

SGS Pegasus School

Local Governing Body Calendar of Business

2017 – 2018

<b><u>Term 1</u></b>	<b><u>Term 2</u></b>
<ul style="list-style-type: none"><li>• Note SGS AT Scheme of Delegation, LGB Terms of Reference &amp; composition as agreed by SGSAT, calendar of business, code of conduct, compiled skills audit and approve the local standing orders of the LGB and election of the Vice Chair.</li><li>• Note Declarations of Interest of the Local Governing Body</li><li>• Review of School Strategic Plan and recommendation of approval to Trust Board</li><li>• Review of School Key Performance Indicators</li><li>• Receive School Budget Report and Annual Financial Plan 17/18</li><li>• Receive a report and approve School Service Level Agreements with SGS Academy Trust.</li><li>• Pupil Premium, PE and Sports Premium Funding Plan for 17/18 for recommendation of approval to Trust Board.</li><li>• To note policies approved by SGS AT and discuss implementation and compliance to policies and calendar of review.</li><li>• Discuss and agree strategy for engagement of students, parents, staff, and local community</li><li>• Review topics of focus for training/ Subject Leader attendance for yearly calendar and agree any questions for Subject Leader in attendance at next meeting.</li><li>• Discussion and agreement of schedule for Governor visits to school – protocols, schedule, format and focus.</li><li>• Agree Link Governors to key areas, subject and topic areas, protocols and schedule</li><li>• Clerk to the LGB - agree objectives for 17/18.</li></ul>	<ul style="list-style-type: none"><li>• Topic of Focus/Subject Leader/Training (tbc) at meeting</li><li>• Review of School Key Performance Indicators</li><li>• Receive School Budget Report</li><li>• Review of School SEF &amp; SIP.</li><li>• Review preparations for Ofsted</li><li>• Review of School Risk Register</li><li>• Review of Admissions arrangements and recommendation of approval to Trust Board</li><li>• Review of Annual Marketing Plan and recommendation of Approval to Trust Board</li><li>• Review of implementation and compliance to policies from an agreed calendar of policies</li><li>• Report on Governor Visits &amp; Link Governor activities</li><li>• Report and discussions on outcomes of engagement of students, parents, staff, and local community and local community effectiveness review</li><li>• SGS AT Equality Objectives</li><li>• Safeguarding Annual Report including Single Central Register and review of Safeguarding procedures and recommendation of approval to Trust Board</li><li>• Agreement of Questions for subject leader attending next meeting (if appropriate).</li></ul>

<p style="text-align: center;"><b><u>Term 3</u></b></p> <ul style="list-style-type: none"> <li>• Subject Leader/Topic of focus/Training (tbc) attendance at meeting</li> <li>• Review of School Key Performance Indicators</li> <li>• Receive School Budget Report</li> <li>• Mid-point review of Pupil Premium, PE and Sports Premium Funding Plan for 17/18</li> <li>• Report on Governor Visits &amp; Link Governor activities</li> <li>• Report and discussions on outcomes of engagement of students, parents, staff, and local community effectiveness review</li> <li>• Review of implementation and compliance to policies from an agreed calendar of policies</li> <li>• Review content of school website</li> <li>• Review the Schools provision and implementation of SMSC</li> <li>• Review of School Disability &amp; Accessibility Plan and recommendation of approval to Trust Board</li> <li>• Review of the Schools approach to SEND</li> <li>• Review of Home School Agreement and recommendation of approval to Trust Board</li> <li>• Mid-point review of School Strategic Plan</li> <li>• Review Governor Skills audit &amp; training requirements.</li> <li>• Agreement of Questions for subject leader attending next meeting (if appropriate)</li> <li>• Update and review of School Appraisal Process and objective setting and outline of LGB involvement in Pay decisions</li> <li>• Clerk to the LGB mid-point review of objectives</li> </ul>	<p style="text-align: center;"><b><u>Term 4</u></b></p> <ul style="list-style-type: none"> <li>• Subject Leader/Topic of focus/Training (tbc) attendance at meeting</li> <li>• Review of School Key Performance Indicators</li> <li>• Receive School Budget Report</li> <li>• Review of School Risk Register</li> <li>• Review of School SEF &amp; SIP and Progress against Key Priorities</li> <li>• Review of Annual Marketing Plan</li> <li>• Review of Curriculum Plans and recommendation for approval to Trust Board</li> <li>• Agree School Term dates for 18/19 for recommendation of approval to Trust Board</li> <li>• Review of Students with Medical Conditions and anonymised feedback</li> <li>• Review of Procedures relating to Educational Visits and work experience and recommendation of approval to Trust Board</li> <li>• Report on Governor Visits &amp; Link Governor activities</li> <li>• Report and discussions on outcomes of engagement students, parents, staff, and local community effectiveness review</li> <li>• Review of implementation and compliance to policies from an agreed calendar of policies</li> <li>• Review of First Aid Provision</li> <li>• Review Student Behaviour and Safety and recommendation of approval to Trust Board</li> <li>• Agreement of Questions for subject leader attending next meeting (if appropriate)</li> </ul>
<p style="text-align: center;"><b><u>Term 5</u></b></p> <ul style="list-style-type: none"> <li>• Subject Leader/Topic of focus/Training (tbc) attendance at meeting</li> <li>• Review of School Key Performance Indicators</li> <li>• Receive School Budget Report</li> <li>• Approve Departmental Improvement Plans</li> <li>• Annual Review of Student Admissions numbers</li> <li>• Review the Schools provision and implementation of SMSC</li> <li>• Review of Teachers Toolkit and recommendation of approval to Trust Board</li> </ul>	<p style="text-align: center;"><b><u>Term 6</u></b></p> <ul style="list-style-type: none"> <li>• Subject Leader/Topic of focus/Training (tbc) attendance at meeting</li> <li>• Review of School Performance Indicators</li> <li>• Review of School SEF &amp; SIP and Progress against Key Priorities and recommendation of approval of SIP to Trust Board</li> <li>• Receive School Budget Report and review 18/19 Budget and Financial Plan for submission and recommendation of approval to Trust Board.</li> <li>• Review School Service Level Agreements with SGS Academy Trust.</li> </ul>

<ul style="list-style-type: none"> <li>• Report on Governor Visits &amp; Link Governor activities</li> <li>• Report and discussions on outcomes of engagement of students, parents, staff, and local community effectiveness review</li> <li>• Review of implementation and compliance to policies from an agreed calendar of policies</li> <li>• Review of LGB meeting dates for 18/19 and recommendation of approval to Trust Board</li> <li>• LGB Preparation for Self-Evaluation and 360 Degree Feedback of Chair</li> <li>• Agreement of Questions for subject leader attending next meeting (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Review of Annual Marketing Plan for 17/18 and recommendation of Approval to Trust Board of 18/19 Plan</li> <li>• Pupil Premium, PE and Sports Premium Funding Plan review for 17/18 and Plan for 18/19 for recommendation of approval to Trust Board</li> <li>• Review of School Risk Register</li> <li>• Report on Governor Visits &amp; Link Governor activities and effectiveness review</li> <li>• Report and discussions on outcomes of engagement of students, parents, staff, and local community effectiveness review</li> <li>• Review of School Strategic Plan and recommendation of approval to Trust Board</li> <li>• Review of implementation and compliance to policies from an agreed calendar of policies.</li> <li>• LGB Self Evaluation and Effectiveness review including review of meeting Terms of Reference</li> <li>• Review training/induction and skills audit review for the requirements of the LGB for 2018/2019</li> <li>• Gifts and Hospitality of the LGB Annual Review</li> <li>• Agree annual statement of LGB activities including key issues addressed and assessment of Impact including key points for inclusion in Chair of Governors Annual report to Board.</li> <li>• Clerk to LGB Performance Review and setting of Objectives</li> </ul>
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#### Notes for 18/19 (Year 2)

- Include Review of School Evaluation Form for Board Approval in Term 1
- Include Pay review/appraisals in meeting prior to 31<sup>st</sup> Oct (ref Pay Policy defined timescales)
- Include approval of Self Evaluation 17/18 Action Plan in Term 1, mid-point review of plan in Term 3 and final review in Term 5.
- Include Clerk Annual Appraisal Term 1
- Include Review Declarations of Interest in Term 1
- Include Review of confidential minutes in Term 1
- Include Review of DfE Analyse School Performance (ASP)/FFT Aspire data in Term 4

#### Notes for 19/20 (Year 3)

- Include Pay decisions/appraisal review in meeting prior to 31<sup>st</sup> Oct (ref Pay Policy defined timescales)