



# Barrowby Church of England Primary School

## Schedule of Governance 2019-2020

*Accurate when ratified and published 12<sup>th</sup> November 2019*

*There are different ways to serve the same Lord, and we can each do  
different things. Yet the same God works in all of us  
and helps us in everything we do.*

*1 Corinthians 12: 5-6*



Toasting Marshmallows over the Fire Pit



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## **Welcome to Barrowby CE Primary School**

Thank you for giving your time to be a school governor and for contributing to the life of our school.

This guidance has been created to bring together the information pertinent to the role of governor here at Barrowby CE Primary school. We hope you find it useful and interesting.

We are extremely proud of our school in which pupils, parents, staff and governors all work together to create a very happy, encouraging and challenging environment for our pupils. We strive for excellence in both teaching and learning, so that all our pupils irrespective of gender, race, creed, ability or disability are encouraged to be creative, respectful and independent so that ‘all children have the opportunity to fulfil their potential.’

We are proud of our long and distinguished history providing 160 years of education in Barrowby. We greatly value our historical and ongoing connections with All Saints’ Church Barrowby, and with our local community; often joining with them to honour our past or celebrate the present. In 2006, 2011 and 2016, our Diocesan Inspection judged that we were an ‘outstanding church school’ in all areas of the inspection.

We encourage and value our partnership with parents, governors and the local community, in providing the best possible education for our children, in an idyllic environment, with excellent facilities. We value highly the positive relationships within our school community which contribute greatly to our success.

Governing Bodies or Boards provide strategic leadership and accountability in schools. They have three key functions:

- Overseeing the financial performance of the school and making sure its money is well spent;
- Holding the headteacher to account for the educational performance of the school and its pupils; and
- Ensuring clarity of vision, ethos and strategic direction.

Our Governors set the aims and objectives for our school and set the policies and targets for achieving those aims and objectives. They monitor and evaluate the progress our school is making and act as a source of challenge and support to the headteacher. In practice, this means:

- Appointing and performance reviewing the head teacher and senior leaders, including making decisions about pay;
- Managing budgets and deciding how money is spent;
- Engaging with pupils, staff, parents and the school community;
- Sitting on panels and making decisions about things like pupil exclusions and staff disciplinary;

- Addressing a range of education issues within the school including disadvantaged pupils, pupils with special needs, staff workload and teacher recruitment; and
- Looking at data and evidence to ask questions and have challenging conversations about the school.

At Barrowby CE Primary School, Governors must be prepared to adopt the 'Nolan Principles of Public Life':

- Selflessness;
- Integrity;
- Objectivity;
- Accountability;
- Openness;
- Honesty; and
- leadership.

Governors should also be:

- committed to their role and to young people;
- confident in having courageous conversations;
- curious with an enquiring mind;
- able to challenge the status quo to improve things;
- collaborative to build strong relationships;
- critical to improve their own work and that of the board; and
- creative in problem solving and being innovative.

As a Governor you are warmly invited to visit school either individually or as part of the twice-yearly Governor's Monitoring Visits as well as attend the various school or church-based events and functions. Please remember to confirm with our School Business Administrator, Audra Midgley if you wish to attend any of these events.

Thank you for volunteering your time to become a Governor at Barrowby Church of England Primary School and welcome to the team.

Yours sincerely



Sarah Cooley  
Chair of Governors



Len Batey  
Headteacher

## **Governor Code of Conduct**

### **1. Attend meetings regularly**

- Give the chair/clerk as much notice as possible if you are unable to attend.
- Regular non-attendance at full governing body meetings can lead to eventual disqualification.

### **2. Prepare for meetings**

- By attending induction training and other relevant training courses in order to increase your knowledge and ability to contribute to discussion/decision making.
- By reading all papers sent to you.
- By getting your thoughts together on the things you need to ask about and the things you want to say.

### **3. Be a ‘team player’.**

- Treat all governors as equal.
- Abide by all the decisions of the Governing Body whether you agree or not.
- Do not disagree in public with the Governing Body after a decision has been taken.
- If you want the Governing Body to reconsider a decision you must ask for it to be put on the agenda.

### **4. Follow proper procedures in meetings.**

- Do not interrupt others when they are speaking.
- All discussion must take place through the chair: signal to the chair when you want to speak, then wait your turn.
- Do not hog the discussion or hark back to matters about which a decision has been taken, this only wastes time and cause bad feeling.

### **5. Remember that, as an individual you have no authority.**

- You can only speak or act on behalf of the Governing Body when it has formally delegated power to you. When you have something that you think needs saying or doing, talk to the Chair, or Headteacher, and then ask for it to be put on the agenda of the next meeting.

### **6. Remember, ‘representative’ governors are not delegates.**

If you are a parent governor, teacher governor, staff governor, foundation governor or LA governor, you have a responsibility to ensure that the views of your ‘constituency’ are heard by the Governing Body. However, when it comes to the vote you should vote the way your conscience directs for the good of the school, after you have heard all the arguments.

### **7. Declare any personal interests you have.**

- If the outcome of a decision that the Governing Body is about to take affects you personally, you should declare your interest. If your interest is pecuniary, either directly or indirectly, you should declare your interest and then withdraw from the meeting whilst the matter is discussed. Also, do not use your position as a governor to gain you an advantage or benefit in other situations.

**8. Maintain confidentiality.**

- The minutes of meetings are not for public view until they have been adopted and signed by the chair. Governors should also be discreet about the detail of discussion that takes place in governors' meetings.
- Governors must ensure that all communications remain confidential. This includes 'hard copy' of documents, and all emails to do with school/governor business.
- Individual governors should never become involved in any complaint or similar matter which may come before the governing body, to avoid being compromised. If approached about a school matter, governors must adhere to the appropriate school policies and refer the other party to those procedures.

**9. Be committed.**

- Visit the school during the normal working day.
- Assist with special events
- Attend social events
- Seek out and read information about the performance of your school.
- Undertake relevant training.

**10. Think about the contributions you make as a governor.**

- Are you making the most of the skills you have to offer?
- Are you doing all you can to help get business done?
- Are you trained to do the job effectively?
- Are you supportive of your school?



## Governor Role Description

### 1. Purpose of the role

- 1.1 Ensure clarity of vision, ethos and strategic direction for the school.
- 1.2 Hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.
- 1.3 Oversee the financial performance of the school and make sure its money is well spent.
- 1.4 Attend at least **75%** of meetings, letting the clerk and/or chair of governors/committees know in good time if you are unable to make a meeting.
- 1.5 Prepare for all meetings by reading any papers provided in advance of the meeting, being ready to discuss and challenge those papers' content within the meeting.
- 1.6 Maintain a proactive involvement in the life of the governing body, including joining and contributing to committees and working parties, volunteering to deliver actions agreed as needed during meetings, contributing new ideas and raising issues etc. This ensures all voices and viewpoints can be taken into account.
- 1.7 Put the needs of current and future pupils first when considering issues and making decisions.
- 1.8 Ensure you are able, willing and committed to having courageous conversations with others (e.g. other governors, headteacher or other members of SLT) in the best interests of the school's current and future pupils.
- 1.9 Ensure you do not make decisions alone, and flag quickly to the chair if you believe another governor has made a decision alone.

### 2. Develop and maintain a good knowledge of the school

- 2.1 Attend at least 1 focussed monitoring visit to school each academic year to observe and monitor specific areas first-hand (for example how the school is implementing policies, how children of different ages and groups are involved and engaged in the day to day life of the school, how the strategic improvements being made are affecting children in the school and to what extent the school's ethos is visible in day to day school life).
- 2.2 Report back your findings from any monitoring visits to the governing body in a timely way.
- 2.3 Ensure you have regular opportunity to review academic attainment and progress data (e.g. *Analyse School Performance* and in-year school produced data) and that you are able to understand the data provided and query and challenge any issues presented by the data with the headteacher.
- 2.4 Ensure you look at external/national/regional performance data in order to compare the school's performance with other similar schools locally and nationally, in order to inform school development needs.

- 2.5 Build and maintain good working relationships with other members of the governing body, the clerk and the school's SLT at all times.
- 2.6 Develop and maintain your knowledge of current national and local education policy.
- 2.7 Undertake regular training as identified as being beneficial to your role and responsibilities *and* attend 1 Governor Network Meeting per annum to ensure your knowledge as a governor is continually developed and up to date. Thereby allowing you to play a full part in governing body matters and, in particular, are able to work effectively in the three key areas of governance (outlined above).
- 2.8 Complete, annually, a skills audit and ensure this is updated with any new relevant skills developed.
- 2.9 Make sure you raise any concerns about governing body performance or the way the governing body (or any part of the governing body) acts in relation to legal requirements or required procedures with the chair, so that the governing body is able to develop its skills, understanding and practice in the ethos of continual development.
- 2.10 Ensure you act within the agreed code of conduct at all times, paying particular regard to maintaining confidentiality in relation to information and issues to which you are party.

## Governor Training & Development

In order to be an effective governor, it is necessary to undertake training and CPD and this can be done in a number of ways:

- Lincolnshire County Council has subscribed to the NGA learning link training scheme:  
<https://www.nga.org.uk/ConsultancyandTraining/NGA-Learning-Link-e-learning.aspx>.

If you do not have login details, please contact our School Business Administrator Audra Midgley for assistance.

All governors undertake the induction modules within their first year of governance and also any training courses pertinent to any link roles or other responsibilities.

- Lincolnshire County Council and The Diocese of Lincoln also run training courses which might be of interest. More details can be found via:  
<https://www.lincolnshiresa.co.uk/governance> .

If you wish to undertake any courses, please talk with the Chair of Governors to confirm the most suitable training for your needs. When you have completed a training course please fill in an evaluation form (see Appendix 3).

In addition, we recommend that you keep up to date with the following documents all of which can be found on our website:

- |                           |  |
|---------------------------|--|
| • Arts Summary            | Outline the Arts & impact/benefit for pupils           |
| • Diocesan Inspection     | Results of Diocesan Inspections                        |
| • Parental Surveys        | Comprehensive selection of survey results              |
| • National Outcomes       | Statutory Assessment Tests-SATs Results                |
| • Newsletters             | Keep up to date with our busy School Life              |
| • OFSTED Report           |  |
| • Pupil Premium Report    | Description of allocated funding and its impact        |
| • Self-Evaluation         | Description of school's evaluation systems             |
| • School Development Plan | Outline of School Development Priorities for 2017-2020 |
| • Sport Premium Report    | Description of allocated funding and its impact        |

You should be familiar with the following school policies:

- Behaviour Policy
- Child Protection & Safeguarding Policy
- E-Safety Policy
- Finance Policy
- Health & Safety Policy

In addition, Lincolnshire County Council Governor Support runs Governor Partnership Briefings 3 times a year at various locations around the county. They are an excellent way of finding out the latest developments within education and networking with fellow governors.

- **Autumn Term**

Monday 14 <sup>th</sup> October 2019	Sir Robert Pattison Academy, Lincoln
Wednesday 16 <sup>th</sup> October 2019	Banovallum High School, Horncastle
Monday 28 <sup>th</sup> October 2019	St Thomas' CE Primary School, Boston
Wednesday 30 <sup>th</sup> October 2019	The Priory Ruskin Academy, Grantham

- **Spring Term**

Monday 16 <sup>th</sup> March 2020	Sir Robert Pattison Academy, Lincoln
Wednesday 18 <sup>th</sup> March 2020	Banovallum High School, Horncastle
Monday 23 <sup>rd</sup> March 2020	St Thomas' CE Primary School, Boston
Wednesday 25 <sup>th</sup> March 2020	The Priory Ruskin Academy, Grantham

- **Summer Term**

Monday 22 <sup>nd</sup> June 2020	Sir Robert Pattison Academy, Lincoln
Wednesday 24 <sup>th</sup> June 2020	Banovallum High School, Horncastle
Monday 29 <sup>th</sup> June 2020	St Thomas' CE Primary School, Boston
Wednesday 1 <sup>st</sup> July 2020	The Priory Ruskin Academy, Grantham

Governor Partnership – all sessions 7.00 pm – 9.00 pm – New to Governance 6 pm – 6.45 pm

All governors should aim to attend at least one meeting a year.

## Child Protection and Safeguarding

At Barrowby CE Primary School we are committed to Safeguarding and promoting the welfare of all our pupils.

We expect all members of our school community to share in this commitment. We see this as:

*"...everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child."*

### Keeping Children Safe in Education-September 2019

Safeguarding is about keeping children and young people safe. All those who come into contact with children and families in their everyday work, including Governors have a duty to safeguard and promote the welfare of children.

At Barrowby Church of England Primary School:

The Designated Safeguarding Lead is Mr Len Batey.

The Deputy Designated Safeguarding Lead is Miss Louise Sugden.

The Safeguarding Governor, is our Chair of Governors Mrs Sarah Cooley.

If you have any issues about child protection or have concerns regarding the safety or well-being of any child in our school, do not hesitate to contact a member of our Safeguarding Team immediately.

The safety and well-being of the children in our care is of paramount importance.

The purpose of all that we do at Barrowby Church of England Primary School is to strive for excellence, to ensure that we create a happy and secure environment; one in which every child, irrespective of gender or ability achieves their potential; a place where each individual is nurtured so they can experience success and joy in learning.

If you would like to know more about our policy or procedures for Safeguarding and Child Protection, please [CLICK HERE](#). Alternatively, please contact Mr Len Batey our Head teacher and Designated Safeguarding Lead.

All governors will be expected to have a DBS check and will be required to undertake annual safeguarding training to keep up to date with current guidance and legislation.

## Governing Body Structure

**Our governing body is made up of 12 members as follows:**

*All governors have equal standing.*

(more information about the different categories can be found in Appendix 1)

1	Ex Officio Governor (Ex)
3	Foundation Governors (F)
4	Co-opted Governors (C)
2	Parent Governors (P)
1	Staff Governor (S)
1	Local Authority Governor (LA)
	The Head Teacher (HT)

### Chair of Governors

Sarah Cooley

### Vice Chairs

Mr Rick Nicholls

Mr Steven Clark

### Ex Officio Governors

Mr Len Batey (Headteacher) 1.09.2012-31.08.2020

Mrs Annette Rolt 13.05.2019 – 12.05.2023

### Foundation Governors

(Appointed by Lincoln Diocese, and representing Barrowby Church PCC)

Mrs Kate Waghorn 29.10.18 – 28.10.2022

Mrs Fiona Barney 26.09.2017 - 25.09.2021

### Local Authority Governors

(Nominated by the Local Authority)

Mr Bijal Ladva 30.06.2017-29.06.2021

### Parent Governors

(Elected by parents)

Mr Theo Banos 13.03.2018 – 12.03.2022

Mr Steven Clark 13.03.2018 – 12.03.2022

### Staff Governors

(Elected by school staff)

Mrs Laura-Jo Webster 01.02.2017-31.01.2021

### Co-opted Governors

(Appointed by the Governing Body)

Mrs Sarah Cooley 26.09.2017-25.09.2021

Mr Rick Nicholls 26.09.2017-25.09.2021

Mrs Ellie Atter 21.02.2017-20.02.2021

### Clerk to the Governors:

Mrs Denise Reed: - [Denise.reed.synergy@talk21.com](mailto:Denise.reed.synergy@talk21.com).

We currently have a vacancy for a Co-opted Governor.

## Committee Membership

Committee/Group	Members
<b>Curriculum and Standards Committee</b>	Steven Clark Kate Waghorn Fiona Barney Sarah Cooley Len Batey
<b>Finance Resources and Personnel Committee</b>	Rick Nicholls Bijal Ladva Theo Banos Ellie Atter Sarah Cooley Len Batey
<b>Admissions</b>	Kate Waghorn Fiona Barney Bijal Ladva Rick Nicholls
<b>Complaints</b>	Any 3 Governors
<b>Pay Appeals Panel</b>	Members of the CS Committee
<b>Staff Discipline Panel</b>	Members of the FRP Committee
<b>Staff Discipline Appeals Panel</b>	Any 3 Governors as available
<b>Pupil Discipline Panel</b>	Any 3 Governors as available
<b>HTPM</b>	3 trained HTPM governors: <ul style="list-style-type: none"> <li>• Sarah Cooley</li> <li>• Bijal Ladva</li> <li>• Rick Nicholls</li> <li>• Fiona Barney</li> </ul>
<b>HTPM Appeals</b>	1 trained HTPM governor not sitting on the above committee: Sarah Cooley
<b>Health and Safety</b>	Chris Handley
<b>SEND</b>	Kate Waghorn
<b>Safeguarding and Safer Recruitment</b>	Sarah Cooley
<b>Training</b>	Senior Administrator and Sarah Cooley
<b>Sport Premium</b>	Ellie Atter
<b>Pupil Premium</b>	Bijal Ladva
<b>EYFS</b>	Fiona Barney
<b>Arts Governor</b>	Steven Clark
<b>Website Audit</b>	Laura-Jo Webster

## Governor Meeting Calendar

Please see below for a comprehensive overview of Governor Meetings for 2019-2020:

Meeting Type	Meeting Date	Date Agenda set by	Documents uploaded by
<b>Autumn 1</b>			
1 <sup>st</sup> FGB	24 <sup>th</sup> Sept 2019		
HTPM	8 <sup>th</sup> Oct 2019		
<b>Autumn 2</b>			
Pay Panel Review	28 <sup>th</sup> Oct 2019		
Governor Partnership	30 <sup>th</sup> Oct 2019		
1 <sup>st</sup> FRP	11 <sup>th</sup> Nov 2019	28 <sup>th</sup> Oct 2019	4 <sup>th</sup> Nov 2019
2 <sup>nd</sup> FGB	12 <sup>th</sup> Nov 2019	29 <sup>th</sup> Oct 2019	5 <sup>th</sup> Nov 2019
1 <sup>st</sup> CS	28 <sup>th</sup> Nov 2019	15 <sup>th</sup> Nov 2019	21 <sup>st</sup> Nov 2019
Governor Monitoring Visit	20 <sup>th</sup> Nov 2019	7 <sup>th</sup> Nov 2019	13 <sup>th</sup> Nov 2019
<b>Spring 1</b>			
2 <sup>nd</sup> FRP	3 <sup>rd</sup> Feb 2019	20 <sup>th</sup> Jan 2020	27 <sup>th</sup> Jan 2020
2 <sup>nd</sup> CS	13 <sup>th</sup> Feb 2019	31 <sup>st</sup> Jan 2020	6 <sup>th</sup> Feb 2020
Governor Monitoring Visit	17 <sup>th</sup> March 2020	3 <sup>rd</sup> March 2020	10 <sup>th</sup> March 2020
3 <sup>rd</sup> FGB	10 <sup>th</sup> March 2019	25 <sup>th</sup> Feb 2020	3 <sup>rd</sup> March 2020
Governor Partnership	25 <sup>th</sup> March 2020		
<b>Spring 2</b>			
Budget Setting Meeting	27 <sup>th</sup> April 2019	12 <sup>th</sup> April 2020	20 <sup>th</sup> April 2020
3 <sup>rd</sup> FRP	19 <sup>th</sup> May 2019	5 <sup>th</sup> May 2020	12 <sup>th</sup> May 2020
4 <sup>th</sup> FGB	19 <sup>th</sup> May 2019	5 <sup>th</sup> May 2020	12 <sup>th</sup> May 2020
<b>Summer 1</b>			
Governor Partnership	1 <sup>st</sup> July 2020		
3 <sup>rd</sup> CS Committee***	14 <sup>th</sup> July 2019	30 <sup>th</sup> June 2020	7 <sup>th</sup> July 2020



## Full Governing Body Agendas

### **Full Governing Body Autumn 1**

All relevant documentation (marked \*\*) is available on the governors' area of the school website. Please ensure you have read them and are ready to comment.

***Any significant comments/questions should be forwarded to Mr Batey, for his attention, at least 2 days prior to the meeting.***

#### **Business**

1. Opening reflection
2. Apologies for absence
3. Declarations of Governors' interests in this agenda
4. Chair:
  - a) Comments and correspondence
  - b) Items notified in advance for inclusion on agenda
5. Confirmation of the minutes of the previous meeting - circulated
6. Matters arising and action points
7. Register of Business and Pecuniary Interests – annual update
8. Governor Code of Conduct [Standing item]
9. Existing Governors with terms due to end in the coming year
10. Governor vacancies.

#### **Policies**

11. List of policies to be reviewed this year

#### **Financial Update**

12. Budget Update

#### **Governor Actions**

13. Governor Partnership Meeting
  - Reminder of date and attendees
  - Questions re last meeting
14. Report from Chair of Finance, Resource & Personnel Committee including pay award recommendations
15. Report from Chair of Curriculum & Standards Committee
16. Report from Admissions Committee
17. Skills Audit

#### **Continuous Professional Development**

Please report any training done to Audra

18. Governor training and planning for governor development

### Monitoring & Evaluation

19. Date and focus of next governor visit

### School Development & Self Evaluation

20. Headteacher's Report \*\*  
21. School Development Plan\*\*  
22. Self-Evaluation Documentation\*\*  
23. Monitoring and evaluation schedule\*\*  
24. Safeguarding and Child Protection Annual Report\*\*

### Standing Items

25. Safeguarding  
26. Health and Safety  
27. GRACE Schools Collaboration\*\*  
28. Peer to Peer Review\*\*

### Business

29. Dates of upcoming meetings see table below

Meeting Type	Date

30. Confidentiality of Business

## **Full Governing Body Autumn 2**

All relevant documentation (marked \*\*) is available on the governors' area of the school website. Please ensure you have read them and are ready to comment.

***Any significant comments/questions should be forwarded to Mr Batey, for his attention, at least 2 days prior to the meeting.***

### **Business**

1. Opening Reflection
2. Apologies for absence
3. Declarations of Governors' interests in this agenda
4. Chair:
  - a) Comments and correspondence
  - b) Items notified in advance for inclusion on agenda
5. Confirmation of the Minutes of the previous Meeting
6. Matters Arising from the Minutes and Action Points
7. Existing Governors with terms due to end in the coming year
8. Governor vacancies

### **Finance**

8. Budget

### **Governor Actions**

9. Governor Partnership Meeting
  - Reminder of date and attendees
  - Questions re last meeting
10. Report from Chair of Finance, Resource & Personnel Committee including pay award recommendations
11. Report from Chair of Curriculum & Standards Committee
12. Report from Admissions Committee
13. Skills Audit
14. Policy ratification

### **Continuous Professional Development**

Please report any training done to Audra

15. Governor Training and planning for governor development

### **Monitoring & Evaluation**

16. Governor visit report and date and focus of next governor visit

### **School Development & Self Evaluation**

17. Headteacher's Report\*\*
18. School Development Plan\*\*

### **Updates**

19. Safeguarding
20. Health and Safety
21. GRACE Schools Collaboration
22. Peer to Peer Review\*\*

**Business**

23. Dates of upcoming meetings see table below

Meeting Type	Date

24. Confidentiality of Business

|

## **Full Governing Body Spring 2**

All relevant documentation (marked \*\*) is available on the governors' area of the school website. Please ensure you have read them and are ready to comment.

***Any significant comments/questions should be forwarded to Mr Batey, for his attention, at least 2 days prior to the meeting.***

### **Business**

1. Opening Reflection
2. Apologies for absence
3. Declarations of Governors' interests in this agenda
4. Chair:
  - a) Comments and correspondence-uniform
  - b) Items notified in advance for inclusion on agenda
5. Confirmation of the Minutes of the previous meeting
6. Matters Arising from the Minutes and Action Points
7. Existing Governors with terms due to end in the coming year
8. Governor vacancies

### **Finance**

9. Budget update

### **Governor Actions**

10. Governor Partnership Meeting
  - Reminder of date and attendees
  - Questions re previous meeting
11. Report from Chair of Finance, Resource & Personnel Committee
12. Report from Chair of Curriculum & Standards Committee
13. Report from Admissions Committee
14. Review DfE timelines for coming year and make amendments as required
15. Policy ratification

### **Continuous Professional Development**

Please report any training done to Audra

16. Governor Training and planning for governor development

### **Monitoring & Evaluation**

17. Governor visit report and date and focus of next monitoring visit
18. School Census [AM to confirm all in order]

### **School Development & Self Evaluation**

19. Headteacher's Report\*\*
20. School Development Plan\*\*

### **Standing Items**

21. Safeguarding
22. Health and Safety
23. GRACE Schools Collaboration
24. Peer to Peer Review\*\*

**Business**

25. Dates of upcoming meetings see table below

Meeting Type	Date

26. Confidentiality of Business

## **Full Governing Body Summer 2**

All relevant documentation (marked \*\*) is available on the governors' area of the school website. Please ensure you have read them and are ready to comment.

***Any significant comments/questions should be forwarded to Mr Batey, for his attention, at least 2 days prior to the meeting.***

### **Business**

1. Opening Reflection
2. Apologies for absence
3. Declarations of Governors' interests in this agenda
4. Chair:
  - a) Comments and correspondence-uniform
  - b) Items notified in advance for inclusion on agenda
5. Confirmation of the Minutes of the previous meeting
6. Matters Arising from the Minutes and Action Points
7. Existing Governors with terms due to end in the coming year
8. Governor vacancies

### **Finance**

8. Budget

### **Governor Actions**

9. Governor Partnership Meeting
  - Reminder of date and attendees
  - Questions re last meeting
10. Report from Chair of Finance, Resource & Personnel Committee
11. Report from Chair of Curriculum & Standards Committee
12. Report from Admissions Committee
13. Policy ratification

### **Continuous Professional Development**

Please report any training done to Audra

14. Governor Training and planning for governor development (AM)

### **Monitoring & Evaluation**

15. Governor Curriculum Visit\*\*
16. Monitoring & Evaluation Schedule\*\*

### **School Development & Self Evaluation**

17. Headteacher's Report\*\*
18. School Development Plan\*\*

### **Standing Items**

19. Safeguarding
20. Health and Safety
21. GRACE Schools Collaboration
22. Peer to Peer Review\*\*

**Business**

23. Dates of upcoming meetings see table below

Meeting Type	Date

**Business**

24. Dates of meetings for next academic year

- FGB
- FRP
- CS
- HTPM
- Governor Monitoring
- Governor Partnership Meetings
- Grace Schools meetings

25. FGB and Committees for coming Year

Review the membership, terms of reference and delegated powers of governing body committees

- Election of Chair of Governors
- Election of Vice Chair(s)
- Committee Membership  
Including HTPM, Pay, and Pay Appeals
- Election of governors with specific responsibilities:  
Safeguarding
- Safer Recruitment
- SEND
- Pupil premium
- Sports premium
- RE and collective worship
- Arts Premium

26. Confidentiality of Business



## **Curriculum and Standards Committee**

### **Terms of Reference**

#### **1. General Terms -**

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To report the Committee's resolutions to the next full meeting of the Governing Body.
- To determine any other matters referred to the Committee by the Governing Body.
- To keep the terms of reference under review and recommend any changes to the Governing Body prior to the annual review of committees.

1.1 (NGA Recommendation: Committee meetings will not be open to the public but minutes shall be made available – attendees can be invited to attend a committee meeting where appropriate.)

1.2 Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

#### **2. Membership and Quorum**

2.1 The committee will meet at least 3 times during the academic year with dates and times to be determined by the committee and will undertake the Curriculum, Planning and Delivery functions of the Former Core Committee plus Assessment and Improvement and School / Community Engagement functions.

2.2 The membership of the Committee will comprise; Vice-Chair (CS Committee), 3 serving Governors and Headteacher (or other member of the Teaching SLT as deemed appropriate). The Deputy Head, other member of staff or School Senior Administrator will be called in, where required on specific matters.

2.3 The Vice Chair (CS Committee) will chair the meeting.

2.4 The quorum shall be 3.

2.5 In the absence of the committee chair, the committee shall choose an acting chair for that meeting from among their number but not the headteacher.

2.6 In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher or other staff member or the governor chairing the committee.)

#### **3. Minutes and Voting**

3.1 Minutes of meetings will be kept as an accurate record.

- 3.2 The minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Full Governing Body and will be presented at that meeting by the committee chair (or in his/her absence another member of the committee).
- 3.3 Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless the committee is quorate and a majority of those present are governors.
- 3.4 The Deputy Head, School Senior Administrator or other staff member will be called in where required on specific matters.

## **Duties**

### **4 Curriculum Planning and Delivery**

- 4.1 To ensure that curriculum needs are clearly identified in the school development plan where necessary.
- 4.2 To receive reports from Subject Leaders on specific curriculum areas in line with the school development priorities, where necessary. Timing and content of reports to be discussed at the first committee meeting of each academic year.
- 4.3 In consultation with the Headteacher and appropriate staff, to monitor and keep under review the following policies and ensure any amendments are presented to the Governing Body for approval:
  - (i) The policy for religious education and collective worship.
  - (ii) The Sex and Relationships Education policy. (SRE)
  - (iii) The Committee may wish to consider other policies (e.g., those relating to curriculum subjects, pastoral care, personal, social and health education, extra-curricular activities) presented by the Headteacher for review.
- 4.4 In consultation with the Headteacher, to keep under review the management and structure of the school day.
- 4.5 To ensure that complaints made by parents on curriculum matters follow the complaints procedure.
- 4.6 To determine any appeal made by a parent or request by the Headteacher for a pupil's temporary withdrawal from part of the national curriculum (disapplication).
- 4.7 To review, monitor and evaluate the curriculum offer.
- 4.8 To recommend for approval to the Full Governing Body documents relating to school improvement including but not limited to:
  - Governor Engagement & Feedback
  - Parental Surveys
  - Peer to Peer Review

- Pupil Outcomes
- Self-Evaluation Form
- School Development Plan
- SIAMS (Statutory Inspection of Anglican and Methodist Schools) Evaluation
- School Improvement Group Partners
- Targets for school improvement
- Policies delegated to the committee for ratification

## **5 Assessment and Improvement**

- 5.1 To monitor and evaluate the effectiveness of leadership and management.
- 5.2 To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- 5.3 To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- 5.4 To monitor and evaluate the impact of continuing professional development on improving staff performance.
- 5.5 To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- 5.6 To monitor and evaluate provision for all groups of vulnerable children: (LAC; SEN etc.) to ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- 5.7 To receive and evaluate termly reports from the headteacher/SENCO and an annual report from Governors with link responsibilities (where appointed).
- 5.8 To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- 5.9 To consider recommendations from external reviews of the school (e.g. Ofsted, Diocesan Associate Advisor, Grace Schools); to agree actions as a result of reviews and regularly evaluate the implementation of the plan.
- 5.10 To advise the FRP Committee on the relative funding priorities necessary to deliver the curriculum.

## **6. Engagement**

- 6.1 To monitor the school's publicity, public presentation and relationships with the wider community.
- 6.2 To ensure pupil achievements are identified and celebrated.
- 6.3 To monitor arrangements for educational visits, including the appointment of a named co-ordinator.

- 6.4 To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

## Curriculum and Standards Agendas

### Curriculum and Standards Committee Autumn 2

All relevant documentation (marked \*\*) is available on the governors' area of the school website. Please ensure you have read them and are ready to comment.

***Any significant comments/questions should be forwarded to Mr Batey, for his attention, at least 2 days prior to the meeting.***

#### **Business**

1. Apologies for absence
2. Approval of Minutes
3. Matters arising
4. Declaration of Personal/Business Interests
5. Review / ratification of terms of reference

#### **Curriculum Planning & Delivery**

1. School Development Plan\*\*
2. Development Priorities for coming year
3. SIAMS\*\*
4. SEND (Report from SEND Link Gov)
5. Arts Summary\*\* (Report from Arts Link Gov)
6. EYFS (Report from EYFS link Gov)
7. Policies for ratification\*\*

#### **Progress and Attainment**

1. Analyse School Performance: Individual & Group Attainment\*\*

#### **Monitoring Activities:**

1. Y1 Phonics Screener
2. Y2 SATS
3. Y6 SATs

#### **Engagement**

[Standing item]

#### **Business**

1. Signposting relevant training and other information
2. Date of next meeting
3. Confidentiality of business

## **Curriculum and Standards Committee Spring 1**

All relevant documentation (marked \*\*) is available on the governors' area of the school website. Please ensure you have read them and are ready to comment.

***Any significant comments/questions should be forwarded to Mr Batey, for his attention, at least 2 days prior to the meeting.***

### **Business**

1. Apologies for absence
2. Approval of Minutes
3. Matters arising
4. Declaration of Personal/Business Interests

### **Curriculum Planning & Delivery**

1. School Development Plan\*\*
2. Development Priorities for coming year
3. SIAMS\*\*
4. SEND (Report from SEND Link Gov)
5. Arts Summary\*\* (Report from Arts Link Gov)
6. EYFS (Report from EYFS link Gov)
7. Policies for ratification\*\*

### **Progress and Attainment**

1. Autumn 2 Data Shot\*\*

### **Engagement and Feedback**

[Standing item]

### **Business**

1. Signposting relevant training and other information
2. Date of next meeting
3. Confidentiality of business

## **Curriculum and Standards Committee Summer 2**

All relevant documentation (marked \*\*) is available on the governors' area of the school website. Please ensure you have read them and are ready to comment.

***Any significant comments/questions should be forwarded to Mr Batey, for his attention, at least 2 days prior to the meeting.***

### **Business**

1. Apologies for absence
2. Approval of Minutes
3. Matters arising
4. Declaration of Personal/Business Interests

### **Curriculum Planning & Delivery**

1. School Development Plan\*\*
2. Development Priorities for coming year
3. SIAMS\*\*
4. SEND (Report from SEND Link Gov)
5. Arts Summary\*\* (Report from Arts Link Gov)
6. EYFS (Report from EYFS link Gov)

### **Progress and Attainment**

1. Data Shots\*\*
2. EYFS\*\*
3. KS1 SATS\*\*
4. KS2 SATS\*\*

### **Collaborative Partnerships**

1. GRACE Schools Collaboration
2. Peer to Peer Review\*\*

### **Engagement**

[Standing item]

### **Business**

1. Signposting relevant training and other information
2. Date of next meeting
3. Confidentiality of business

## **Finance, Resources and Personnel Committee**

### **Terms of Reference**

The Finance, Resources and Personnel Committee is a group of governors with reasonable availability of time who will consider the Finance Resources and Personnel issues affecting the school outside of the governing body and then report back to the Full Governing Body.

#### **1. General Terms -**

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To report the Committee's resolutions to the next full meeting of the Governing Body.
- To determine any other matters referred to the Committee by the Governing Body.
- To keep the terms of reference under review and recommend any changes to the Governing Body prior to the annual review of committees.

- 1.1 Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

#### **2. Membership and Quorum**

- 2.1 The committee will meet at least 3 times during the academic year with dates and times to be determined by the committee and will undertake the Finance, Staffing and Premises functions of the Former Core Committee.
- 2.2 The membership of the Committee will comprise; Vice-Chair (FRP Committee), 3 serving Governors and Headteacher (or other member of the Teaching SLT as deemed appropriate). The Deputy Head, other member of staff or School Senior Administrator will be called in, where required on specific matters.
- 2.3 The Vice Chair (FRP Committee) will chair the meeting.
- 2.4 The quorum shall be 3
- 2.5 In the absence of the committee chair, the committee shall choose an acting chair for that meeting from among their number (not the headteacher)
- 2.6 In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher or other staff member or the governor chairing the committee.)

#### **3. Minutes and Voting**

- 3.1 Minutes of meetings will be kept as an accurate record.



- 3.2 The minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the Full Governing Body and will be presented at that meeting by the committee chair (or in his/her absence another member of the committee).
- 3.3 Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless the committee is quorate and a majority of those present are governors.
- 3.4 The Deputy Head, School Senior Administrator or other staff member will be called in where required on specific matters.

### **Duties**

#### **4. Finance**

- 4.1 To consider the financial implications of the School Development Plan (SDP), in consultation with the Headteacher, prior to the SDP's submission to the Governing Body.
- 4.2 To support the Headteacher in setting the annual budget and to consider the proposed budget prior to its submission to the Governing Body for approval, taking account of the School's priorities in the SDP.
- 4.3 To monitor the expenditure of the school's annual budget by carrying out a mid (financial) year review and if necessary revise the budget in response to the first six month's expenditure. The school will provide the Governing Body with a summary report at each full governing body meeting.
- 4.4 To authorise virement, as permitted by the LA's scheme, between internal orders, providing the sum in question does not exceed £10,000.
- 4.5 To approve expenditure between £10,000 and £15,000; expenditure below £10,000 to be at the discretion of the Headteacher; expenditure above £15,000 to be referred to the Governing Body. If necessary (in an emergency) the latter may be referred to those available of the FRP Committee, if it is impractical to convene a Full Governing Body meeting in the time available.
- 4.6 To consider the financial implications of any recommendation from other committees or working parties as appropriate.
- 4.7 To maintain an oversight of the financial procedures of the school and the requirements of the LA in relation to the school's budget share.
- 4.8 To annually review, complete and submit the Statement of Internal Control, the Best Value Statement and the School Financial Value Standard (SFVS). - To oversee any remedial action identified as part of the SFVS. - To receive and act upon any issues identified by a local authority audit.
- 4.9 To ratify decisions in respect of service level agreements.

- 4.10 To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

## **5. Premises**

- 5.1 To keep the health and safety policy, including security arrangements, under review and recommend any amendments to the Governing Body for approval. The Committee should have particular regard to reducing the risks to staff, pupils and other users of the school premises and ensure that risk assessments are carried out regularly.
- 5.2 To ensure compliance with any statutory direction by the LA in relation to health and safety and also with the school's health and safety policy and to receive regular reports on fire drills, accidents, dangerous occurrences.
- 5.3 To maintain awareness of priorities for repairs and maintenance of the premises taking into account the LA's Asset Management Plan and the Governors' liabilities.
- 5.4 To monitor the condition of the school premises and delegate to the Headteacher to report to the LA any issues with the Asset Management Plan for which the LA is liable.
- 5.5 To delegate to the Headteacher the power to ensure that adequate insurance is provided for the school premises and the contents, and liaise with the LA as appropriate.
- 5.6 To make reasonable efforts to achieve maximum energy conservation.
- 5.7 To oversee arrangements for the use of school premises by outside users and the community subject to:
- The school's policy on the use of school premises;
  - The scale of charges for school lettings;
  - The trust deed.
- To keep under review the school's policy for the use of school premises and submit any amendments to the Governing Body for approval, and to liaise with the Foundation Governors regarding use of the school on a Sunday.
- 5.8 To be aware of service agreements for such matters as grounds maintenance, school cleaning, etc.; to monitor any such agreements that may be made with the LA or other bodies.
- 5.9 To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- 5.10 To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.

- 5.11 To ensure the Governing Body is informed of the report and of a proposed order of priorities for maintenance and development, for the approval of the governing body.
- 5.12 To review, adopt and monitor a Health and Safety policy.
- 5.13 To ensure that the Governing Body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

## **6. Staffing**

- 6.1 To keep under review personnel policies relating to grievance, discipline, redundancy, capability, sickness absence, pay and conditions of employment (including contracts) performance management and staff development and to refer any changes to policies to the Governing Body for approval.
- 6.2 To approve the staffing complement and staffing structure (both teaching and non-teaching) in consultation with the Headteacher.
- 6.3 To undertake accredited Safer Recruitment Training, and achieve the required level of competence.
- 6.4 To recruit and appoint all permanent teaching staff as necessary.
- 6.5 To have power to delegate to the Headteacher to appoint other teaching and non-teaching posts.
- 6.6 The Committee will:
  - Review and determine each year the levels of pay for all teaching staff.
  - This must be within the approved budget and in accordance with the current School Teachers' Pay and Conditions document.
  - Consider and approve any honoraria for staff recommended by the Headteacher in accordance with the school's policy.
  - Review each year the levels of pay for all non-teaching staff. This must be within the approved budget and in accordance with the National Joint Council for Local Government Service or other appropriate bodies, including any local agreements.
  - Determine any application for early retirement and the level of enhancement of pension payments and lump sum payment in accordance with the pay policy and in consultation with the LA.
- 6.7 To monitor and evaluate the arrangements for the performance management of all staff in the school.
- 6.8 To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- 6.9 To monitor the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.

- 6.10 To monitor a Pay Policy for all categories of staff.
- 6.11 To ensure that staffing procedures (including recruitment procedures) follow equalities legislation and safer recruitment practice and to review these procedures as necessary.
- 6.12 To monitor and evaluate the staff and governor induction and exit interview process.
- 6.13 To annually review procedures for dealing with staff discipline and grievances and make recommendations to the Governing Body for approval.
- 6.14 To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- 6.15 In consultation with staff, to oversee any process leading to staff reductions.
- 6.16 To monitor the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- 6.17 To ensure that from 2018, the requirements of the General Data Protection Regulations are met.

- **Safeguarding**

- 7.1 To consider any safeguarding issues as might have arisen from the last Full Governors or Committee Meeting
- 7.2 To receive a report or update from the Governor with responsibility for Safeguarding as to the progress of the Safeguarding Audit and associated action points and the outcome of random checks carried out on the Single Central Record.

## Finance, Resources and Personnel Agendas

### **Finance, Resources and Personnel Committee Autumn 1**

All relevant documentation (marked \*\*) is available on the governors' area of the school website. Please ensure you have read them and are ready to comment.

***Any significant comments/questions should be forwarded to Mr Batey, for his attention, at least 2 days prior to the meeting.***

#### **Business**

1. Apologies for absence
2. Approval of Budget meeting minutes and previous Committee minutes
3. Matters Arising
4. Declaration of Personal/Business Interest

#### **Financial matters**

1. Appraisal and Performance Related Pay + financial implications from C&S recommendations.
2. Budget Update\*\*
  - **6 months in should present 50% spent**
3. Budget review of previous year & consider/review carry forward\*\*
4. School's Pay Policy
5. Budget Report\*\*
6. Staff Pay Award Recommendations
7. Standard Teachers Pay and Conditions document\*\*
8. SFVS\*\*
9. Start process and agree date for sign off

#### **Health and Safety**

1. Review Risk Management plan
2. Review Asset Management plan
3. Safeguarding issues

#### **Staffing**

1. Review implementation of the recommendations in the "Reducing teacher workload" reports.

### **Finance, Resources and Personnel Committee Spring 1**

All relevant documentation (marked \*\*) is available on the governors' area of the school website. Please ensure you have read them and are ready to comment.

***Any significant comments/questions should be forwarded to Mr Batey, for his attention, at least 2 days prior to the meeting.***

#### **Business**

1. Apologies for absence
2. Approval of Budget meeting minutes and previous Committee minutes –
3. Matters Arising
4. Declaration of Personal/Business Interest

#### **Financial matters**

1. Budget Update\*\*
  - **Review against pro rata spend against projection.**
2. Longer term Budget Planning 3-5 year school plan
3. Appraisal and PRP midyear review
4. SFVS sign off

#### **Health and Safety**

1. Review Risk Management Plan
2. Review Asset Management plan
3. Safeguarding issues

#### **Staffing**

1. Review half year appraisals against yearly targets.
  - Receive annual report on appraisal arrangements / staff training and development needs\*\*
2. Consider Effectiveness of Leadership and Management

## **Finance, Resources and Personnel Committee Summer 2**

All relevant documentation (marked \*\*) is available on the governors' area of the school website. Please ensure you have read them and are ready to comment.

***Any significant comments/questions should be forwarded to Mr Batey, for his attention, at least 2 days prior to the meeting.***

### **Business**

1. Apologies for absence
2. Approval of Budget meeting minutes and previous Committee minutes –
3. Matters Arising
4. Declaration of Personal/Business Interest

### **Financial matters**

1. Review last year's Budget performance with 'Financial benchmarking and other financial reviews' from DfE School Efficiency Tool.
2. Right to request Wraparound and holiday Childcare \*\*

### **Health and Safety**

1. Review Report from Chris Handley and review policy amendments as provided by Headteacher on the new policy amendment Governor template
2. Maintain and manage the Risk Register and asset register
3. Safeguarding issues

### **Staffing**

1. Review Headteacher half year review with supporting evidence and tracking \*\*
2. Review staff half year reviews with supporting evidence and tracking
3. Safeguarding – Headteacher to report any concerns FPR committee should be made aware of

Meeting close/reminder of Confidentiality

### **Budget Meeting**

1. Agree Budget and Staffing Structure
2. Financial Benchmarking and other financial reviews

## **Terms of reference for the Complaints/ Pay/ Pay Appeals/ Staff Discipline/ Staff Discipline (Appeals)/ Pupil Discipline Panels**

To act on matters referred to the panel by the Full Governing Body.

- To liaise and consult with other committees where necessary.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To report the Committee's resolutions to the next full meeting of the Governing Body.
- To keep the terms of reference under review and recommend any changes to the Governing Body prior to the annual review of committees.

Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

### **1. Membership and Quora**

1.1 Due to nature of the business of these panels, the membership of them will comprise as follows:

- |                            |  |
|----------------------------|--|
| • Complaints Panel         | Any 3 governors.   |
| • Pay Panel                | Any 3 governors  |
| • Pay Appeals Panel        | Members of the CS Committee but not the Chair of Governors |
| • Staff Discipline         | Members of the FRP Committee                               |
| • Staff Discipline Appeals | Any 3 governors  |
| • Pupil Discipline         | Any 3 governors  |

1.2 The Quora shall be as follows

- |                            |           |
|----------------------------|-----------|
| • Complaints               | 3 members |
| • Pay Panel                | 3 members |
| • Pay Appeals Panel        | 3 members |
| • Staff Discipline         | 3 members |
| • Staff Discipline Appeals | 3 members |
| • Pupil Discipline         | 3 members |

1.3 Where there are insufficient governors within Barrowby CE Primary School Governing Body who have no prior knowledge of the issue (i.e. not tainted); the Governing Body retains the right to ask the governing bodies of schools within the Grace Collaboration for governors to sit on the panel(s).

1.4 The panel(s) will be convened as and when required during the academic year.



## **2. Minutes and Voting**

- 2.1 Minutes will be taken by the Clerk to Governors  
Details of panel decisions will be kept as an accurate record and provided to the Chair of Governors' in time for FGB meetings.
- 2.2 In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (excluding the headteacher or other staff member, the governor chairing the committee or the Chair of Governors.)
- 2.3 Any decisions taken must be determined by a majority of votes of panel members present and voting – but no vote can be taken unless the panel is quorate and a majority of those present are governors.

## Terms of reference for the Admissions Panel

### 1 General Terms -

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.
- To report the Panel's resolutions to the next full meeting of the Governing Body.
- To determine any other matters referred to the Panel by the Governing Body.
- To keep the terms of reference under review and recommend any changes to the Governing Body prior to the annual review of committees.

- 1.1 (NGA Recommendation:  
Meetings will not be open to the public but minutes shall be made available – attendees can be invited to attend a committee meeting where appropriate.)
- 1.2 Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.

### 2. Membership and Quorum

- 2.1 The membership of the Committee will comprise; Chair of Governors and 3 serving Governors
- 2.2 The Quorum shall be 3
- 2.3 The panel will be convened as and when required during the academic year.

### 3. Minutes and Voting

- 3.1 Details of admissions decisions will be kept as an accurate record by the Senior Administrator and provided to the Chair of Governors' in time for FGB meetings.
- 3.2 Any decisions taken must be determined by a majority of votes of panel members present and voting – but no vote can be taken unless the panel is quorate and a majority of those present are governors.
- 3.3 The Deputy Head, School Senior Administrator or other staff member will be called in where required on specific matters.

**4. Duties**

- 4.1 To consider Mid Term admissions in accordance with school's Admissions Policy.
- 4.2 To monitor the admission of children from the reserve list.
- 4.3 To carry out its duties in accordance with the LA Admissions and Admissions Appeals arrangements.
- 4.4 To monitor the admission and appeals process and bring appropriate matters to the attention of the Governing Body.
- 4.5 To report any decisions taken on behalf of the Governing Body to the next full Governing Body meeting.

## Useful Links

Ofsted Framework : <https://www.gov.uk/government/consultations/education-inspection-framework-2019-inspecting-the-substance-of-education>

The Governance Handbook Explanation and guidance for Governor:  
<https://www.nga.org.uk/Knowledge-Centre/Compliance/Government-legislation-and-guidance/Governors-Guide-to-the-Law.aspx>

<https://www.lincolnshiretsa.co.uk/governance>

to contact them either email via [governorsupport@lincolnshire.gov.uk](mailto:governorsupport@lincolnshire.gov.uk) or ring them on 01522 553240.

<https://governingmatters.wordpress.com/> a blog on current pertinent topics by a school governor.

<https://hello.theschoolbus.net/blog/preventing-overwhelm-a-guide-for-governors/> - very useful for any governor feeling overwhelmed by the breadth of information

<https://hello.theschoolbus.net/resources/keeping-children-safe-in-education-quiz/quiz/> - light quiz aimed to test knowledge of keeping children safe in education.

<https://hello.theschoolbus.net/resources/strategic-governance-quiz/quiz/> - quiz examining governing body strategy.

<https://hello.theschoolbus.net/resources/big-fat-quiz-of-the-academic-year-2016-17/quiz/> - quiz reviewing all things related to governing.

<https://www.bettergovernor.co.uk> individual have to register (but it is free) Useful for links to webinars

<https://www.youtube.com/watch?v=LgwsB4vkP7Y> a recording of an Ofsted webinar from June this year on the new short inspections and what it means for governors

<http://www.open.edu/openlearn/free-courses/full-catalogue> scroll down to the courses entitled School Governors the courses are free but you do need to register.

*I am giving you a new command.  
You must love each other, just as I have loved you.*  
**John 13:34-35**

## **Review of the Governance Schedule**

- 1.1 The Schedule of Governance outlines the purpose, organisation, and management of Governance at our school.
- 1.2 The Schedule of Governance reflects the consensus of opinion of the Full Governing Body.
- 1.3 It has been drawn up as a result of Governor discussion and has the full agreement of the full Governing Body.
- 1.4 The schedule of Governance is available to all stakeholders and can be seen on request.
- 1.5 The Schedule of Governance is reviewed by the Head teacher and Governors in accordance with Barrowby School's Policy and Review Cycle, every year.

Last reviewed and updated October 2019  
Next scheduled review July 2020

## Appendices

### Appendix 1

#### Different Categories of Governor

##### **Foundation Governors 3 members**

Two are appointed by the Diocese of Lincoln and one is the Incumbent who is an ex officio governor by right of their office. The primary duty of the foundation governors is the particular responsibility of Foundation Governors to uphold the Christian character and ethos of the school and to present the views of the Diocesan Board of Education to the Governing Body.

##### **Co-opted Governors 4 members**

These are elected by the governing body due to the skill set they are able to bring to the role of governor.

##### **Parent Governors 2 members**

These governors are elected by the parents of the school and sit on the governing body as a representative parent *and not as the parents' representative*.

##### **Staff Governors 1 member**

This governor is elected by the staff of the school and sits on the Governing Body as a representative staff member and not as the staff's representative.

##### **Local Authority (LA) Governor 1 member**

LA Governor are nominated by the LA but appointed by the governing body to be a link between the LA and its schools.

##### **Head Teacher**

Is an ex officio position by right of office.

## **Appendix 2**

### **Key dates in the School Governance Year**

These can be found in the resources section of the Governor Support website

<https://www.lincolnshiretsa.co.uk/page/?title=Library+of+Key+Resources&pid=274>

## Appendix 3

### Chair of Governors' Role Description

#### Chair of Governors' Role Description

1. **Name:**
2. **School:** Barrowby Church of England Primary
- 3 **Title of Role:** Chair of Governors
4. **The role of the chair is to:**
  - 4.1 Ensure clarity of vision, ethos and strategic direction for the school
  - 4.2 Hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff.
  - 4.3 Oversee the financial performance of the school and make sure its money is well spent.
  - 4.4 Chair meetings of the full governing body (FGB).
  - 4.5 Give the governing body a clear lead and direction.
  - 4.6 Work closely with the Clerk to help manage their contribution to the governors.
  - 4.7 Carry out any duties delegated by the governing body.
  - 4.8 Take any urgent action on behalf of the governing body.
5. **With the governing body the chair should ensure that:**
  - 5.1 Meetings run efficiently with the governing body's time used effectively.
  - 5.2 Collective responsibility is accepted by all governors for decisions taken.
  - 5.3 Business and affairs are conducted in accordance with statutory requirements and regulations.
  - 5.4 A clear vision, ethos and strategic direction are set for the school.
  - 5.5 The focus is on strategic leadership and on driving school improvement, without becoming involved in managerial matters.
  - 5.6 Scrutiny, monitoring and challenge reflect the school improvement priorities.
  - 5.7 The headteacher is held to account for the educational performance of the school and its students, and for the performance management of staff.
  - 5.8 Financial performance of the school is appropriately monitored and that resources are providing value for money.
  - 5.9 Governors understand their role, responsibilities and accountability.
  - 5.10 Governors work as an effective team, and in small groups, or with delegation



of responsibilities to share the overall workload.

- 5.11 The individual skills, knowledge and experience of governors are used.
- 5.12 Governors with the necessary skills are attracted to allow for the effective governance and success of the school.

**6. The chair should also work with the headteacher to:**

- 6.1 Foster an effective relationship based on trust and mutual respect for each other's roles.
- 6.2 Promote and maintain high standards of educational achievement.
- 6.3 Offer support, candour and respect.
- 6.4 Ensure rigorous, robust and fair performance management for the headteacher.

**7. Date:**

**Signed**\_\_\_\_\_ Chair of Governors

**Signed**\_\_\_\_\_ Headteacher

## Appendix 4

### Vice Chair of Governors' Role Description

#### Vice Chair of Governors' Role Description

**2. Name:**

**2. School:** Barrowby Church of England Primary

**3. Title of Role:** Vice Chair of Governors

**4. Purpose of the role**

4.1 Ensure clarity of vision, ethos and strategic direction for the school

4.2 Hold the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff

4.3 Oversee the financial performance of the school and make sure its money is well spent.

4.4 To provide support to the chair in fulfilling their role and take the place of the chair in any aspect of governance in their absence, should they be unable to fulfil their role for any reason.

**5. Responsibilities for this role**

5.1 Develop a good understanding of the full remit of the chair's role and be ready to step in to act in the chair's absence if needed and to aid succession planning.

5.2 Ensure you are kept fully informed by the chair of all current developments and issues.

5.3 Act as a support to the chair by listening to and discussing issues arising.

5.4 Support the chair in implementing the chair of governor's leadership role, by acting on any areas or issues delegated to you by them and keeping the chair informed of progress on these.

5.5 Develop strong, trusting working relationships with the chair, Headteacher and other senior leaders in the school.

5.6 Attend steering committee meetings and play a full part in setting the agenda for the governing body.

5.7 Regularly review and keep up to date with requirements on the governing body in relation to publishing of data/information and ensure the school website is up to date with all current requirements, holding named governors to account where they have individual responsibility for ensuring specific aspects are up to date on the school website.

5.8 Working with the Chair of Governors to develop the governance priorities for inclusion in the SDP.

- 5.9 Hold meetings, where necessary, with the Headteacher and other members of school staff e.g. SLT Senior Administrator to discuss issues arising from committee meetings.

6. **Date:**

**Signed**\_\_\_\_\_ Vice Chair of Governors

**Signed**\_\_\_\_\_ Headteacher

## Appendix 5

### Training Evaluation form



### Barrowby Church of England Primary School

#### Short Course / Twilight / INSET Workshop Evaluation

Name:

Session/Course Title:

Date:

Important Messages/Practice to take away:

Possible Impact (evidence):

## Appendix 6

### List of School Policies

Accessibility Policy	Marking and Feedback
Admissions	Maths
Adults on School Premises	Lock Down Policy
Adventure Playground	Maternity Leave Policy
Allergens	Medicines in School
Anti-Bullying	MFL
Appraisal - Support Staff	Monitoring & Evaluation
Art and Design	Music
Arts	Outdoor Learning
Assessment	Pandemic Contingency
Attendance	PE
Attendance Registers	Nappy Changing Policy
Behaviour	Pay Policy
Bereavement	Peer to Peer Abuse Policy
Charging and Remission	Personal Relationships at Work
Clean Air	Phonics
Collective Worship	Physical Activity
Complaints	Photography and Filming Policy
Computing	Positive Handling
Confidential Reporting	PSHCE
Critical Incident & Business Recovery	Pupil Absence from School
Cultural	Racist Incidents
Data Protection/GDPR	RE
Display	Reading for Pleasure
Drugs in Education	Record Keeping
DT	Safeguarding and Child Protection
EAL	Safeguarding Staff
Early Years	Recruitment Selection Policy
Educational Visits	School Pay
Electronic Payments	Schools Record Management
English	Policy
Equal Opportunities	Science
Equality and Diversity	Security
Exclusion	SEND
EYFS	SMSC
Finance	Social Media
First Aid	SPAG
Food in School	SRE
Geography	Staff Absence
Handwriting	Staff Code of Conduct
Health and Safety	Support Staff Appraisal
History	Supporting Pupils with Medical
Homework	Conditions
ICT and e-safety	Teacher Appraisal and Capability
ICT Procedures and Security Policy	Policy
Music Tuition	Teaching
Laptop Security	Teaching Assistant
Learning	Time Off Work Policy
Leave of Absence	Volunteers in School
	Website Maintenance
	Writing Spelling

## Appendix 7

### School Staff

Teaching Staff	Role
Len Batey	Head Teacher
Louise Sugden	Year 1/ 2 Class Teacher / Deputy Head Teacher /SENDCo
Sarah Banfield	Reception/Y1 Class Teacher
Natasha Selby	Reception/Y1 Class / EYFS/Key Stage 1 Team Leader
Shelley Tinkley	Year 1/ 2 Class Teacher
James Liversidge	Year 1/ 2 Class Teacher
Laura-Jo Webster	Year 3 Class Teacher
Sam Caton	Year 4 Class Teacher
Emily Kirk	Year 5 Class Teacher
Tabitha Swatton	Year 5 Class Teacher / Acting Key Stage 2 Team Leader
India Lees	Year 6 Class Teacher/ Shadow SENDCo
Kristina Goodband	Key Stage 2 PPA Cover
<b>HLTA</b>	
Sue Watson	HLTA
<b>Classroom Support</b>	
Mel Watson	Teaching Assistant / Lunchtime Controller
Belinda Hart	Teaching Assistant / Lunchtime Supervisor
Su Clark	Teaching Assistant / Lunchtime Supervisor
Juliet Rowlands	Teaching Assistant
Amanda Bird	Teaching Assistant
Val Morris	Teaching Assistant
Denise Kay	Teaching Assistant
Jen Stanley	1:1 Teaching Assistant
<b>Administration Staff</b>	
Audra Midgley	School Business Administrator
Michelle Holmes	Administration Assistant
<b>Breakfast Club Supervisors</b>	
Nikki Rafferty	Breakfast Club Supervisor / Lunchtime Supervisor
Allison Hands	Breakfast Club Supervisor / Lunchtime Supervisor
<b>Lunchtime Supervisors</b>	
Lynne Doncaster	Lunchtime Supervisor
Amanda Howitt	Lunchtime Supervisor
Lee Cruttenden	Lunchtime Supervisor
Sumayya Syedmuhammed	Lunchtime Supervisor
<b>Site Staff</b>	
Trevor Warner	Caretaker
Becky Allen	Cleaner
Tanya Walton	Cleaner

## Appendix 8

### Educational Jargon

<b>DBS</b>	Disclosure & Barring Service
<b>EAL</b>	English as an additional language
<b>EHC Plan</b>	Educational Health Care Plan - An education, health and care plan is a document that says what support a child or young person who has special educational needs should have.
<b>EYFS</b>	Early Years Foundation Stage. A framework of care and Education for children from birth to five years of age.
<b>FSM</b>	Free School Meals
<b>G &amp; T</b>	Gifted and Talented - Gifted are those with high ability in one or more academic subject and the talented are those with high ability in sport, music, visual or performing arts.
<b>HLTA</b>	Higher Level Teaching Assistant
<b>IDSR</b>	Inspection Data Summary Report
<b>IEP</b>	Individual Education Plan for SEN pupils
<b>INSET</b>	In-Service Education and Training - Training for staff which takes place during the school year.
<b>LA</b>	Local Authority
<b>LAC</b>	Looked After Children
<b>MFL</b>	Modern Foreign Language
<b>MTFP</b>	Medium Term Finance Plan
<b>NOR</b>	Number on Roll
<b>NQT</b>	Newly Qualified Teacher
<b>Ofsted</b>	Office for Standards in Education
<b>PAN</b>	Published Admission Number
<b>PPA</b>	Planning, Preparation and Assessment time to which teachers are entitled
<b>PSHE</b>	Personal Social Health and Economic education
<b>QTS</b>	Qualified Teacher Status
<b>RAISE</b>	Reporting and Analysis for Improvement through School Self-Evaluation
<b>RQT</b>	Recently Qualified Teacher
<b>SATs</b>	Standard Attainment Tests/Tasks - National Curriculum Tests and Tasks which take place at the end of Key Stage 1 and at the end of Key Stage 2.
<b>SCR</b>	Single Central Record - Schools must hold a single central record of all adults working with pupils. The records hold security and ID checks among other specific information.
<b>SDP</b>	School Development Plan
<b>SES</b>	Self-Evaluation Summary
<b>SEN</b>	Special Educational Needs
<b>SENCO</b>	Special Educational Needs Coordinator
<b>SFVS</b>	Schools Financial Value Statement
<b>SLT</b>	Senior Leadership Team
<b>SMSC</b>	Spiritual, Moral, Social and Cultural (development)
<b>TA</b>	Teaching Assistant
<b>TAC</b>	Team Around the Child

## Appendix 9

### Curriculum Monitoring Visit Guidance

#### *Barrowby Church of England Primary School*

#### **Governors' Curriculum Visits to the school**

##### **Before the visit:**

Governors are asked not to comment on the quality of teaching on a monitoring visit, as this is a professional matter, and is the role of the Headteacher. Therefore, teachers will not be required to provide Governors with lesson plans.

Governors are reminded of the need for confidentiality and will focus on the following aspects during their *Curriculum Monitoring Visit*:

##### ***What are the pupil's attitudes to learning?***

- Behaviour
- Responses through the lesson
- Work/learning behaviour e.g. pupils on task

##### ***What is the atmosphere in the classroom like?***

- Atmosphere
- responses made by the children to the governor/teacher/TA
- inclusiveness of all children in the lesson (including those with special needs, or English as an acquired language)

##### ***How is the Teaching Assistant being used?***

- Supporting/extending pupils

##### ***Were resources used effectively?***

- Resources being used, their condition and adequacy
- Whether the area of the curriculum needs more resources in the future

##### ***Outcomes***

##### **During the visit:**

- Relax and enjoy yourself and look at what is happening discreetly.
- Record your observations on the questionnaire provided.
- Get involved with pupils' activities when invited, but don't intervene.
- Show an interest/ask questions, but don't monopolise the teacher's time.
- Never comment on the teacher's conduct, or on individual pupils.
- Do not allow yourself to become an instrument for advancing particular issues.
- Do not express your own opinions if pressed on controversial issues.
- Always thank the teacher/Teaching Assistants when leaving the classroom.

##### **After the visit:**

- Discuss your observations with the Deputy Headteacher.



## Appendix 10

### Monitoring Visit-Reading



### Barrowby Church of England Primary School

Summary of Governor's Curriculum Visit				
<b>Governor's name:</b>	<b>Date:</b>	<b>Time:</b>	<b>Duration:</b>	
<b>Class visited:</b>	<b>Lesson Subject:</b> Reading			
<b>What are pupils' attitudes to learning?</b>			<b>YES</b>	<b>NA</b>
All children demonstrate Core Value of <b>RESPECT</b> at all times to adults and children alike				
Behaviour is good				
Children respond to instructions quickly				
Majority of class/group put hands up to contribute (when requested)				
Children talk with purpose to either teacher/TA/pupil(s)				
Children display good listening skills				
Any other comments:				
<b>What is the atmosphere in the classroom like?</b>			<b>YES</b>	<b>NA</b>
All children are encouraged to demonstrate Core Value of <b>INDEPENDENCE</b> as appropriate e.g. collecting resources, working without support, given responsibility				
Children enjoy their learning				
Children respond appropriately to stimulus				
Children are actively engaged				
Any other comments:				
<b>How is the Teaching Assistant Support being used?</b>			<b>YES</b>	<b>NA</b>
Out of class, leading elements of direct teaching to a small group				
In class, supporting individuals/groups of pupils during teacher input				
Guided group work e.g. supporting a small group either within or outside of the classroom				
1:1 support e.g. working with 1 child directly supporting learning				
Provide feedback to children either verbally or in written format on work				
Offering feedback to teacher about outcome e.g. Guided format, verbally at end of lesson (PLEASE ASK TA)				
Any other comments:				
<b>Were resources used effectively? (please answer for those in use today)</b>			<b>YES</b>	<b>NA</b>
All children are encouraged to demonstrate Core Value of <b>CREATIVITY</b> as appropriate i.e. personalised responses to task e.g. freedom to organise/communicate answers, use of different media				
Pupils interact with the Interactive Whiteboard/Screen				
Resources easily accessible for children				
Pupils have access to Reading resources				
Pupils use technology e.g. laptops or iPads or tablets or Cameras as appropriate				
Teachers/TA use iPad to support marking and feedback e.g. display work on the whiteboard				
Pupils (small group/class) use the outdoor environment				
Any other comments:				

Outcomes	YES	NA
Verbal e.g. Children's discussion-use of talk e.g. Talking Partners at some point in the lesson		
Reading e.g. Children required to read from IWB, displays around room, to peers, within books, prompts		
Written e.g. Children required to complete/add answers to worksheets		
Written e.g. Children required to organise responses in books		
Assessment e.g. as appropriate, (e.g. R/Y1) evidence recorded using ICT e.g. to record pupils learning in photographs, video, sound		
Attitude e.g. Children demonstrate confidence within their Spelling/Grammar & Punctuation learning		
Any other comments:		

## Appendix 11

### Monitoring Visit-Writing



### Barrowby Church of England Primary School

Summary of Governor's Curriculum Visit			
<b>Governor's name:</b>	<b>Date:</b>	<b>Time:</b>	<b>Duration:</b>
<b>Class visited:</b>	<b>Lesson Subject:</b> Writing		
<b>What are pupils' attitudes to learning?</b>		<b>YES</b>	<b>NA</b>
All children demonstrate Core Value of <b>RESPECT</b> at all times to adults and children alike			
Behaviour is good			
Children respond to instructions quickly			
Majority of class put hands up to contribute (when requested)			
Children talk with purpose to either teacher/TA/pupil(s)			
Children display good listening skills			
Any other comments:			
<b>What is the atmosphere in the classroom like?</b>		<b>YES</b>	<b>NA</b>
All children are encouraged to demonstrate Core Value of <b>INDEPENDENCE</b> as appropriate e.g. collecting resources, working without support, given responsibility			
Children enjoy their learning			
Children respond appropriately to stimulus			
Children are actively engaged			
Any other comments:			
<b>How is the Teaching Assistant Support being used?</b>		<b>YES</b>	<b>NA</b>
A Teaching Assistant was available in the lesson			
Teaching Assistant had been given instruction from the teacher e.g. verbal or had access to a lesson plan			
Out of class, leading elements of direct teaching to a small group			
In class, supporting individuals/groups of pupils during teacher input			
Guided group work e.g. supporting a small group either within or outside of the classroom			
Worked with more than one group of children throughout the lesson			
'Floated' from table to table offering advice and guidance for pupils			
1:1 support e.g. working with 1 child directly supporting learning			
Provide feedback to children either verbally or in written format on work			
Offering feedback to teacher about outcome e.g. Guided format, verbally at end of lesson (PLEASE ASK TA)			
Any other comments:			
<b>Were resources used effectively? (please answer for those in use today)</b>		<b>YES</b>	<b>NA</b>
All children are encouraged to demonstrate Core Value of <b>CREATIVITY</b> as appropriate i.e. personalised responses to task e.g. freedom to organise/communicate answers, use of different media, extended writing			
Pupils interact with the Interactive Whiteboard/Screen			
Resources easily accessible for children			
Pupils have access to Writing resources			
Pupils use technology e.g. laptops or iPads or tablets or Cameras as appropriate			
Teachers/TA use iPad to support marking and feedback e.g. display work on the whiteboard			
Pupils (small group/class) use the outdoor environment			
Any other comments:			

Outcomes	YES	NA
Verbal e.g. Children’s discussion-use of talk e.g. Talking Partners at some point in the lesson		
Reading e.g. Children required to read from IWB, displays around room, to peers, within books, prompts		
Written e.g. Children required to complete/add answers to worksheets		
Written e.g. Children required to organise responses in books and write at length		
Assessment e.g. as appropriate, (e.g. R/Y1) evidence recorded using ICT e.g. to record pupils learning in photographs, video, sound		
Attitude e.g. Children demonstrate confidence within their Spelling/Grammar & Punctuation learning		
Any other comments:		

## Appendix 12

### Monitoring Visit-Mathematics



### Barrowby Church of England Primary School

#### Summary of Governor's

#### Curriculum Visit

<b>Governor's name:</b>	<b>Date:</b>	<b>Time:</b>	<b>Duration:</b>
<b>Class visited:</b>	<b>Lesson Subject:</b> Mathematics		
<b>What are pupils' attitudes to learning?</b>			
All children demonstrate Core Value of <b>RESPECT</b> at all times to adults and children alike			
Behaviour is good			
Children respond to instructions quickly			
Majority of class put hands up to contribute (when requested)			
Children talk with purpose to either teacher/TA/pupil(s)			
Children display good listening skills			
Children are actively engaged			
Any other comments:			
<b>What is the atmosphere in the classroom like?</b>			
All children are encouraged to demonstrate Core Value of <b>INDEPENDENCE</b> as appropriate e.g. collecting resources, working without support, given responsibility			
Children enjoy their learning			
Children respond appropriately to stimulus and are beginning to demonstrate mathematical resilience e.g. persistence in solving problems or applying mathematical thinking in unfamiliar contexts			
Mathematics is purposeful e.g. real life problems or linked to other areas of the curriculum or in context			
Any other comments:			
<b>How is the Teaching Assistant Support being used?</b>			
Out of class, leading elements of direct teaching to a small group			
In class, supporting individuals/groups of pupils during teacher input			
Guided group work e.g. supporting a small group either within or outside of the classroom			
1:1 support e.g. working with 1 child directly supporting learning			
Provide feedback to children either verbally or in written format on work			
Offering feedback to teacher about outcome e.g. Guided format, verbally at end of lesson (PLEASE ASK TA)			
Any other comments:			
<b>Were resources used effectively? (please answer for those in use today)</b>			
All children are encouraged to demonstrate Core Value of <b>CREATIVITY</b> as appropriate i.e. personalised responses to task e.g. freedom to organise/communicate answers, use of different media or resources			
Pupils interact with the Interactive Whiteboard			
Resources easily accessible for children			
Pupils have access to mathematical equipment e.g. cubes, counting beads, number fans			
Pupils use technology e.g. laptops or iPads or tablets or Cameras as appropriate			
Teachers/TA use iPad to support marking and feedback e.g. display work on the whiteboard			
Pupils (small group/class) use the outdoor environment			
Any other comments:			

<b>Outcomes</b>	<b>YES</b>	<b>NA</b>
Verbal e.g. Children’s discussion-use of talk e.g. Talking Partners at some point in the lesson		
Reading e.g. Children required to read from IWB, displays around room, to peers, within books, prompts		
Written e.g. Children required to complete/add answers to worksheets		
Written e.g. Children required to organise responses in Mathematics books i.e. supporting logical reasoning		
Assessment e.g. as appropriate, (e.g. R/Y1) evidence recorded using ICT e.g. to record pupils learning in photographs, video, sound		
Attitude e.g. Children demonstrate confidence within their Mathematical learning		
Any other comments:		

## Appendix 13

### Monitoring Visit-Collective Worship



#### Barrowby Church of England Primary School

##### Summary of Governor's

##### Collective Worship Visit

<b>Governor's name:</b>	<b>Date:</b>	<b>Time:</b>	<b>Duration:</b>
<b>Adults Leading Assembly:</b>			
<b>What was the purpose of the Collective Worship/Assembly? (Choose 1)</b>			
Explored different aspects of beliefs/faith e.g. linked to bible, aspects of Religious education work			YES
Celebrate pupil achievement e.g. through sharing: examples of work, commendations			NA
Exploration of PSHCE (Personal, Social, Citizenship and Health Education) e.g. stories with morals			
Opportunity to praise through Choral Practice e.g. exploring the words/meanings behind hymns sung			
Special Assembly e.g. Visitor, Visiting Clergy/Adult, Class Assembly, Nativity, Performance			
Any other comments:			
<b>What are pupils' attitudes to Collective Worship/Assembly?</b>			
All children demonstrate Core Value of <b>RESPECT</b> at all times to adults and children alike e.g. enter/exit hall quietly and sensibly, participate in quiet reflection (prayer)			YES
Behaviour is good			NA
Children display good listening skills			
Children contribute (when requested) in assembly e.g. put up hands, sing etc			
Any other comments:			
<b>What features of Collective Worship/Assembly were evident?</b>			
Appropriate atmosphere established e.g. music playing as pupil enter/exit hall, quiet moments			YES
Children were given opportunities for quiet reflection e.g. candles were lit to signify the holy trinity, moments provided in assembly for quiet			NA
Children celebrate through song linked to theme of assembly e.g. either groups or whole school			
Children participate in or lead prayer			
Children actively engaged e.g. offering suggestions, requested to interact			
Any other comments:			
<b>Outcomes</b>			
Verbal e.g. Children's discussion-response to questions asked			YES
Reading e.g. Children required to read from hall screen, prayer, extracts of work			NA
Attitude e.g. Children actively engaged in the act of collective worship e.g. listening, singing, contributing			
Any other comments:			

## Appendix 14

### Monitoring Visit-Start of the Day-Personal Development



*Barrowby Church of England Primary School*

#### Summary of Governor's

#### Start of the Day-Personal Development, Behaviour & Welfare Visit

<b>Governor's name:</b>	<b>Date:</b>	<b>Time:</b>	<b>Duration:</b>
<b>Adult Supervision</b> (Please indicate the amount of staff in each position)			
<b>Small Playground:</b>	<b>Playground:</b>	<b>Adventure Playground:</b>	<b>First Aid:</b>
<b>What are pupils' attitudes on entering school, at the start of the day?</b>			
Children are happy			YES
Children demonstrate Core Value of <b>RESPECT</b> at all times to adults and children alike e.g. walk sensibly into school, polite when spoken to, listen to adults when needed			NA
Children demonstrate Core Value of <b>CREATIVITY</b> e.g. imaginative play, role play games, practising singing or dancing			
Children demonstrate Core Value of <b>INDEPENDENCE</b> e.g. organise own games, collect equipment and return after play			
Children display good communicating skills e.g. talk & listen to each other			
Children collaborate together e.g. take turns, skipping, playing imaginative games, discussing topics, reading			
Any other comments:			
<b>What features of play/break were evident?</b>			
Appropriate atmosphere established e.g. children playing, minimal disruptive behaviour(s)			YES
Children were given opportunities to use outdoor equipment e.g. skipping ropes, Connect 4			NA
Children were using the playground markings provided e.g. hopscotch, snakes and ladders, theatre, lines			
Children using the seating areas provided e.g. to talk with friends, socialise, play games			
Children respond to instructions in a timely manner e.g. 1 <sup>st</sup> whistle stand still (or climb down from adventure playground), 2 <sup>nd</sup> whistle walk to the line			
Children wait quietly in their lines and demonstrate Core Value of <b>RESPECT</b> at all times to adults and children alike e.g. walk sensibly into school			
Any other comments:			
<b>Outcomes</b>			
Behaviour is good			YES
Attitude e.g. Children using time to socialise, relax			NA
Pastoral e.g. Adults supported pupil incidences as needed e.g. First Aid, pastoral support to resolve conflict			
Evidence of Pupil Leadership e.g. children supporting each other, children leading games			
Any other comments:			



## Appendix 15

### Monitoring Visit-Playtime-Behaviour & Attitudes



Barrowby Church of England Primary School

#### Summary of Governor's

#### Personal Development, Behaviour & Welfare Visit

<b>Governor's name:</b>	<b>Date:</b>	<b>Time:</b>	<b>Duration:</b>
<b>Adult Supervision</b> (Please indicate the amount of staff in each position)			
<b>Small Playground:</b>	<b>Playground:</b>	<b>Adventure Playground:</b>	<b>First Aid:</b>
<b>What are pupils' attitudes during play/break?</b>			
Children are happy			YES
Children demonstrate Core Value of <b>CREATIVITY</b> e.g. imaginative play, role play games, practising singing or dancing			NA
Children demonstrate Core Value of <b>RESPECT</b> at all times to adults and children alike e.g. hold doors open, walk sensibly into and around school, polite when spoken to, listen to adults when needed			
Children demonstrate Core Value of <b>INDEPENDENCE</b> e.g. organise own games, collect equipment and return after play			
Children display good communicating skills e.g. talk & listen to each other			
Children collaborate together e.g. take turns, skipping, playing imaginative games, discussing topics, reading			
Any other comments:			
<b>What features of play/break were evident?</b>			
Appropriate atmosphere established e.g. children playing, minimal disruptive behaviour(s)			YES
Children were given opportunities to use outdoor equipment e.g. skipping ropes, Connect 4			NA
Children were using the playground markings provided e.g. hopscotch, snakes and ladders, theatre, lines			
Children using the seating areas provided e.g. to talk with friends, socialise, play games			
Children were using the Adventure Playground			
Children respond to instructions in a timely manner e.g. 1 <sup>st</sup> whistle stand still (or climb down from adventure playground), 2 <sup>nd</sup> whistle walk to the line			
Any other comments:			
<b>Outcomes</b>			
Behaviour is good			YES
Attitude e.g. Children using time to socialise, relax			NA
Pastoral e.g. Adults supported pupil incidences as needed e.g. First Aid, pastoral support to resolve conflict			
Evidence of Pupil Leadership e.g. children supporting each other, children leading games			
Any other comments:			

## Appendix 16

### Monitoring Visit-Lunchtime-Behaviour & Attitudes



#### Barrowby Church of England Primary School

##### Summary of Governor's

##### Lunchtime-Personal Development, Behaviour & Welfare Visit

<b>Governor's name:</b>	<b>Date:</b>	<b>Time:</b>	<b>Duration:</b>
<b>Adult Supervision</b> (Please indicate the amount of staff in each position)			
<b>Small Playground:</b>	<b>Playground:</b>	<b>Adventure Playground:</b>	<b>First Aid:</b>
<b>What are pupils' attitudes during Lunchtime?</b>			
Children are happy			
Children demonstrate Core Value of <b>CREATIVITY</b> e.g. imaginative play, role play games, practising singing or dancing			
Children demonstrate Core Value of <b>RESPECT</b> at all times to adults and children alike e.g. hold doors open, walk sensibly into and around school, polite when spoken to, listen to adults when needed			
Children demonstrate Core Value of <b>INDEPENDENCE</b> e.g. organise own games, collect equipment and return after play			
Children display good communicating skills e.g. talk & listen to each other			
Children collaborate together e.g. take turns, skipping, playing imaginative games, discussing topics, reading			
Any other comments:			
<b>What features of play/break were evident?</b>			
Appropriate atmosphere established e.g. children playing, minimal disruptive behaviour(s)			
Children were given opportunities to use outdoor equipment e.g. bikes & trikes, scooters, Connect 4			
Children were using the playground markings provided e.g. hopscotch, snakes and ladders, theatre, lines			
Children using the seating areas provided e.g. to talk with friends, socialise, play games			
Children were using the Adventure Playground			
Children respond to instructions in a timely manner e.g. 1 <sup>st</sup> whistle stand still (or climb down from adventure playground), 2 <sup>nd</sup> whistle walk to the line			
Any other comments:			
<b>Dining Experience</b>			
Lunchtime staff prepared the 'Dining Experience' for pupils e.g. ensuring food is at the right temperature; hall is set out and ready; water on tables; deploy Lunchtime Buddies to assist younger children			
Children move to/from and around the lunchtime dining hall sensibly thus demonstrating Core Value of <b>RESPECT</b>			
Children are able to collect equipment/carry food on trays to tables, thus demonstrating Core Value of <b>INDEPENDENCE</b>			
Children are settled, enjoying their lunch i.e. some discussion with children at their tables; raising hand for assistance			
Any other comments:			
<b>Outcomes</b>			
Behaviour is good			
Attitude e.g. Children using time to socialise, relax			
Pastoral e.g. Adults supported pupil incidences as needed e.g. First Aid, pastoral support to resolve conflict			
Evidence of Pupil Leadership e.g. children supporting each other, children leading games			
Any other comments:			

# Appendix 17

## Monitoring Visit-Statutory Assessment Visit



Barrowby Church of England Primary School

### Summary of Governor's

### Statutory Assessment Visit

<b>Governor's name:</b>		<b>Date:</b>	<b>Time:</b>	<b>Duration:</b>	
<b>EYFS Baseline:</b>	<b>Phonics Screener:</b>	<b>Key Stage 1 SATs:</b>	<b>Key Stage 2 SATs:</b>		
<b>Adults with access to the test material:</b>					
<b>Security</b>				<b>YES</b>	<b>NA</b>
Are the test materials kept in a locked cupboard?					
Is there a log, recording who opens the locked cupboard?					
Have the consignment notes been signed by 2 responsible school adults?					
Are unused test materials sealed in packaging?					
Are used test papers sealed?					
Do 2 adults collect the test papers and take them to the test rooms?					
Are the tests opened in front of the children?					
Any other comments:					
<b>Administration of test</b>				<b>YES</b>	<b>NA</b>
Is there a test timetable?					
Have all adults read the Test Administrators Guidance (TAG) prior to the scheduled test?					
Do all adults administering a test attend daily briefing meetings?					
Do supporting adults understand their specific roles, when supporting the children?					
Is there sufficient adults in the test rooms?					
Are the tests administered in accordance with ARA?					
Are any transcription etc carried out in accordance with ARA?					
Is the support provided to pupils in accordance with normal classroom practice?					
Any other comments:					
<b>Packaging and collection of Test Scripts</b>				<b>YES</b>	<b>NA</b>
Do 2 adults collect the test papers; remove them from class and oversee the packaging?					
Is the Attendance Register marked?					
Do all test papers remain confidential e.g. adults do not check through complete test papers?					
Are the test papers packaged and sealed, ready for delivery?					
Do 2 adults lock the papers in the cupboard and sign the log?					
Does the Administrator ask the Parcel Force representative to sign for collection?					
Any other comments:					

<b>Outcomes</b>	<b>YES</b>	<b>NA</b>
The security of all test materials is in accordance with current guidance?		
The test is administered in accordance with the ARA?		
All test materials remain confidential, are packaged and collected in accordance with current guidance?		
Any other comments:		