Governors' Work Programme 2023-24

Half term	Part One meetings 09:00 – 11:00 (compulsory or statutory items)	Part Two meetings/visits
1 **Tuesday** **10 October 2023** **at Thomas Tallis in the Gallery**	<u>Full Governing Board</u> 09:00 – 09:50 Chair of Govs 1. Minutes of the last FGB 2. Annual Delegation to Committees and Headteacher – to agree 3. Business Interest Forms, Section 128, Companies House check - reminder 4. Governing Board Membership – appointment of new governors, review of Terms of Office and membership 5. Governor Code of Conduct – to approve and sign 6. Governor Skills Audit – if required 7. Governor Financial Skills Audit – reminder to govs to complete 8. Publish Governor Diversity Information - decision 9. Confirm governors have read KCSIE 2023 and training arranged – to note 10. Confirmation of staff and HT performance management process – to note 11. Confirmation of Governors Responsible for: SEND, Children in Our Care, Safeguarding, Pupil Premium 12. Confirmation of the Data Protection Officer 13. ToR for Pay Committee, Pay Appeals and DRG Committee – to agree 14. Annual Review of Policies – to receive the list and schedule for approval 15. Governing Board Collaboration Agreement (Clerk to provide) – to agree 16. Governing Board Virtual Attendance Policy (Clerk to provide) – to agree 17. Termly Leadership Report – to include SDP and SEF update <u>Learning & Achievement Committee</u> 09:50 – 10:10 Chair of L&A 18. Election of Committee Chair and Vice Chair for 2023/2024 19. Minutes of the last L&A Meeting – to approve 20. Outcomes Headlines – to receive a report 21. Post 16 Recruitment – to receive a report 22. IP Report – to receive (if any) 23. Policies - to approve <u>Resources Committee</u> 10:10 – 10:30 Chair of Resources 24. Election of Committee Chair and Vice Chair for 2023/2024 25. Minutes of the last Resources Meeting – to approve 26. Budget monitoring update – to receive a brief report 27. Confirmation that staff have signed the Staff Code of Conduct – to note 28. Policies to approve – including Pay Policy 29. To confirm adoption of all Local Authority HR Policies <u>Inclusion Committee</u> 10:30 – 10:50 Chair of Inclusion 30. Election of Committee Chair and Vice Chair for 2023/2024 31. Minutes of the last Inclusion Committee – to approve 32. Admissions Report – to receive 33. Safeguarding Policy (in line with KSIE) – to approve 34. Policies for approval <u>Full Governing Board</u> 10:50 – 11:00 Chair of Govs	Maths Science English Accident book, safeguarding and DBS Register

Half term	Part One meetings 09:00 – 11:00 (compulsory or statutory items)	Part Two meetings/visits
	35. Governor Training / Governor Visits / Chair's Report / AOB / Confidential Items *Note: Election of Chair and Vice Chairs is needed for autumn 1 2024. he elections were done in 2022 for a two-year period.*	

2 **Wednesday** **13 December 2023** **at Thomas Tallis in the Gallery**	<u>Full Governing Board</u> 09:00 – 09:15 Chair of Govs 1. Minutes of the last FGB – to approve 2. Governing Board Membership – appointment of new governors, review of Terms of Office and membership 3. Annual Governance Impact Report – chair to draft, board to agree 4. Tallis Jury Report – to receive <u>Learning & Achievement</u> 09:15 – 09:45 Chair of L&A 5. Minutes of the last L&A Committee Meeting – to approve 6. Assessment/ Outcomes Data – to receive 7. Curriculum Report – to receive 8. Pupil Premium Annual Report – to receive, recommend to Resources 9. Year 7 Transition – to receive a report 10. IP Report (if any) – to receive 11. Praxis Handbook – to receive 12. Policies for approval <u>Resources Committee</u> 09:45 – 10:15 Chair of Resources 13. Minutes of the last Resources Meeting – to approve 14. Budget Monitoring Report – to receive 15. Annual Review of Emergency Planning Document – to receive 16. Annual Review of Financial Scheme of Delegation – to receive and agree 17. HR Report, including sickness absence, CPD, recruitment and retention, staff wellbeing – to receive 18. Confirmation that the Single Central Register has been checked by a governor 19. Premises and Health & Safety Report – to receive, include report on accident book, fire drill 20. Trips and Visits – to receive, approve any overnight trips 21. Report from the Pay Committee 22. Pupil Premium – to agree the allocation of funds 23. GDPR Report – verbal report on any breaches 24. Internal Audit Report – to receive 25. ICT Strategy Report – to receive 26. PFI Update Report – to receive 27. Policies for approval <u>Inclusion Committee</u> 10:15 - 1045 Chair of Inclusion 28. Minutes of the last Inclusion Committee Meeting – to approve 29. SEND Information report and confirmation that the local offer is published on the school website– to receive and agree 30. Annual Safeguarding and CIOC report – to receive 31. Inclusion Report – to receive 32. TOFFS update – to receive 33. PDCC Report – to receive 34. Policies – approval <u>Governing Board</u> 10:45 – 11:00 Chair of Govs 35. Governor Training / Chairs Report / AOB / Confidential Items	Data = Richard High Prior Attainment = Richard Business Studies & Technology CEIAG Behaviour & Attendance

3 **Friday** **9 February 2024** **at Thomas Tallis in the Gallery**	<u>Full Governing Board</u> 09:00 – 09:45 Chair of Govs 1. Minutes of the last FGB – to approve 2. Governing Board Membership – appointment of new governors, review of Terms of Office and membership 3. Termly Leadership Report – to include SDP and SEF update <u>Learning & Achievement</u> 09:45 – 10:05 Chair of Govs 4. Minutes of the last L&A Meeting – to approve 5. ECT Update – to receive a report 6. Pupil Premium Report – to receive a report 7. IP Report – to receive (if any) 8. Policies - to approve <u>Resources</u> 10:05 – 10:25 Chair of Resources 9. Minutes of the last Resources Meeting – to approve 10. Budget monitoring update – to receive a brief report 11. Policies - to approve <u>Inclusion</u> 10:25 – 10:45 Chair of Inclusion 12. Minutes of the last Inclusion Committee – to approve 13. Transition Update Report – to receive 14. Policies for approval <u>Governing Board</u> 10:45 – 11:00 Chair of Govs 15. Governor Training / Governor Visits / Chairs Report / AOB / Confidential Items	PE TOFFs Dance, Drama and Music Accident Book DBS register *Steve Fyfe – predictions data*

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Thursday
 	
21 March 2023
 	
at Thomas Tallis in the Gallery
	<u>Full Governing Board</u> 09:00 – 09:10
	Chair of Govs
	Minutes of the last FGB – to approve
	   1. Governing Board Membership – appointment of new governors, review of Terms of Office and membership
	   2. Tallis Jury Report – to receive
	
	<u>Learning & Achievement</u> 09:10 – 09:35
	Chair of L&A
	   3. Minutes of the last L&A Meeting – to approve
	   4. Ebacc Report – to receive
	   5. Independent Learning Report – to receive
	   6. Data Report - predictions and data from all year-groups – to receive
	   7. IP Report (if any)
	   8. Policies - to approve
	
	<u>Resources</u> 09:35 – 10:25
	Chair of Resources
	   9. Minutes of the last Resources Meeting – to approve
	  10. Budget monitoring Report - to receive
	  11. Budget Approval (this meeting or meeting 5 – deadline is end of June)
	  12. Financial Management Report – to receive
	  13. Financial Benchmarking Report – to receive
	  14. HR Report, including sickness absence, CPD, recruitment and retention, staff wellbeing – to receive
	  15. Performance Management Update – HT and all staff
	  16. Confirmation that the Single Central Register has been checked by a governor
	  17. Premises and Health & Safety Report, including fire drill – to receive
	  18. Trips and Visits – to receive, approve any overnight trips
	  19. Review of Contracts – report and approve any contracts over the delegated limit
	  20. GDPR Annual Report – to receive
	  21. Catering Report – to receive
	  22. SFVS – to receive and approve (deadline is end of March)
	  23. Policies for approval
	
	<u>Inclusion</u> 10:25 – 10:50
	Chair of Inclusion
	  24. Minutes of the last Inclusion Committee – to approve
	  25. Inclusion Report – to receive
	  26. Basecamp Report – to receive
	  27. TOFFS update – to receive
	  28. PDCC Report – to receive
	  29. Policies for approval
	
	<u>Governing Board</u> 10:45 – 11:00
	Chair of Govs
	  30. Governor Training / Chairs Report / AOB / Confidential Items
		SEND and Adaptive Teaching
		Anti-Racism
		Languages
		Post-16

5 **Monday** **20 May 2024** **at Thomas Tallis in the Gallery**	<u>Full Governing Board</u> 09:00 – 09:45 Chair of Govs 1. Minutes of the last FGB – to approve 2. Governing Board Membership – appointment of new governors, review of Terms of Office and membership 3. Termly Leadership Report – to include SDP and SEF Update <u>Learning & Achievement</u> 09:45 – 10:05 Chair of L&A 4. Minutes of the last L&A Meeting – to approve 5. Predicted Outcomes Report – to receive 6. IP Report – to receive (if any) 7. Policies - to approve <u>Resources</u> 10:05 – 10:25 Chair of Resources 8. Minutes of the last Resources Meeting – to approve 9. Budget monitoring update including outturn– to receive a brief report 10. Budget Approval (if not approved at meeting 4 – deadline is end of June) 11. School Fund Audit Report 12. Policies - to approve <u>Inclusion</u> 10:25 – 10:45 Chair of Inclusion 13. Minutes of the last Inclusion Committee – to approve 14. Policies for approval <u>Governing Board</u> 10:45 – 11:00 Chair of Govs 15. Governor Training / Chairs Report / AOB / Confidential Items	Art History Geography Staff CPD DBS register
Thursday **20 June 2024** **Online - Teams**	<u>Extraordinary General Meeting (EGM)</u> This is a possible meeting which we might need to agree the budget if there are any discrepancies or Greenwich is not able to provide all funding/budget details before the 20 May meeting. Please keep this in your diaries until you hear otherwise from me.	

6 **Tuesday** **09 July 2024** **at Thomas Tallis in the Gallery**	<u>Full Governing Board</u> 09:00 – 09:15 Chair of Govs 1. Minutes of the last FGB – to approve 2. Governing Board Membership – appointment of new governors, review of Terms of Office and membership 3. To confirm the arrangements for the Headteacher Performance Management Review 4. To confirm membership of the Pay and Pay Appeals Committees 5. Meeting Dates for 2023/24 – to note 6. School Development Plan – arrangements for annual review 7. Tallis Jury Report – to receive <u>Learning & Achievement</u> 09:15 – 09:50 Chair of L&A 8. Minutes of the last L&A Meeting – to approve 9. Curriculum Report – to receive 10. Data / Predictions Report – to receive 11. Pupil Premium Update Report – to receive 12. Post-16 Recruitment Report – to receive 13. Exceptional Learners Report – to receive 14. IP Report (if any) 15. Policies - to approve <u>Resources Committee</u> 09:50 – 10:20 Chair of Resources 16. Minutes of the last Resources Meeting – to approve 17. Budget monitoring update – to receive 18. Pupil Numbers for autumn term – verbal report 19. HR Report, including sickness absence, CPD, recruitment and retention, staff wellbeing – to receive 20. Annual Review of Staffing Structure 21. Confirmation that the Single Central Register has been checked by a governor 22. Premises and Health & Safety Report, including fire drill– to receive 23. Trips and Visits – to receive, approve any overnight trips 24. Equalities Audit Annual Report – to receive 25. Sustainability Report – to receive 26. Asset Register Report – to receive 27. GDPR Annual Report – to receive 28. ICT Strategy Report – to receive 29. Policies for approval <u>Inclusion</u> 10:20 – 10:50 Chair of Inclusion 30. Minutes of the last Inclusion Committee – to approve 31. Inclusion Report – to receive 32. TOFFS update – to receive 33. PDCC Report – to receive 34. Policies for approval <u>Governing Board</u> 10:50 – 11:00 Chair of Govs 35. Governor Training / Governor Visits / Chairs Report / AOB / Confidential Items	Extra curricular activity Transition Safeguarding Key Policy review