

# CJS DRAFT Governors' Programme of Work 2019-20

Term	Governors' Monitoring Fortnight	Full Governors Mondays 6.00pm	Finance Tasks	Other Tasks						
		<i>All Governors to attend Statutory Tasks in Bold</i>	<b>Budget Monitoring</b>	SEN Reviews (SF)	Learning Walks	Safeguarding Audit (Incl SCR – JB)	Inclusion (LAC and Pupil Premium) Reviews (JB)	Maths & English monitoring	H&S Audits	
		<i>Governor Initials:</i>		SF	All	JB	JB			
Autumn 1 2019	<b>18th Nov to 29th Nov 2019</b> (paperwork to school by 4th Dec 2019)	<b>Monday 16<sup>th</sup> September 2019</b> <ul style="list-style-type: none"> <li>Elect Chair and Vice Chair</li> <li>Register of Pecuniary Interests</li> <li>Risk Register</li> <li>School Improvement Plan</li> <li>Risk Register</li> <li>KS2 SATs results</li> <li>Policy Review Timetable</li> <li>Aut 1 Policy Review</li> </ul> <b>Pay Committee Meeting (after FGB)</b>	<b>Monthly Budget Monitoring</b> Visit school, check and sign off budget monitoring folder After 16 <sup>th</sup> of each month		Governors should organise learning walks at times to suit them and the school, throughout the year to focus on aspects of school improvement					
Autumn 2 2019	<b>N/A for 2019-20</b> <i>To work with subject leaders to review interim progress towards targets in the school improvement plan.</i>	<b>Monday 25<sup>th</sup> November 2019</b> <ul style="list-style-type: none"> <li>To agree any revised budget</li> <li>To complete the governors' survey/audit</li> <li><b>Ensure that Admissions Policy consultation is taking place (if required – only if changes are being made)</b></li> <li><b>Head Teacher's Report</b> (including Data and targets)</li> <li>SEF</li> <li><b>Finance Headlines</b> Confirm Accountants Audit (and signing etc)</li> <li><b>Virements and expenditure over £5000 for CEO approval</b></li> <li><b>Aut 2 Policy Review</b></li> </ul>		<b>Autumn 2</b> As part of Governors' Monitoring Fortnight			<b>Autumn 2</b> As part of Governors' Monitoring Fortnight <b>Coordinator attends FGB</b>	<b>Autumn 2</b> As part of Governors' Monitoring Fortnight	<b>Autumn 2</b> School Audit with Premises Officer	
Spring 1 2020		<b>Monday 13<sup>th</sup> January 2020</b> <ul style="list-style-type: none"> <li>Risk Register</li> <li><b>Ratify Admissions Policy (if necessary)</b></li> <li>Book Scrutiny (subject TBC – curriculum leader to attend)</li> <li>Governors' Skills Audit outcomes</li> <li><b>Spr 1 Policy Review</b></li> </ul>	<b>Monthly Budget Monitoring</b> Visit school, check and sign off budget monitoring folder After 16 <sup>th</sup> of each month							
Spring 2 2020		<b>Monday 9<sup>th</sup> March 2020</b> <ul style="list-style-type: none"> <li><b>Finance Headlines</b> (including, benchmarking and Indicative Budget for following year)</li> <li><b>Head Teacher's Report</b> (including Data and Predictions)</li> <li><b>Safeguarding Audit</b></li> <li><b>Spr 2 Policy Review</b></li> <li><b>Personnel Issues</b></li> <li><b>Virements and expenditure over £5000 for CEO approval</b></li> <li>Review of Governance Structure</li> </ul>		<b>Spring 2</b> Safeguarding Audit (before FGB)			Looked After Children (LAC) Review		<b>Spring 2</b> School Audit with Premises Officer	
Summer 1 2020	<b>18<sup>th</sup> May to 5<sup>th</sup> June 2020</b> (Paperwork to school by 12 <sup>th</sup> June)	<b>Monday 4<sup>th</sup> May 2020</b> <ul style="list-style-type: none"> <li>Book Scrutiny (subject TBC – curriculum leader to attend)</li> <li>Parents' Survey results (completed at parents' evenings)</li> <li><b>Approve Budget</b> (before sending on to PEAK) – possibly not as the funding will be centralised</li> <li>Risk Register</li> <li>SEF</li> <li><b>Sum 1 Policy Review</b></li> <li><b>Dates for next year's meetings</b></li> </ul>	<b>Monthly Budget Monitoring</b> Visit school, check and sign off budget monitoring folder After 16 <sup>th</sup> of each month	<b>Summer 1</b> As part of Governors' Monitoring Fortnight			<b>Summer 1</b> As part of Governors' Monitoring Fortnight <b>Coordinator attends FGB</b>	<b>Summer 1</b> As part of Governors' Monitoring Fortnight		
Summer 2 2020	<b>This spans half term</b> <i>Opportunity for subject leaders and governor partners to get together to evaluate the school improvement plan and to plan for targets for 2020-2021</i>	<b>Monday 29<sup>th</sup> June 2020</b> <ul style="list-style-type: none"> <li><b>Finance Headlines</b> (for current year)</li> <li><b>Head Teacher's Report</b> (including available Statutory Assessment results)</li> <li>Governance Structure</li> <li>Agree roles (SEN, Inclusion, LAC, Finance, H&amp;S, Safeguarding)</li> <li>Terms of Reference review</li> <li><b>Pupil Premium plan and review</b></li> <li><b>Dates for following year's HT Performance Management</b></li> <li>Review progress towards targets in the School Improvement Plan</li> <li>Agree draft School Improvement Plan 2020-21</li> <li><b>Virements and expenditure over £5000 for CEO approval</b></li> <li><b>Sum 2 Policy Review</b></li> </ul>							<b>Summer 2</b> School Audit with Premises Officer	