

**Drake Primary and Morice Town Primary Academies Management Plan 2021-22**

|  |  |
| --- | --- |
| **September 21** | **November 22** |
| *Procedural*Welcome, consider apologies and confirmation of quorumDeclarations of interest Annual Review of membershipComplete annual pecuniary interest forms, Code of Conduct and complete skills audit bi-annually Minutes of the last meetingMatters arising of the last meeting Chair’s and Head’s urgent business*Academy Improvement, overview and scrutiny* Questions on Headteacher’s reportReceive report on summer testing results and trendsPresentation on pupil tracking systemConsider progress on Strategic Improvement Plan Update from Headteacher on people and finance at start of academic yearSafeguarding update Health & Safety update GDPR updateBarriers to progressReach South Board Update*Local Governance monitoring and development* Clerk’s Update – membership, local and national strategies inc. confirmation that the website and GIAS is up to dateGovernor training LGB Action Plan*Policy Review*Adopt the Trust H&S policy*Closing*Impact – what difference have we made by our meeting today?Reminder of reports due for next meeting | *Procedural*Welcome, consider apologies and confirmation of quorumDeclaration of interests Minutes of last meetingMatters arising of the last meeting Chair’s and Head’s urgent business*Academy Improvement, overview and scrutiny*Questions on School Improvement Adviser reportReview report on the quality of teachingReview progress on Strategic Improvement Plan ASP/Data dashboard reviewReport on planned use of pupil premium, catch-up premium and sports premiumReport on staff appraisalNote the annual budget and review the closing budget from the previous yearReview variations in budget spend and re-forecasts Admissions updateSafeguarding update Health & Safety update GDPR updateBarriers to progressReach South Board Update*Local Governance monitoring and development***Report from Governors Maths****English****Early Years****Safeguarding/CP/LAC** **SEND****Pupil premium** Other Governor visits Governor training*Closing*Impact – what difference have we made by our meeting today? |

|  |  |
| --- | --- |
| **January 22** | **March 22** |
| *Procedural*Welcome, consider apologies and confirmation of quorumDeclaration of interests Minutes of the last meetingMatters arising of the last meeting Chair’s and Head’s urgent business*Academy Improvement, overview and scrutiny* Questions on Headteacher’s reportMonitor the success of the phonics programme Review progress on Strategic Improvement Plan Review Parent View and plan parent surveys Review variations in budget spend and re-forecasts Review the academy emergency planReview the risk registerPlan survey of staff/pupils (as required) Admissions updateReview of academy website Safeguarding update Health & Safety update GDPR updateBarriers to progressReach South Board update*Local Governance monitoring and development*Governor visitsClerk’s Update – membership, local and national strategies inc. confirmation website and GIAS is up to dateGovernor training LGB Action Plan*Policy Review*Review and maintain Behaviour policy Review and maintain the SEN policy Review SEND Information Report*Closing*Impact – what difference have we made by our meeting today?Reminder of reports due for next meeting | *Procedural*Welcome, consider apologies and confirmation of quorumDeclaration of interests Minutes of last meetingMatters arising of the last meeting Chair’s and Head’s urgent business*Academy Improvement, overview and scrutiny*Questions on School Improvement Adviser reportPerformance Management update Review parent survey results Report on impact of pupil premiumReport on quality of teaching and pupil progress Report on predicted outcomes for cohorts and years Review variations in budget spend and re-forecasts Safeguarding updateHealth & Safety update GDPR updateBarriers to progressReach South Board update*Local Governance monitoring and development***Report from governors Maths****English****Early Years** **Safeguarding/CP/LAC SEND****Pupil premium** Other Governor visits Governor training LGB Action Plan*Policy Review*Review and maintain Complaints policy*Closing*Impact – what difference have we made by our meeting today? |

|  |  |
| --- | --- |
| **May 22** | **July 22** |
| *Procedural*Welcome, consider apologies and confirmation of quorumDeclaration of interests Minutes of the last meetingMatters arising of the last meeting Chair’s and Head’s urgent business*Academy Improvement, overview and scrutiny* Questions on Headteacher’s reportReview progress on Strategic Improvement Plan Review variations in budget spend and re-forecasts Review staffing structure for following yearReview of staff CPD/shared expertise Safeguarding updateHealth & Safety update GDPR updateBarriers to progressReach South Board update*Local Governance monitoring and development* Clerk’s Update – membership, local and national strategies inc. confirmation that the website and GIAS is up to dateGovernor training LGB Action Plan*Closing*Impact – what difference have we made by our meeting today?Reminder of reports due for next meeting | *Procedural*Welcome, consider apologies and confirmation of quorumDeclaration of interests Minutes of last meetingMatters arising of the last meeting Chair’s and Head’s urgent business*Academy Improvement, overview and scrutiny*Questions on School Improvement Adviser reportReview progress on Strategic Improvement Plan and adopt a new plan for the coming yearAcademy self-evaluation report Safeguarding updateHealth & Safety update GDPR updateBarriers to progressReview variations in budget spend and re-forecasts Reach South Board update*Local Governance monitoring and development***Report from governors Maths****English****Early Years****Safeguarding/CP/LAC SEND****Pupil premium** Other Governor visits Governor trainingElection of chair and vice chair *(Every second year)*Appoint Governors with specific responsibilities for the year aheadSet up a hearings Committee (staffing, exclusions and complaints)Appoint Performance Management Governors and secure training*Closing*Impact – what difference have we made by our meeting today? |