

Newcroft Governors' Programme of Work 2017-18

For the Academic Year 2017-18, the following activities

| | Activity |
|----------------|--|
| September 2017 | - FGB Meeting |
| October 2017 | - Finance and Personnel Meeting - Pay Committee (consider pay awards) |
| November 2017 | - <i>Monitoring SIP (progress towards targets) with visits to subject leaders (and feedback to FGB)</i> |
| December 2017 | - FGB Meeting |
| January 2018 | |
| February 2018 | - FGB Meeting |
| March 2018 | - Finance and Personnel Meeting - Begin to Allocate Budget for 2018-19 |
| | - Learning Walks - Safeguarding Audit - FGB Meeting |
| April 2018 | - External Review of Governance (to be organised by the Chair) |
| May 2018 | - <i>Monitoring SIP (end of year evaluation) with visits to subject leaders (and feedback to FGB)</i> - Finance and Personnel Meeting - Finalise Budget for 2018-19 - Submit Budget for 2018-19 (to SLT) - FGB Meeting |
| June 2018 | - <i>Defining targets for improvement in 2018-19</i> |
| July 2018 | - <i>Scrutinise new SIP</i> - <i>SLT Submit Budgets to EFA</i> - FGB Meeting |

Newcroft Governors' Monitoring Cycle 2017-18

| Term | Governors' Monitoring Fortnight | Full Governors Monday 6pm | Finance & Personnel Thursday 1pm | Teaching & Learning Working Group (DB, AB, BG, EH) | Premises, Health & Safety Working Group (WD, DL, LR) | Other Tasks |
|-------------|--|--|---|---|---|--|
| Autumn 2017 | 20 th Nov to 1 st Dec 2017 (paperwork to AS by 6 th Dec 2017) <i>To work with subject leaders to review interim progress towards targets in the school improvement plan.</i> | 25 th September 2017 Rearranged to Thurs 21st Sept 2017 <i>To consider priorities in the School Improvement Plan</i> <i>Register of Pecuniary Interests</i> | 12 th October 2017 <i>Check arrangements re: Accountants' Audit</i> <i>Monthly check and sign-off of Budget Monitoring Folder</i> | Work Scrutiny by 20 th November 2017 <i>Governors to liaise with Lizzie Hallam regarding date(s) for this. Feedback to Autumn 2 FGB meeting</i> | Site Visit/Audit by 13 th November 2017 <i>Wayne Darwin to liaise with Lee Robinson regarding date(s) for this. Feedback to Autumn 2 FGB meeting</i> | <ul style="list-style-type: none"> • Learning Walks (All) • Pre-School Review (EW) By 13 th November 2017 |
| | | 11 th December 2017 <i>To agree any revised budget</i> <i>To complete the governors' survey</i> <i>Ensure that Admissions Policy consultation is taking place (if required – only if changes are being made)</i> <i>Confirm Accountants Audit (and signing etc)</i> | Pay Committee In the same meeting <i>To agree pay decisions linked to performance management</i> | | | |
| Spring 2018 | | 5 th February 2018 <i>If required to ratify Admissions Policy</i> | 8 th March 2018 <i>Discuss Priorities for the budget 2018-19</i> <i>Monthly check and sign-off of Budget Monitoring Folder - Benchmarking</i> | Work Scrutiny by 5 th March 2018 <i>Governors to liaise with Lizzie Hallam regarding date(s) for this. Feedback to Spring 2 FGB meeting</i> | Site Visit/Audit by 5 th March 2018 <i>Wayne Darwin to liaise with Lee Robinson regarding date(s) for this. Feedback to Spring 2 FGB meeting</i> Also – update risk assessments | <ul style="list-style-type: none"> • Learning Walks (All) • Safeguarding Audit (BG & WD) • Looked after children review (BG & WD) By 5 th March 2018 Organise External Review of Governance by 12 th March |
| | | 19 th March 2018 <i>Delegate responsibility for agreeing the 2018-19 budget to the Finance, Pay and Personnel Committee</i> <i>To take advice from the finance committee about the nature of any indicative budget we may have received</i> | | | | |
| Summer 2018 | 21 st May to 8 th June 2018 (Paperwork to AS by 15 th June) This spans half term <i>Opportunity for subject leaders and governor partners to get together to evaluate the school improvement plan and to plan for targets for 2018-2019</i> | 14 th May 2018 <i>Agree Budget before sending on to SLT</i> | 3 rd May 2018 <i>To tie up the fine details of the budget 2018-19 – including planning for pay progression.</i> AGREE BUDGET for 2018-19 for recommendation to FGB <i>Monthly check and sign-off of Budget Monitoring Folder</i> | Work Scrutiny by 15 th June 2018 <i>Governors to liaise with Lizzie Hallam regarding date(s) for this. Feedback to Summer 2 FGB meeting</i> | Site Visit/Audit by 15 th June 2018 <i>Wayne Darwin to liaise with Lee Robinson regarding date(s) for this. Feedback to Spring 2 FGB meeting</i> | <ul style="list-style-type: none"> • Learning Walks (All) • Pupil Premium Review (DB) • Pre-School Review (EW) By 15 th June 2018 |
| | | 2 nd July 2018 <i>Review progress towards targets in the School Improvement Plan</i> <i>Agree draft School Improvement Plan 2018-19</i> | | | | |