

Newcroft Governors' Programme of Work 2018-19

For the Academic Year 2018-19, the following activities

	Activity
September 2018	- FGB Meeting
October 2018	- Finance and Personnel Meeting - Pay Committee (consider pay awards)
November 2018	- <i>Monitoring SIP (progress towards targets) with visits to subject leaders (and feedback to FGB)</i>
December 2018	- FGB Meeting
January 2019	
February 2019	- FGB Meeting
March 2019	- Finance and Personnel Meeting - Begin to Allocate Budget for 2019-20
	- Learning Walks - Safeguarding Audit - FGB Meeting
April 2019	- External Review of Governance (to be organised by the Chair)
May 2019	- <i>Monitoring SIP (end of year evaluation) with visits to subject leaders (and feedback to FGB)</i> - Finance and Personnel Meeting - Finalise Budget for 2019-20 - Submit Budget for 2019-20 (to SLT) - FGB Meeting
June 2019	- <i>Defining targets for improvement in 2019-20</i>
July 2019	- <i>Scrutinise new SIP</i> - <i>SLT Submit Budgets to EFA</i> - FGB Meeting

Newcroft Governors' Monitoring Cycle 2018-19

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 2018	19 th Nov to 30 th Nov 2018 (paperwork to AS by 5 th Dec 2018) <i>To work with subject leaders to review interim progress towards targets in the school improvement plan.</i>	24 th September 2018 <i>To consider priorities in the School Improvement Plan Register of Pecuniary Interests</i>	11 th October 2018 <i>Check arrangements re: Accountants' Audit Monthly check and sign-off of Budget Monitoring Folder</i>	Work Scrutiny by 19 th November 2018 <i>Governors to liaise with Lizzie Hallam regarding date(s) for this. Feedback to Autumn 2 FGB meeting</i>	Site Visit/Audit by 12 th November 2018 <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 12 th November 2018
		10 th December 2018 <i>To agree any revised budget To complete the governors' survey Ensure that Admissions Policy consultation is taking place (if required – only if changes are being made) Confirm Accountants Audit (and signing etc)</i>	Pay Committee <i>In the same meeting To agree pay decisions linked to performance management</i>			
Spring 2019		4 th February 2019 <i>If required to ratify Admissions Policy</i>	21 st March 2019 <i>Discuss Priorities for the budget 2019-20 Monthly check and sign-off of Budget Monitoring Folder - Benchmarking</i>	Work Scrutiny by 18 th March 2019 <i>Governors to liaise with Lizzie Hallam regarding date(s) for this. Feedback to Spring 2 FGB meeting</i>	Site Visit/Audit by 18 th March 2019 <i>Wayne Darwin to liaise with Lee Robinson regarding date(s) for this. Feedback to Spring 2 FGB meeting Also – update risk assessments</i>	<ul style="list-style-type: none"> • Learning Walks (All) • Safeguarding Audit (BG & WD) • Looked after children review (BG & WD) By 18 th March 2019 Organise External Review of Governance by 12 th March
		25 th March 2019 <i>Delegate responsibility for agreeing the 2019-20 budget to the Finance, Pay and Personnel Committee To take advice from the finance committee about the nature of any indicative budget we may have received</i>				
Summer 2019	20 th May to 7 th June 2019 (Paperwork to AS by 14 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>	13 th May 2019 <i>Agree Budget before sending on to SLT</i>	2 nd May 2019 <i>To tie up the fine details of the budget 2019-20 – including planning for pay progression. AGREE BUDGET for 2019-20 for recommendation to FGB Monthly check and sign-off of Budget Monitoring Folder</i>	Work Scrutiny by 14 th June 2019 <i>Governors to liaise with Lizzie Hallam regarding date(s) for this. Feedback to Summer 2 FGB meeting</i>	Site Visit/Audit by 14 th June 2019 <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 14 th June 2019
		1 st July 2019 <i>Review progress towards targets in the School Improvement Plan Agree draft School Improvement Plan 2019-20</i>				