



The Wren School Governing Body: Schedule of Meetings 2016-17

T1 (7 weeks)		
22 nd September 2016	FGB	<ul style="list-style-type: none"> • Elect Chair and Vice Chair • Approve standing orders • Review Policy Review Schedule • Approve annual policies • Update governor recruitment • Receive committee reports • Review risk register • Review outcomes for students from T6 2015-16 • Approve term dates 2017-18
29 th September 2016	Governance Self Evaluation Working Group	<ul style="list-style-type: none"> • Draft Governance Impact Statement 2015-16 • Complete 20 Parliamentary Questions • Draft Governance Development Plan 2016-17
6 th October 2016	Resources	<ul style="list-style-type: none"> • Review year end draft management accounts • Review financial procedures manual • Review risk register • Review inventory count
20 th October 2016	FGB	<ul style="list-style-type: none"> • Welcome new governors • Agree membership of committees • Elect Chairs and Vice Chairs of committees • Agree specialist governors • Review year end draft financial accounts • Approve financial procedures manual • Update register of interests • Approve and all sign Code of Practice • Receive committee reports • Review risk register • Review and approve 2015-16 Governance Impact Statement



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		<ul style="list-style-type: none"> Review and approve Use of Pupil Premium Statement 2015-16 and Use of Year 7 Catch Up Funding Statement 2015-16
T2 (7 weeks)		
10 th November 2016	Staff Appraisal & Pay	<ul style="list-style-type: none"> Review 2015-16 Set HT targets for 2016-17.
17 th November 2016	Teaching & Learning	<ul style="list-style-type: none"> Approve and publish attainment and attendance targets for 2016-17 Monitor progress in SDP: quality of teaching, learning & assessment; personal development, behaviour & welfare; outcomes for students [baseline tests] Monitor safeguarding compliance of external providers Receive report from Student Council Review risk register
24 th November 2016	Resources	<ul style="list-style-type: none"> Review 2016 Audit Agree wording for Annual Accounts Review risk register Monitor progress in SDP: accommodation & resources Agree formal Reserves Policy Update and approve annual Site Management Plan
15 th December 2016	FGB	<ul style="list-style-type: none"> Approve 2016 Statutory Accounts Review 2016 Audit Report Review draft staffing structure for 2017/18 Receive committee reports Monitor progress in SDP: leadership & management Reports from governor curriculum links
T3 (6 weeks)		
9 th January 2017	SAT update	<ul style="list-style-type: none"> Report from CoG Statutory financial accounts and audit report



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19 th January 2017	Resources	<ul style="list-style-type: none"> • Review November management accounts and cashflow forecast • Review risk register • Monitor progress in SDP: accommodation & resources • Review and approve internal audit programme • Consider broad budget strategy
9 th February 2017	Teaching & Learning	<ul style="list-style-type: none"> • Monitor progress in SDP: quality of teaching, learning & assessment; personal development, behaviour & welfare; outcomes for students [T2 data] • Review risk register
T4 (7 weeks)		
23 rd February 2017	Governor Day	<ul style="list-style-type: none"> • Strategic focus • Training • Learning walks • Assembly • Meet with Student Council
9 th March 2017	FGB	<ul style="list-style-type: none"> • Receive committee reports • Monitor progress in SDP: leadership & management • Review risk register • Review January financial position (P&L forecast only) • Approve school prospectus
3 rd April 2017	SAT update	<ul style="list-style-type: none"> • Report from CoG
T5 (5 weeks)		
4 th May 2017	FGB	Reserve date – only use if needed
4 th May 2017	Premises Walk	<ul style="list-style-type: none"> • Inspect buildings, site and ICT to identify issues and opportunities
18 th May 2017	Resources	<ul style="list-style-type: none"> • Review March management accounts and cashflow forecast • Receive internal audit from Internal Auditor



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		<ul style="list-style-type: none"> • Review risk register • Monitor progress in SDP: accommodation & resources
25 th May 2017	Teaching & Learning	<ul style="list-style-type: none"> • Monitor progress in SDP: quality of teaching, learning & assessment; personal development, behaviour & welfare; outcomes for students [T4 data] • Review risk register • Review policies associated with Staff Employment Manual
T6 (6 weeks)		
15 th June 2017	Strategic planning	<ul style="list-style-type: none"> • Help to build School Development Plan for <ul style="list-style-type: none"> ○ next year ○ 2-3 years ○ 3-5 years • Set attendance targets • Set pupil performance targets • Sutton Trust toolkit
29 th June 2017	Resources	<ul style="list-style-type: none"> • Review May management accounts and cashflow forecast • Review risk register • Monitor progress in SDP: accommodation & resources • Review annual policies for FGB approval in September
6 th July 2017	Resources: Finance only	<ul style="list-style-type: none"> • Review 2017-18 budget in detail and recommend approval
13 th July 2017	FGB	<ul style="list-style-type: none"> • Monitor progress in SDP: quality of teaching, learning & assessment; personal development, behaviour & welfare; outcomes for students [T6 data] • Set meeting dates for next year • Review budget 2017-22 • Approve budget 2017-18 • Approve term dates 2018-19



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		<ul style="list-style-type: none">• Monitor progress in SDP: leadership & management• Governor skills audit and questionnaire• Reports from governor curriculum links
17 th July 2017	SAT meeting	<ul style="list-style-type: none">• Report from CoG• 2017-18 budget