

Knights Enham Nursery and Infant School Annual Schedule for Governance 2016/17

	Early Autumn One 21/09/16	Autumn Two 19/10/16	Autumn Three 16/11/16	Spring One 01/02/17	Spring Two 29/03/17	Spring Three 26/04/17	Summer One 24/05/17	Summer Two 21/06/17	Summer Three 19/07/17
Full GB	<p>Pecuniary interests Annual Declaration Update register business interests</p> <p>Review GB procedures and adopt HCC governors good practice guide</p> <p>Confirm structure of governance / meeting dates / schedule for the year</p> <p>Agree GB / committee terms of reference and delegated powers</p> <p>Agree membership on panels</p> <p>Appoint DTG, SEND, Safeguarding, safer recruitment govs, forum rep</p> <p>Agree arrangements HT performance review</p> <p>Confirm adoption MOPP (includes dealing with allegations of abuse against staff)</p> <p>Adopt Manual Financial Practice and Procedure</p> <p>Discuss training needs / Agree whole GB training and arrange</p> <p>Children in Care annual report</p> <p>Receive attendance report to review summer term attendance</p>	<p>Pecuniary interests</p> <p>Pupil premium report</p> <p>Sports premium report</p> <p>Pay committee report</p> <p>Receive safeguarding report and agree safeguarding audit</p> <p>Receive SEND report and approve</p> <p>HT report on School Improvement and Gov impact,</p> <p>Receive reports from Governor visits / audits</p> <p>Policies:</p> <p>Early Years</p> <p>Foundation Stage</p> <p>Complaints</p> <p>Health & Safety</p> <p>SEN</p>	<p>Pecuniary interests</p> <p>Approve revised budget by Nov 30th</p> <p>Agree HCC SLA's including - gov services subscription arrangements and clerking service</p> <p>Consider PLASC and implications</p> <p>Receive report on RAISE and EYFS / national data</p> <p>HT report</p> <p>Pay committee report</p> <p>Implementation of Performance management</p> <p>Receive reports from Governor visits / audits</p> <p>Policies:</p> <p>First aid;</p>	<p>Pecuniary interests</p> <p>Review GB training</p> <p>Attendance report to review autumn term attendance</p> <p>Receive resources annual audit reports</p> <p>HT report</p> <p>Receive reports from Governor visits / audits</p> <p>Adopt updated statement of financial expectations</p> <p>Review benchmarking data</p> <p>Policies:</p> <p>Administration of Medicines</p>	<p>Pecuniary interests</p> <p>Data protection register</p> <p>Approve Schools Financial Value Statement by 31 March</p> <p>Consider bench marking data</p> <p>Monitor spending against budget plan</p> <p>HT report on School Improvement and Gov impact,</p> <p>Receive reports from Governor visits / audits</p> <p>Policies:</p> <p>Food;</p>	<p>Pecuniary interests</p> <p>Receive and discuss annual report from LLP</p> <p>Attendance report to review spring term attendance</p> <p>Report on EHCP funding</p> <p>HT report to include data updates</p> <p>Receive any reports from Governor visits / audits</p> <p>Policies:</p> <p>Governor Allowances</p>	<p>Pecuniary interests</p> <p>Agree revised staffing structure</p> <p>Approve budget plan by 31 May</p> <p>Approve 3 year financial strategic plan by 31 May</p> <p>Plan and approve capital spend / plan</p> <p>Review and ensure compliance with Schools Financial Value Standard</p> <p>HT report</p> <p>Receive reports from Governor visits / audits</p> <p>Policies:</p> <p>Charging and Remissions</p> <p>Data Protection</p>	<p>Pecuniary interests</p> <p>Receive foundation stage report on assessment processes</p> <p>Review GB training</p> <p>Review website compliance</p> <p>HT report on School Improvement and Gov impact, agree SIP</p> <p>Receive reports from Governor visits / audits</p> <p>Policies</p> <p>Safeguarding,</p>	<p>Pecuniary interests</p> <p>Elect chair and vice chair</p> <p>Ensure training is booked for HT performance management panel</p> <p>Set next year's meeting dates</p> <p>Review transition arrangements</p> <p>Review CSR compliance</p> <p>HT report to include data updates</p> <p>Receive reports from Governor visits / audits</p> <p>Policies:</p> <p>Admissions</p> <p>Sex Education</p>

	HT report Receive reports from Governor visits / audits Policies: Pay: Collection: Accessibility Equality Information								
Pay committee		Agree Performance related pay progression teaching staff and HT							
Audit Resources		Income received	Payroll sample two staff	Purchasing		Imprest banking, petty cash, gov expenses			School's assets
		Late Autumn		Late Spring			Early Summer		Late Summer
Health and Safety attached governor work		Review Audit sections one and two: H and S and Welfare / Management systems ??		Review Audit section three: Fire section Review critical management plan Join premises check Jan ??			Review Audit section four: building and site safety Review accessibility plan ??		Review Audit section five: risk assessments and management Annual self assessment return Join premises check July ??
Audit checks		Accident books children and staff First aid box location		Training records Governor observe fire drill			Legionella		
HT Performance Management		Review last year objectives with HT and external adviser present Take pay recommendation to Resources Early Autumn Agree next year's objectives and external adviser present DATE			Monitor progress with HT toward targets DATE		Monitor progress with HT toward targets DATE		