

GOVERNORS' MONITORING TIMETABLE FOR AUTUMN TERM 2020

Governance Duties and Responsibilities

Vision, ethos + strategic direction

Hold leaders to account for educational performance and performance management of staff

Oversee financial performance including pupil premium

2020/21 Strategic School Improvement Plan (SSIP) priorities:

Staff wellbeing and workload

Personal Development/Children's Health and Wellbeing

Curriculum

Reading

AN Other, Ben, Darren, Lynnette, Pat, Tim, Liam, Liz, Matt M, Matt P, Mike, Nick (Associates -Laura, Sue)

	September	October	November	December
MEETINGS	30.09.20 Full Govs/Business	20.10.20 Pay Committee 20.10.20 Lead Govs	10.11.2020 Full Board	15.12.20 Lead Governors
ALL GOVERNORS	<ul style="list-style-type: none"> ❖ Read latest Covid 19 risk assessment ❖ Read Self Evaluation Summary ❖ Read and sign for 'Keeping Children Safe in Education Parts 1 and 2' ❖ Check SSIP for actions relating to role ❖ Update monitoring tracking sheet 	20.10.2020 Pay Committee <ul style="list-style-type: none"> ❖ Review & update budget - considering impact of COVID 19 	10.11.2020 SBM Report – read and question 10.11.2020 HT Report – read and question <ul style="list-style-type: none"> ❖ Update monitoring tracking sheet 	<ul style="list-style-type: none"> ❖ Use school performance tables to compare locally and nationally
Quality of education – Curriculum <ul style="list-style-type: none"> - Intent - Implementation - Impact - Assessment Disadvantaged/PP SEND More able	<ul style="list-style-type: none"> ❖ Introductory contact with linked team leader ❖ Review long term curriculum maps for relevant year groups ❖ PP – Read impact data and narrative on website ❖ Read SEND action plan 	<ul style="list-style-type: none"> ❖ Review medium term planning ❖ Reading – Books for Life plan 	<ul style="list-style-type: none"> ❖ Team leader meeting ❖ Visit Key Stage ❖ SEND – Learning walk to observe EHCP pupils 	<ul style="list-style-type: none"> ❖ Analyse report of achievement of all groups: boys/girls disadvantaged SEND Looked after more able

Behaviour and Attitudes – Positive Environment Routines and expectations Attendance and punctuality Behaviour policy and practice Exclusions Learning attitudes	<ul style="list-style-type: none"> ❖ Attendance – Review data from March –July 2020 ❖ Review attendance policy 	<ul style="list-style-type: none"> ❖ Review behaviour policy 	<ul style="list-style-type: none"> ❖ Review behaviour sanctions ❖ Review exclusions 	<ul style="list-style-type: none"> ❖ Positive Environment ❖ Visit classes and school
Personal Development – Citizenship British values Equality Inclusive environment Character Mental Health Physical health Spiritual, moral, social and cultural development Relationships and sex ed Staff/Pupil/Parent surveys E safety	<ul style="list-style-type: none"> ❖ Review Skills for Success ❖ Walk of school to see lockdown memories display ❖ Review pupils’ online lockdown experiences 	<ul style="list-style-type: none"> ❖ Evidence in school displays ❖ Review revised PSHE curriculum map ❖ Pupil Survey results 	<ul style="list-style-type: none"> ❖ Evidence in reading material ❖ Teacher Appraisal aims on class doors 	<ul style="list-style-type: none"> ❖ Revised Skills for Success ❖ Staff survey results
Leadership and Management Expectations Focus Professional development Parent and community engagement Well being and workload	<ul style="list-style-type: none"> ❖ Headteacher appraisal Autumn 2020 (to include SSIP priorities) ❖ Review teaching and learning monitoring schedule, check links to SSIP ❖ Vision, values and aims – steering group ❖ Agree format for governors’ 	<ul style="list-style-type: none"> ❖ Monitor SSIP ❖ Review school’s statutory information on the website and check compliance 	<ul style="list-style-type: none"> ❖ Monitor SSIP ❖ Review governors’ CPD Check teacher appraisals complete 	<ul style="list-style-type: none"> ❖ Monitor SSIP

	written reports			
Safeguarding	<ul style="list-style-type: none"> ❖ Check Child Protection and safeguarding policy updated ❖ Check compliance with safer recruitment 	<ul style="list-style-type: none"> ❖ Check Single Central Record and monitor training schedule 	<ul style="list-style-type: none"> ❖ Review 'in house' training 	<ul style="list-style-type: none"> ❖ Check Safeguarding Audit submitted to LA ❖ Read Safeguarding action plan
Early Years Education Safeguarding Curriculum Progress and achievement Disadvantaged and SEND 2 and 3 year olds	<ul style="list-style-type: none"> ❖ Review plans for induction of new Reception children ❖ Check the 20/21 Curriculum map for EYFS school is in place 	<ul style="list-style-type: none"> ❖ Use of Tapestry 	<ul style="list-style-type: none"> ❖ Check the outdoor curriculum covers all 7 areas of the EYFS ❖ Use of FS building and space for indoor and outdoor curriculum 	<ul style="list-style-type: none"> ❖ Are all EYFS staff knowledgeable about characteristics of learning for 2 and 3 year olds? Complete staff interviews
Business Management Group Finance – (PE funding/PP funding) Health and Safety Personnel	<ul style="list-style-type: none"> ❖ Covid 19 Risk Assessment ❖ Plan for Remote Learning ❖ Review Budget ❖ Review Personnel 	<ul style="list-style-type: none"> ❖ Review Health and Safety Policies 	SBM report <ul style="list-style-type: none"> ❖ PP - Read and evaluate PP Strategy 2020-22 ❖ PE and Sport Strategy on website 	