



Governing Body Structure & Working

All governors are expected to attend a minimum of 6 meetings per year:

- Full governing body meetings (1 per half term – total 6)
- Non-Statutory Committee meetings - 1 per term as part of the second full GB meeting each term
- Statutory Committee Meetings (as required but very rarely convened)

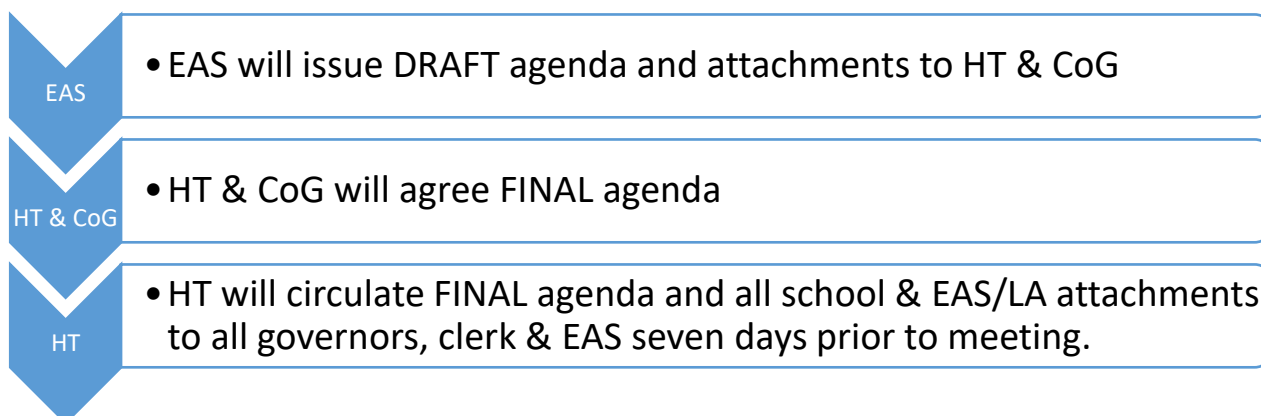
Dates for all meetings will be set at the AGM each year. Statutory Committees will be convened as/if required.

Full Governing Body Meetings

Standing Agenda Items

	1 st Half Term (All about learning)	2 nd Half Term (Committees & External)	
Autumn	<ul style="list-style-type: none"> • Development Plan – End of Year Evaluation • Agree New School Development Plan • End of Key Stage Performance • HTPM (before GB Mtg) • Curriculum Reform Update • Pupil Team Presentation • Receive committee meeting minutes • Presentation on one of the AOLES 	6-7pm <ul style="list-style-type: none"> • Committees 	7-8pm <ul style="list-style-type: none"> • Headteacher’s Report • Presentation on one of the AOLES • Termly Behaviour Reporting • LA, EAS & WG business
Spring	<ul style="list-style-type: none"> • Development Plan – Autumn Term Progress • Curriculum Reform Update • Pupil Team Presentation • Receive committee meeting minutes • Presentation on one of the AOLES 	6-7pm <ul style="list-style-type: none"> • Committees 	7-8pm <ul style="list-style-type: none"> • Headteacher’s Report • Presentation on one of the AOLES • Termly Behaviour Reporting • LA, EAS & WG business
Summer	<ul style="list-style-type: none"> • Development Plan – Spring Term Progress • Grant Plan (EIG & PDG) • Curriculum Reform Update • Pupil Team Presentation • Receive committee meeting minutes • Presentation on one of the AOLES 	6-7pm <ul style="list-style-type: none"> • Committees 	7-8pm <ul style="list-style-type: none"> • Headteacher’s Report • Presentation on one of the AOLES • Termly Behaviour Reporting • LA, EAS & WG business

Setting & Distributing the Agenda



Learning Walks

Each term we will hold a learning walk for all/any available governors in order that they have the opportunity to see the school in operation, meet staff and talk with children.

Committee Work (Non-Statutory & Statutory)

Non-Statutory Committees (4 committees – covering the work of the school)

- Chair of each committee in place for one academic year
- Clerked by chair or delegated using 'Non-Statutory Committee Meeting Record' form (attached)
- Minutes to headteacher by end of the week in which meeting takes place
- The 'scope' is not intended as an agenda for each meeting. Each area will be covered over course of the year.
- Committees meet for first hour of 2nd termly GB meeting (6-7pm). Finance meets before each GB meeting (5-6pm)

Wellbeing

Scope:

- Child Protection / Safeguarding (**Statutory**)
- Looked After Children (LAC)
- Additional Learning Needs (ALN)
- Young Carers
- Attendance
- Wellbeing Intervention & Support
- Staff Wellbeing

Curriculum & Standards

Scope:

- Pupil performance systems & processes
- Target Setting
- Progress (inc. progress of groups)
- More Able and Talented (MAT)
- Self-Evaluation processes & outcomes
- Digital Competency
- Curriculum & pedagogy

Community & Communications

Scope:

- Cluster working
- Community engagement
- Working with MASG
- Working with Education Achievement Service (EAS)
- Professional Learning
- Learning from practice across the regional and beyond
- Governor Training
- Communications with stakeholders

Finance & Premises

Scope:

- Budget setting and monitoring (inc. recovery planning as required)
- Consideration of spending requests above headteacher's delegated powers
- Grant Funding & Accountability
- Premises, Health and Safety

Statutory Committees & Roles

(Need to be named people but very rarely convened – Named chair + 2)

Staff Disciplinary and Dismissal Committee
Staff Disciplinary and Dismissal Appeals Committee
Pupil Discipline and Exclusions Committee
Grievance
Grievance Appeals Committee
Complaints Committee
Pay Review and non-statutory staff request committee
Pay Review Appeal
Headteacher & Deputy Head Teacher Selection
Headteacher Capability Committee
Headteacher Performance Management
Capability Appeals Committee
Named Governor for Safeguarding

Bold = must have undertaken statutory training

When do they meet? As required

What do they do? See Terms of Reference

Clerking / Recording? Usually clerked by EAS. HTPM, Pay Review & HT/DHT selection by panel chair

When a reserve is needed for statutory committees

Governors to be called membership as long as they do not have a vested interest and have not sat on the first committee for which the meeting is an appeal and vice versa.