Saltford Primary School

MEETING PLANNER 2023/24

'Futura Learning Partnership' Board Role:

The Board of Directors is responsible for the effective operation of the Trust and each academy. The Board fulfils the following key roles through the delegation to the CEO:

    a. determine the vision for the Trust and ensure that its achievement underpins all strategic planning and decision making

    b. develop the values of the Trust and ensure that they underpin all decision making

    c. develop, agree, and monitor all the Trust's strategies and policies for the achievement of the vision

    d. develop, review and take ownership of the Trust's strategic plan and monitor its implementation

    e. ensure that the Trust keeps within legal obligations and complies with all necessary constitutional and regulatory requirements

    f. ensure that the Trust remains solvent through effective financial planning, performance monitoring and risk management

    g. appoint committees with appropriate delegation to support the work of the Trust Board

    h. appoint Academy Governance Committees with appropriate delegation to oversee standards at each academy

    i. hold the executive to account for the educational performance of pupils/students across the trust j. approve publication of the annual report and accounts

    k. approve the annual budget

    l. appoint internal auditors

    m. appoint and/or remove the chairs of each Board Committee and chairs of each Academy Governance Committee

    n. appoint (in consultation with the Diocesan Director of Education), suspend and/or dismiss the CEO

    o. maintain the Governance Framework documentation including all relevant Terms of Reference, Scheme of Delegation and Code of Conduct

Academy Governing Committee Role:

    a. To take a strategic perspective aimed at ensuring every individual student/pupil within the academy has access to a high quality education, including personalised support as appropriate.

    b. To determine the individual ethos, vision and values of the Academy whilst ensuring consistency with that of the Academy Trust.

    c. To monitor and challenge the educational performance of the Academy including all aspects that influence educational performance such as, for example, behaviour and attendance.

    d. To ensure adequate safeguarding policies and procedures are in place in the Academy and that they are applied effectively.

    e. To ensure an adequate and effective staffing structure.

    f. To ensure effective processes are in place for monitoring the quality of teaching and learning in line with the Trust's Monitoring & Evaluation Framework.

    g. To support and challenge the Headteacher in the creation, implementation and monitoring of the Academy's development/improvement plan.

    h. To ensure that the Academy has effective communication with students/pupils, parents or carers, staff and the wider stakeholders/community (as appropriate to the Academy).

    i. To monitor implementation and maintain Academy policies as defined in the Academy Trust Policy Schedule.

    j. To publish and maintain an Admissions Policy and undertake consultation in accordance with the Admissions Code whilst ensuring consistency with that of the Academy Trust.

    k. To establish spending priorities with the Headteacher in order to inform the annual budget process. l.   To monitor and review the academy risk register.

    m. To convene ad-hoc panels as may be required to review complaints, exclusions, appeals etc.

2. For Church of England Academies the following also applies:

    a. To ensure that the Academy is run in accordance with the principles, practices and tenets of the Church of England, both generally and in particular in relation to arranging for religious education and daily acts of worship, and in having regard to any advice and following any directives issued by the Diocesan Board of Education (DBE).

    b. To evaluate and promote the Church ethos through self-evaluation involving students/pupils, staff, trustees and governors.

TO BE INCLUDED IN EVERY MEETING:

- Welcome and apologies – quorum
- Governance issues and Declarations of Business/Personal Interest
- Trust Board Meeting Executive Summary
- Minutes of the Previous Meeting and Action Points
- Chair's verbal report (including report from Chairs' Forum)
- Headteacher report including Key Performance Indicators and safeguarding
- School Improvement Plan Monitoring Report
- Governor monitoring activities
- Risk Register (discussion at every meeting, review at meetings 1, 3 and 5)
- On-going capital projects – as appropriate
- Link Governor feedback from meetings with subject leaders
- School Policy Approval
- Any Other Business / Date of next meeting

		ACADEMY GOVERNANCE COMMITTEE Tuesdays: 6.00pm – 8.30pm	ADDITIONAL GOVERNOR ACTIVITY
TERM 1 **03.10.23**	**TRAINING TO BE PLANNED FOR ALL THROUGHOUT THE YEAR**	Election of Chair & Vice Chair Governance – link governor roles assigned for SEND, Safeguarding, Looked After children, Pupil Premium and Pupil Premium. Appoint governor for statutory grants: PE Premium. Headline examination results and analysis Governor training: data Approve draft School Improvement Plan and School Evaluation Form Agree Key Performance Indicators Year-end evaluation of SEND impact of interventions and pupil premium spending Risk Register review	**12.09.23: Curriculum meeting** **26.09.23: Resources meeting** **19.09.23: Foundation Governor meeting** **Headteacher appraisal**
TERM 2 **28.11.23**		AGC action plan & training needs analysis Allocation governor visits against school academic year calendar Finalise School Improvement Plan and review Ofsted Action Plan Training: data, review progress of key groups and analysing school performance report Update Key Performance Indicators (KPIs) and target setting process Safeguarding Update & Action Plan PSHE, SMSC, British Values Pupil Premium update Pay progression recommendations Review Risk Register	**21.11.23: Curriculum meeting** **07.11.23: Resources meeting** **07.11.23: Pay Committee** **14.11.23: Foundations Governor meeting**

TERM 3 **06.02.24**		KPI & Targets: data analysis Safeguarding action plan update Premises & Site update (including Health & Safety) Review Risk Register Review draft budget & 3-year forecast AGC self-evaluation exercise – forward planning Data dashboard Mid-year evaluation of impact of interventions and assessment Review of SIP	**16.01.24: Curriculum meeting** **30.01.24: Resources meeting** **23.01.24: Foundation Governor meeting**

		Curriculum plan Proposed staffing structure for the following academic year and recruitment information	
TERM 4 **19.03.24**		Review progress against SIP Review staff structure Safeguarding Update Quality Assurance (SI monitoring reports) Update on appraisal process – interim meetings Review communication with stakeholders including surveys and home school agreement Pupil Voice & Impact Equality and Diversity report SIP / SEF / KPI update Forward planning for summer capital projects	**12.03.24: Resources meeting** **27.02.24: Curriculum meeting** **05.03.24: Foundation Governor meeting**

TERM 5 **14.05.24**		KPI & Targets: Data analysis Review impact of interventions Safeguarding action plan Premises & Site update (including H&S) Personnel update: staffing structure 23/24 Budget recommendations Monitor progress on staffing/recruitment arrangements PP & Sport Premium Strategy 23/24 Risk register review Effectiveness of governance review	**07.05.24: Resources meeting** **23.04.24: Curriculum meeting** **30.04.24: Foundation Governor meeting**
TERM 6 **02.07.24**		Review progress against SIP Quality Assurance (SI monitoring reports) Policy and procedures Approve updated SEF Review training/development needs and succession planning Annual CPD Report	**25.06.24 Resources** **11.06.24 Curriculum** **18.11.24: Foundation Governor meeting**
	Every meeting: Headteacher Report (including attendance/behaviour/SIP update & Ofsted evaluations)		