



# **The Kennet Federation Governing Body Workplan 2021/22 Year**



Term One			
<b><i>FGB Business Meeting 10/09/2021</i></b>	<b><i>Curriculum Committee 08/10/2021</i></b>	<b><i>Resources Committee 15/10/2021</i></b>	<b><i>Nursery Admissions</i></b>
<ul style="list-style-type: none"> <li>• Elect Chair and Vice Chair i.a.w. GB Standing Orders</li> <li>• Review and agree structure, membership and terms of reference for all committees</li> <li>• Review delegation of governing body responsibilities and delegations in Standing Orders</li> <li>• Appoint link governors</li> <li>• Complete Register of Business Interests</li> <li>• Review and sign Governing Body Code of Conduct</li> <li>• Agree composition and timetable for HTPM Panel</li> <li>• Complete general and financial Governor skills audit</li> <li>• Agree collaboration agreements</li> <li>• Review Strategic Risk Register</li> <li>• Agree governor CPD</li> <li>• Update governor details on 'Get Information About Schools'</li> <li>• Update/Publish required information on website</li> <li>• Update/Publish Register of Interests</li> <li>• T6 KPI report</li> </ul>	<p><b>Curriculum Planning &amp; Delivery</b></p> <ul style="list-style-type: none"> <li>• Review Federation Development Plan (ie operational plan) in advance of FGB approval</li> <li>• Review SEF in advance of FGB approval</li> <li>• Review PP strategy review and plan in advance of FGB approval</li> <li>• Curriculum Update</li> <li>• Staff Presentations</li> </ul> <p><b>Assessment &amp; Improvement</b></p> <ul style="list-style-type: none"> <li>• Data Headlines for 2020/21</li> <li>• Teaching Standards</li> <li>• CPD priorities</li> </ul> <p><b>Engagement</b></p> <ul style="list-style-type: none"> <li>• Community Engagement plans for the year</li> <li>• Stakeholder Survey timetable</li> <li>• Website Audit</li> </ul> <p><b>Extra Curricular Update</b></p> <ul style="list-style-type: none"> <li>• Trips</li> <li>• In school Activities</li> </ul> <p>Policies (when needed)</p>	<ul style="list-style-type: none"> <li>• Head of Operations Report</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Budget Variance reports for revenue and capital.</li> <li>• Approve Sept outturn</li> <li>• SFVS and SIC – update on actions</li> <li>• Finance Link Governor Report</li> <li>• Financial Procedures Handbook</li> <li>• SLA Reviews</li> </ul> <p><b>Premises/Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Asset Management Plan</li> <li>• Health &amp; Safety &amp; Flash Audits</li> <li>• Fire Risk Assessment Update</li> <li>• Health &amp; Safety Link Governor Report</li> </ul> <p><b>HR</b></p> <ul style="list-style-type: none"> <li>• Staffing and recruitment update</li> <li>• Staff CPD</li> </ul> <p>Policies (when needed)</p>	<p>Consider vacancies, criteria and waiting list for January.</p>



Term Two			
<b><i>FGB 03/12/21</i></b>	<b><i>Nursery Admissions</i></b>	<b><i>HTPM Panel</i></b>	<b><i>Pay Committee</i></b>
<ul style="list-style-type: none"> <li>• approve Federation Development Plan (ie operational plan)</li> <li>• KCSIE update</li> <li>• Safeguarding link governor report</li> <li>• Governor website audit feedback</li> <li>• Approve School Improvement Plan</li> <li>• Strategic Risk Register approval</li> <li>• Receive and review Governor visit reports               <ul style="list-style-type: none"> <li>○ In school visits by governors</li> <li>○ LA or RGA events</li> </ul> </li> <li>• Results Overview:               <ul style="list-style-type: none"> <li>○ SATS / national tests / LA results</li> <li>○ Nursery results</li> <li>○ EYFS results</li> <li>○ Phonics results</li> <li>○ KS1 results</li> <li>○ KS2 results</li> </ul> </li> <li>• Ensure annual reports for SEND, PP, Sports Grant have been published</li> </ul> <p>Policies (when needed)</p>	<p>Consider vacancies, criteria and waiting list for January.</p>	<ul style="list-style-type: none"> <li>• Final Review for previous year</li> <li>• Target setting for year ahead</li> </ul>	<p>HT pay review following HTPM Meeting</p>



Term Three					
<b>FGB</b> <b>28/01/2022</b>	<b>Curriculum</b> <b>14/01/2022</b>	<b>Resources</b> <b>04/02/2022</b>	<b>Nursery</b> <b>Admissions</b>	<b>HTPM</b> <b>Panel</b>	<b>Pay</b> <b>Committee</b>
<ul style="list-style-type: none"> <li>Nursery Panel feedback</li> <li>Safeguarding Annual Review/Audit</li> <li>Review Strategic Risk Register</li> <li>FDP Review</li> </ul> <b>PERFORMANCE &amp; STANDARDS (Autumn term data)</b> <ul style="list-style-type: none"> <li>Ofsted dashboard report</li> <li>Attainment and Progress reports</li> <li>Data governors' report</li> <li>Monitor and evaluate the quality of teaching</li> <li>Professional development report</li> </ul> Policies (when needed)	<ul style="list-style-type: none"> <li>Review Term 2 data (Autumn):               <ul style="list-style-type: none"> <li>Foundation</li> <li>Y1 Phonics</li> <li>Y2 Phonics</li> <li>Y2</li> <li>Y4 Times Tables</li> <li>Y6</li> </ul> </li> <li>Teaching Standards</li> <li>CPD Update</li> <li>Stakeholder Survey updates</li> <li>Parental Engagement</li> <li>Monitor school improvement plan (SIP)</li> <li>Challenge the self-evaluation form (SEF)</li> <li>Review the impact of Pupil Premium</li> <li>Review the impact of PE &amp; Sport Premium</li> <li>Public Sector Equality Duty (compliance check)</li> </ul> Policies (when needed)	Head of Operations Report <b>Finance</b> <ul style="list-style-type: none"> <li>Budget Variance Reports for Revenue and Capital</li> <li>Approve December Outturn Statement</li> <li>Discuss budget priorities for coming year</li> <li>SLA Reviews</li> <li>Asset Management Plan</li> <li>Audit Update</li> <li>Approval of Financial Procedures Manual</li> <li>Approve staff pay/appraisal policies</li> <li>Review Governor benchmarking comparisons</li> <li>Finance Link Governor Report</li> </ul> <b>Premises/Health &amp; Safety</b> <ul style="list-style-type: none"> <li>Rainbow Plan</li> <li>Health &amp; Safety update</li> <li>Flash Risk Assessment Update</li> </ul> <b>HR</b> <ul style="list-style-type: none"> <li>Staffing and Recruitment Update</li> </ul>	Consider vacancies, criteria and waiting list for April places	Interim Review	Review pay increments of non-teaching staff



		<ul style="list-style-type: none"> <li>• Staff CPD</li> </ul> Policies (when needed)			
Term Four					
<i>Resources</i> <b>25/03/2022</b>		<i>Nursery Admissions</i>	<i>HTPM Panel</i>	<i>Pay Committee</i>	
Head of Operations Report <b>Finance</b> <ul style="list-style-type: none"> <li>• Proposed final Outturn Statements 2021/22</li> <li>• Financial Limits/Delegations Approval</li> <li>• Review and discuss the Schools Financial Value Standard (SFVS) return and Statement of Internal Controls (SIC) (complete and return to LA by 31st March)</li> <li>• Asset Management Plan</li> <li>• Provisional budget 2022/23</li> <li>• Finance Link Governor Report</li> </ul> <b>Premises/Health &amp; Safety</b> <ul style="list-style-type: none"> <li>• Health and Safety update</li> <li>• Health and Safety Link Governor report</li> <li>• Fire Risk Assessment update</li> </ul> <b>HR</b> <ul style="list-style-type: none"> <li>• Staff and governor workload &amp; well-being update</li> <li>• Staffing and Recruitment update</li> <li>• Staff CPD</li> </ul> Policies (when needed)					



Term Five				
<i><b>FGB (extraordinary meeting) 29/04/2022</b></i>	<i><b>Curriculum 06/05/2022</b></i>	<i><b>Resources 17/06/2021 TBC</b></i>	<i><b>HTPM Panel</b></i>	<i><b>Pay Committee</b></i>
<ul style="list-style-type: none"> <li>Budget Approval</li> </ul>	<ul style="list-style-type: none"> <li>Review Term 4 data (Spring):               <ul style="list-style-type: none"> <li>Foundation</li> <li>Y1 Phonics</li> <li>Y2 Phonics</li> <li>Y2</li> <li>Y4 Times Tables</li> <li>Y6</li> </ul> </li> <li>Staff presentations</li> <li>Link Governor reports</li> <li>Curriculum implementation review and next steps</li> <li>Teaching Standards</li> <li>CPD</li> <li>Review impact of PP funding</li> <li>Review impact of Sports Grant</li> <li>SDP – progress update report</li> <li>SEND/PP - link governor report</li> <li>SEND Local Offer</li> <li>Parental Engagement</li> <li>Safeguarding Annual Review - HT &amp; link governor</li> <li>Review Strategic Risk Register</li> </ul> <p>Policies (when needed)</p>	<p>Head of Operations Report</p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Budget variance reports for revenue and capital</li> <li>Private Accounts audit</li> </ul> <p><b>Premises/Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>Review Asset Management Plan</li> <li>Health and Safety Audits</li> <li>Health and Safety Link governor report</li> <li>Fire Risk Assessment Update</li> </ul> <p><b>HR</b></p> <ul style="list-style-type: none"> <li>Staffing and Recruitment Update</li> </ul> <p>Policies (when needed)</p>		



Term Six			
<b><i>FGB 17/06/2022</i></b>	<b><i>Nursery Admissions</i></b>	<b><i>HTPM Panel</i></b>	<b><i>Pay Committee</i></b>
<ul style="list-style-type: none"> <li>• Strategy update</li> <li>• Safeguarding Link Governor report</li> <li>• GB self evaluation</li> <li>• HR update</li> <li>• Staff mobility/recruitment update</li> <li>• Update from Curriculum Committee</li> <li>• Update from Resources Committee</li> <li>• End of year predictions</li> <li>• Attainment and Progress reports</li> <li>• PP, SEN and Vulnerable groups attainment and progress reports</li> <li>• EYFS attainment and progress reports</li> <li>• Monitor and evaluate the quality of teaching</li> <li>• Professional development report</li> <li>• End KS2 headline figures</li> <li>• End KS1 headline figure</li> <li>• Phonics screening check figures – Yr1 &amp; Yr2 re-takes</li> <li>• End EYFS GLD figure</li> <li>• School Exclusions Review</li> <li>• FDP Review</li> <li>• Staff presentation – celebration</li> </ul> <p>Policies (when needed)</p>		Interim performance review	Review support teaching pay awards