.30pm	
Wednesday, 14 <sup>th</sup> July	End of Year Performance – provisional date	6pm – 7.30pm	
Thursday, 15 <sup>th</sup> July	End of Year Performance – provisional date	6pm – 7.30pm	