

# Scholar Green Primary School

## SCHOOL VISION/VALUES/MISSION STATEMENT



The Governing Board provides strategic leadership and accountability in schools. It has three key functions:

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

Governors must be prepared to adopt the Nolan principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

### SEPTEMBER: Strategy Governing Board Meeting (18/09/2024)

Part One	GB Role	
Elect Chair/Vice-Chair (if not already taken place in summer term)		
Review membership and appoint staffing and HTPM committees, individual governor responsibilities and confirm leadership partner.	Chair: Andrew Harrington Vice-Chair: Pat Morgan	Chair of Staffing (PAY): Andrew Harrington Chair HTPM Panel: Andrew Harrington
Review terms of reference for committees	Health and Safety: Pat Morgan	Literacy: Jasmine Turner
Review governor delegated authority planner	Safeguarding: Pat Morgan	Mathematics: Kelly Harrington
Review governing board performance - complete and publish governors' annual statement	SEND: Anne Lock	Science: Kelly Harrington
Annual skills audit and governor training priorities	Pupil Premium: Andy Harrington	SFVS: Sharon Cope
Review and arrange governor visits to the school for the academic year	Website (compliance): Debra Foxley-Smith	Meeting with FMSO: Pat Morgan
Review the SSDP from 23-24 - Achievements and Celebrations	Governor Training: Whole Board	
Self-Evaluation and SSDP 23-24 inc. draft priorities for 24-25	Governors: Andrew Harrington	Associate Governors:
Spiritual, Moral, Social and Cultural (SMSC) development	Governors: Andrew Harrington	
Governors to note meetings dates	All	All

RESPONSIBILITIES					
GB Role	Member of GB	Actions	Deadlines	Date Completed	RAG
<b>Chair Vice-Chair</b>	Andrew Harrington Pat Morgan	<ul style="list-style-type: none"> <li>To meet with the headteacher, Lyndsey Colman to determine the FGB agendas and liaise with the Clerk, as necessary.</li> </ul>	FGB agendas out 14 days prior with meeting documents going out 7 days before meetings		
<b>Chair of Staffing (PAY)</b>	Andrew Harrington	<ul style="list-style-type: none"> <li>To liaise with the headteacher, Lyndsey Colman <a href="mailto:head@scholargreen.cheshire.sch.uk">head@scholargreen.cheshire.sch.uk</a> and to determine agenda and to meet annually to review all teaching appraisal documentation for teacher's eligible for pay progression.</li> <li>To convene as and when to undertake a recruitment process.</li> <li>Review all (staffing) policies as set out below.</li> </ul>	<p>The annual meeting must be held before the <b>31<sup>st</sup> October</b>.</p> <p>Meeting Set: <b>DATE</b></p> <p>HT to present summary of outcomes at <b>FGB 1</b></p>		
<b>Chair HTPM (Headteacher Performance Management) Panel</b>	Andrew Harrington	<ul style="list-style-type: none"> <li>To liaise with the headteacher, Lyndsey Colman <a href="mailto:head@scholargreen.cheshire.sch.uk">head@scholargreen.cheshire.sch.uk</a> and the school improvement partner, Mike Dixon (ECM) along with the HTPM panel in arranging termly meetings.</li> <li>Setting and reviewing HTPM Objectives and recommending pay progression should HT be eligible.</li> </ul>	<p>Autumn meeting must be held before the <b>31<sup>st</sup> December</b>. Spring and summer term monitoring meetings</p> <p>Meeting Set: <b>DATE</b></p> <p>Cog to present a summary of outcomes at <b>FGB 2</b></p>		
<b>Emotional Wellbeing</b>	Anne Lock	<ul style="list-style-type: none"> <li>To liaise with the Mental Health and Wellbeing Lead, Jayne Ashworth <a href="mailto:jashworth@scholargreen.cheshire.sch.uk">jashworth@scholargreen.cheshire.sch.uk</a></li> <li>Report on above to the FGB.</li> </ul>	<p>Meeting Set: <b>DATE</b></p> <p>Governor to present at <b>FGB 1</b></p>		
<b>Governor Training:</b>	Andrew Harrington	<ul style="list-style-type: none"> <li>To meet with the headteacher, Lyndsey Colman <a href="mailto:head@scholargreen.cheshire.sch.uk">head@scholargreen.cheshire.sch.uk</a> and the CoG Andy Harrington <a href="mailto:aharrington@scholargreen.cheshire.sch.uk">aharrington@scholargreen.cheshire.sch.uk</a> at min annually to discuss governor training requirements and opportunities</li> <li>To compile the governor skills adult to support succession planning</li> </ul>	<p>To meet following the Strategy meeting in September and again in the summer term</p> <p>Meeting Set: <b>DATE</b></p>		
<b>Health and Safety</b>	Pat Morgan & Sophie Dodgson	<ul style="list-style-type: none"> <li>To liaise with the headteacher, Lyndsey Colman <a href="mailto:head@scholargreen.cheshire.sch.uk">head@scholargreen.cheshire.sch.uk</a> and to meet at least annually with the headteacher/site manager to tour the school site, noting progress in any capital works, minor works, and defects.</li> <li>Annually update the 5-year maintenance plan</li> <li>Review the annual (external) LA health and safety report.</li> <li>Report on above to the FGB.</li> </ul>	<p>Annual meeting (Spring term) before <b>31<sup>st</sup> March</b>.</p> <p>Annual LA Health and Safety Visit <i>Awaiting dates for LA...</i></p> <p>Meeting Set: <i>Awaiting dates as above.</i></p> <p>H&amp;S Governor to present a summary of outcomes at <b>FGB 4</b></p>		














RESPONSIBILITIES (continued)					
GB Role	Member of GB	Actions	Deadlines	Date Completed	RAG
Attendance	Steph Buck	<ul style="list-style-type: none"> <li>To meet with head <a href="mailto:head@scholargreen.cheshire.sch.uk">head@scholargreen.cheshire.sch.uk</a> to review attendance action plan and attainment.</li> </ul>	Governor to present at FGB 1 23/10/2024		
Safeguarding	Pat Morgan	<ul style="list-style-type: none"> <li>Create Safeguarding Governor Audit*/ Attend training/ Induction to the role. To liaise with the headteacher, Lyndsey Colman <a href="mailto:head@scholargreen.cheshire.sch.uk">head@scholargreen.cheshire.sch.uk</a> to ensure all staff have signed the annual safeguarding audit.</li> <li>Confirm annual policy update and training.</li> <li>Ensure the school undertakes a 3-year (externally led, mandatory basic awareness) course for all staff.</li> </ul>	<p>To ensure the school submits the annual 175 Safeguarding before 31<sup>st</sup> July</p> <p>Meeting Set: DATE</p> <p>Safeguarding Governor to present a summary of outcomes at FGB 2</p> <p>NB. New Safeguarding Governor to attend LA training.</p> <p>All Staff Basic Awareness last completed DATE</p>		
SEND (Special Educational Needs and Disabilities)	Anne Locke	<ul style="list-style-type: none"> <li>To meet SENCO, Caroline Yarwood <a href="mailto:deputy@scholargreen.cheshire.sch.uk">deputy@scholargreen.cheshire.sch.uk</a> to review SEND action plan, policy and the annual (statutory) SEND statement.</li> <li>Create a written review/record of the visit to present to the GB</li> </ul>	<p>The annual meeting must be held before the 31<sup>st</sup> December</p> <p>Meeting Set: TBC</p> <p>SEND Governor to present at FGB 2 (Published (website) by 1<sup>st</sup> Jan)</p>		
Website (compliance)	Debra Foxley-Smith	<ul style="list-style-type: none"> <li>Induction to the role. Create a list of actions.</li> <li>School Spider Audit can be completed remotely.</li> </ul>	Governor to present at FGB 3		

RESPONSIBILITIES (continued)					
GB Role	Member of GB	Actions	Deadlines	Date Completed	RAG
<b>Literacy</b>	Jasmine Turner	To meet subject leader, Hayley Hancock <a href="mailto:hancock@scholargreen.cheshire.sch.uk">hancock@scholargreen.cheshire.sch.uk</a> to review subject action plan, observe teaching and create a written review of the visit	Meeting Set: <b>DATE</b> Governor to present at <b>FGB 2</b>		
<b>Mathematics</b>	Kelly Harrington	To meet subject leader, Alice Kapp <a href="mailto:akapp@scholargreen.cheshire.sch.uk">akapp@scholargreen.cheshire.sch.uk</a> to review subject action plan, observe teaching and create a written review of the visit	Meeting Set: <b>DATE</b> Governor to present at <b>FGB 2</b>	HHANCOCK	
<b>Science</b>	Kelly Harrington	To meet subject leader, Alice Kapp <a href="mailto:akapp@scholargreen.cheshire.sch.uk">akapp@scholargreen.cheshire.sch.uk</a> to review subject action plan, observe teaching and create a written review of the visit	Meeting Set: <b>DATE</b> Governor to present at <b>FGB 3</b>	BDURHAM	
<b>Other Subjects:</b>		To meet subject leader, to review subject action plan, observe teaching and create a written review of the visit.	Meeting Set: <b>DATE</b> Governor to present at <b>FGB 3</b>		
➤ <b>History &amp; Geography</b>	Pat Morgan	Hayley Hancock <a href="mailto:hancock@scholargreen.cheshire.sch.uk">hancock@scholargreen.cheshire.sch.uk</a>			
➤ <b>Art</b>	Jasmine Turner	Chloe Rigby <a href="mailto:crigby@scholargreen.cheshire.sch.uk">crigby@scholargreen.cheshire.sch.uk</a>			
➤ <b>Design Tech</b>	Jasmine Turner	Lauren Worthington <a href="mailto:lworthington@scholargreen.cheshire.sch.uk">lworthington@scholargreen.cheshire.sch.uk</a>			
➤ <b>PE</b>	Andrew Harrington	Laura Kirk <a href="mailto:lkirk@scholargreen.cheshire.sch.uk">lkirk@scholargreen.cheshire.sch.uk</a>			
➤ <b>RE</b>	Andrew Harrington	Emily Vaughan <a href="mailto:evaughan@scholargreen.cheshire.sch.uk">evaughan@scholargreen.cheshire.sch.uk</a>			
➤ <b>ICT</b>	Andrew Harrington	Emily Vaughan <a href="mailto:evaughan@scholargreen.cheshire.sch.uk">evaughan@scholargreen.cheshire.sch.uk</a>			
<b>SFVS (School Financial Value Standard)</b>	Andrew Harrington	To meet with the school business manager, Sharon Cope, <a href="mailto:admin@scholargreen.cheshire.sch.uk">admin@scholargreen.cheshire.sch.uk</a> to review the SFVS document and the evidence required to meet the criteria.	Annual process over the autumn and spring terms.  FGB 3  SFVS approval		
<b>FMSO:</b>	Pat Morgan	To attend the termly FMSO visits. Autumn term: <b>DATE</b> Spring term: <b>DATE</b> Summer term: <b>DATE</b>	SBM to attend FGB 2, 4 and 6		
<b>EYFS (Early Years Foundation Stage)</b>	Steph Buck	To meet subject leader, Caroline Yarwood <a href="mailto:deputy@scholargreen.cheshire.sch.uk">deputy@scholargreen.cheshire.sch.uk</a> to review subject action plan, observe teaching and create a written review of the visit	Meeting Set: <b>DATE</b> Governor to present at <b>FGB 3</b>		

## Statutory Policies and Procedures










Policy	Last Review	Next Review	RAG
<b>FGB3 – SPRING TERM 2025 – CURRICULUM FOCUS</b>			
Governors' code of conduct	28/02/2023	27/02/2025	
RSE Policy	30/03/2024	30/03/2025	
Charging and Remissions Policy	30/03/2024	30/03/2025	
<b>FGB1 – AUTUMN TERM 2025 – CURRICULUM FOCUS</b>			
Behaviour and Discipline Policy	30/10/2022	29/10/2025	
Data Protection Policy	30/10/2023	29/10/2025	
Health and Safety Policy	16/10/2024	29/10/2025	
SEND Policy	16/10/2024	29/10/2025	
Teacher Appraisal	16/10/2024	29/10/2025	
Teacher Pay Policy	16/10/2024	29/10/2025	
<b>FGB4 – SPRING TERM 2026 – RESOURCES FOCUS</b>			
Admission Policy	30/03/2023	29/03/2026	
Equality Objectives Statement	30/03/2024	30/03/2026	
PSED Statement (Website)	30/03/2024	30/03/2026	
<b>FGB1 – AUTUMN TERM 2026 – CURRICULUM FOCUS</b>			
Attendance Policy	30/10/2023	29/10/2026	
Model Child Protection and Safeguarding Policy	16/10/2024	29/10/2026	
Model Whistleblowing Policy	30/10/2023	29/10/2026	
Social Networking Policy	30/10/2023	29/10/2026	
<b>FGB1 – AUTUMN TERM 2026 – CURRICULUM FOCUS</b>			
Accessibility Plan	26/06/2024	26/06/2027	
Assessment (inc. marking) Policy	16/10/2024	29/10/2027	
Capability Policy	16/10/2024	29/10/2027	
Complaints Policy	16/10/2024	29/10/2027	

FGB 1: 23<sup>rd</sup> OCTOBER 2024 – AUTUMN TERM – CURRICULUM FOCUS

Part One	Part Two
 Complete governors code of conduct and pecuniary interest form.	 Confirm staffing structure
 Approve the SSDP for 24-25.	 Summary of Teacher Appraisal outcomes
 Review of statutory data sets (ASP and IDSR) for EYFS, Year 1 phonics, Year 2, and Year 6.	 Safeguarding: Policy/Training and Statistics
 Publish performance data on the website. (Prov. Published by 1 <sup>st</sup> October Final 1 <sup>st</sup> December)	
 Director's Report	
 Predictions for current academic year/ Target setting	
 Report on SES Overall Effectiveness Update	
 Planned residential visits for the year. (Agree to visits and give delegated authority to the Head Teacher / EVC to review risk assessments before each visit)	
 Assets update	
 Attendance Overview	











Tasks	
Governor profile review/update for the website	

FGB 2: 11<sup>th</sup> DECEMBER 2024 – AUTUMN TERM – RESOURCES FOCUS

Part One	Part Two
 SSDP Update	 Autumn Budget Review (Business Manager to attend)
 External Partner/ SIP report	 Schools Fund Audit
 Subject Leader Curriculum Review Action Plans (Review of foundation subjects)  Governors to report back to GB on visits undertaken	
 Sports funding report (Published by 1 <sup>st</sup> Jan)	
 SEND annual statement (Published by 1 <sup>st</sup> Jan)	
 Pupil Premium (Published by 1 <sup>st</sup> Jan)	

Tasks	
Manual of internal procedures update	










FGB 3: 5<sup>th</sup> FEBRUARY 2025 – SPRING TERM – CURRICULUM FOCUS

Part One	Part Two
 SSDP Update	 Safeguarding Statistics
 Website 'compliance'	
 Director's Report	
 Subject Leader Curriculum Review Action Plans (Review of core subjects) Governors to report back to GB on visits undertaken	
 Report on SES: Behaviour and Attitudes	
 Report on parent and pupil voice survey	
 SFVS approval (for 31 March submission)	
 Review DFE Benchmarking results -	
 Assets update:	

Tasks	











FGB 4: 26<sup>th</sup> MARCH 2025 – SPRING TERM – RESOURCES FOCUS

Part One	Part Two
 SSDP Update	 Safeguarding Statistics
 External Partner/ SIP report	 Autumn Budget Review (Business Manager to attend)
 Report on SES: Personal Development	 Approve Draft 2025-2026 budget inc. review of the staffing structure
 Annual (LA) Health and Safety report	 HTPM, Spring Review
 CHESS – delegate authority to HT, Chair and SBM to buy back (31 May submission date)	














Tasks	

FGB 5: 21<sup>st</sup> MAY 2025 – SUMMER TERM – CURRICULUM FOCUS

Part One	Part Two
 SSDP Update	 Approval of final budget (Maintained schools - 30 June submission date)
 Extended Services Report (Pre-school/After-School Club)	 Safeguarding Statistics
 Report on SES: Leadership and Management	 Safeguarding Governor to complete an annual audit
 Director's Report	
 Assets update:	







Tasks	

FGB 6: 25<sup>th</sup> JUNE 2025 – SUMMER TERM – RESOURCES FOCUS

Part One	Part Two
 SSDP Update	 Autumn Budget Review (Business Manager to attend)
 External Partner / SIP Report	 Approve Draft 2022-2023 budget inc. review of the staffing structure
 Curriculum Information evening (All teachers to attend)	 Approval of auditor for school fund
 Report on SES: All Sections	 Report on staff survey
 Set provisional meetings for next academic year	 Final staffing review for next academic year
 Appointment of clerk for next academic year	 Safeguarding Statistics
 Governor succession planning	

Tasks	

Staffing (PAY) Committee *(To meet once annually and then as needed to lead on appointments).*

AUTUMN TERM	SPRING TERM	SUMMER TERM
PART TWO	PART TWO	PART TWO
 Approve Teachers' Pay Policy		
 Teacher Appraisal and Pay Recommendation (Teacher Appraisal complete by 31 <sup>st</sup> October)		
 Teacher Staff Pay Policy		
 Appraisal Policy		
 Capability Policy		
 Staff Leave of Absence Policy		

HTPM Panel *(To meet once annually in the autumn term with the External Partner and Headteacher to review targets and set new objectives)*

AUTUMN TERM	SPRING TERM	SUMMER TERM
PART TWO	PART TWO	PART TWO
Review targets and set new objectives. (Headteacher Appraisal complete by 31 <sup>st</sup> December)	Monitoring meeting	Monitoring meeting

Pupil Discipline/Appeals/Dismissal Panel *(To meet when required)*

AUTUMN TERM	SPRING TERM	SUMMER TERM
PART TWO	PART TWO	PART TWO