

## GOVERNANCE PLAN 2023/2024 – Whitleigh Primary School and Sir John Hunt CSC Federation

	27 September 2023 at 5pm Extraordinary FGB meeting		08 November 2023 at 5pm FGB meeting		06 December 2023 at 5pm FGB Meeting		20 March 2024 at 5pm FGB Meeting	
	<p>Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's urgent business</p> <p>Completion of Annual Declarations of Interest.</p> <p>Strategic Risk Register Resources update Safeguarding update Headteacher/Principal's report</p>		<p><b><u>Procedural</u></b> Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's urgent business</p> <p><b><u>School management, monitoring and evaluating</u></b> Strategic Risk Register Standards Group meeting minutes Resources meeting minutes Resources update Safeguarding update Headteacher/Principal's report SEF and CIP Updates Pupil Premium and Sports Premium report Governor visits reports</p> <p><b><u>Governance development</u></b> Clerk's Update Governor training Governor Development Plan</p>		<p><b><u>Procedural</u></b> Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's urgent business Approve term dates</p> <p><b><u>School management, monitoring and evaluating</u></b> Strategic Risk Register Pay Review meeting minutes Resources meeting minutes Resources update Report from safeguarding governor (Inc. SCR) Receive School Annual Safeguarding/ LAC Reports Governor visits reports</p> <p><b><u>Governance development</u></b> Clerk's Update Governor training Governor Development Plan</p>		<p><b><u>Procedural</u></b> Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's urgent business</p> <p><b><u>School management, monitoring and evaluating</u></b> Strategic Risk Register Standards Group meeting minutes Headteacher/Principal's report Resources meeting minutes Resources update Safeguarding update Review of school websites Parent surveys reports Governor visits reports</p> <p><b><u>Governance development</u></b> Clerk's Update Governor training Governor Development Plan</p>	
Standards meeting dates	09/11/23 WPSJH Pay Review							
Resource meeting dates	11/10/2023				17/01/24		13/03/24	
2023/24 Policy Review	<p>Teachers Pay Policy Support Staff Pay Policy Governor Board and Committee TOR Teachers Capability Policy Governors Code of Conduct Policy Health &amp; Safety Policy Instrument of Government</p>						<p>Equality &amp; Diversity Policy Charges &amp; Remissions Policy Managing Allegations of Abuse Against Staff &amp; Volunteers</p>	

	08 May 2024 at 5pm FGB Meeting		03 July 2024 at 5pm End of year FGB Business Meeting					
	<p><b><u>Procedural</u></b> Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's urgent business</p> <p><b><u>School management, monitoring and evaluating</u></b> Strategic Risk Register Standards Group meeting minutes Headteacher/Principal's report Resources meeting minutes Resources update Safeguarding update Governor visits reports</p> <p><b><u>Governance development</u></b> Clerk's Update Governor training Governor Development Plan</p>	<p>H/P</p> <p>H/P</p> <p>Gov</p> <p>H/P</p> <p>Govs</p>	<p><b><u>Procedural</u></b> Declaration of interests Minutes of last meeting Matters arising Chair and Head/Principal's urgent business</p> <p><b><u>School management, monitoring and evaluating</u></b> Strategic Risk Register Headteacher/Principal's report Resources meeting minutes Resources update Headline figures on SATs Report from H&amp;S governor Safeguarding update Governor visits reports</p> <p><b><u>Governance development</u></b> Clerk's Update Governor training Update Governor Development Plan – new items for following year</p> <p>Election of Chair and Vice Chair Appoint Governors with specific responsibilities for the year ahead</p> <p>2024-25 Meeting dates</p>	<p>H/P</p> <p>H/P</p> <p>Gov</p> <p>H</p> <p>Govs</p> <p>H/P</p> <p>Govs</p>				
Standards meeting dates								
Resource meeting dates	15/05/24		10/07/24					
2023/24 Policy Review	<p>Compliments, Concerns and Complaints Policy Disciplinary Policy and Procedures Governor Expenses Policy Grievance Policy Records, Retention, Destruction and Archive Policy</p>		<p>Appraisal Policy for Support Staff Appraisal Policy for Teaching Staff Financial Policy Statement Leave of Absence Policy</p>					

	WPSJH Data Protection & GDPR Policy WPSJH Privacy Notice Parents/Carers WPSJH Privacy Notice Pupils WPSJH Privacy Notice Staff WPSJH Privacy Notice Governors and other Volunteers							
--	--	--	--	--	--	--	--	--

Governance Plan 2023/2024