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

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| **September 21** | **November 22** |
| *Procedural*  Welcome, consider apologies and confirmation of quorum  Declarations of interest Annual Review of membership  Complete annual pecuniary interest forms, Code of Conduct and complete skills audit bi-annually Minutes of the last meeting  Matters arising of the last meeting Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Questions on Headteacher’s report  Receive report on summer testing results and trends  Presentation on pupil tracking system  Consider progress on Strategic Improvement Plan Update from Headteacher on people and finance at start of academic year  Safeguarding update Health & Safety update GDPR update  Barriers to progress  Reach 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 date  Governor 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 quorum  Declaration of interests Minutes of last meeting  Matters arising of the last meeting Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Questions on School Improvement Adviser report  Review report on the quality of teaching  Review progress on Strategic Improvement Plan ASP/Data dashboard review  Report on planned use of pupil premium, catch-up premium and sports premium  Report on staff appraisal  Note the annual budget and review the closing budget from the previous year  Review variations in budget spend and re-forecasts Admissions update  Safeguarding update Health & Safety update GDPR update  Barriers to progress  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 training  *Closing*  Impact – what difference have we made by our meeting today? |

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| **January 22** | **March 22** |
| *Procedural*  Welcome, consider apologies and confirmation of quorum  Declaration of interests Minutes of the last meeting  Matters arising of the last meeting Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Questions on Headteacher’s report  Monitor 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 plan  Review the risk register  Plan survey of staff/pupils (as required) Admissions update  Review of academy website Safeguarding update Health & Safety update GDPR update  Barriers to progress  Reach South Board update  *Local Governance monitoring and development*  Governor visits  Clerk’s Update – membership, local and national strategies inc. confirmation website and GIAS is up to date  Governor 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 quorum  Declaration of interests Minutes of last meeting  Matters arising of the last meeting Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Questions on School Improvement Adviser report  Performance Management update Review parent survey results Report on impact of pupil premium  Report on quality of teaching and pupil progress  Report on predicted outcomes for cohorts and years Review variations in budget spend and re-forecasts Safeguarding update  Health & Safety update GDPR update  Barriers to progress  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 training LGB Action Plan  *Policy Review*  Review and maintain Complaints policy  *Closing*  Impact – what difference have we made by our meeting today? |

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| **May 22** | **July 22** |
| *Procedural*  Welcome, consider apologies and confirmation of quorum  Declaration of interests Minutes of the last meeting  Matters arising of the last meeting Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Questions on Headteacher’s report  Review progress on Strategic Improvement Plan Review variations in budget spend and re-forecasts Review staffing structure for following year  Review of staff CPD/shared expertise Safeguarding update  Health & Safety update GDPR update  Barriers to progress  Reach 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 date  Governor 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 quorum  Declaration of interests Minutes of last meeting  Matters arising of the last meeting Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Questions on School Improvement Adviser report  Review progress on Strategic Improvement Plan and adopt a new plan for the coming year  Academy self-evaluation report Safeguarding update  Health & Safety update GDPR update  Barriers to progress  Review 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 training  Election of chair and vice chair *(Every second year)*  Appoint Governors with specific responsibilities for the year ahead  Set 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? |