

# 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

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: Pat Morgan Vice-Chair: Andrew Harrington	Chair of Staffing (PAY): Pat Morgan Chair HTPM Panel: Pat Morgan
Review terms of reference for committees	Health and Safety: Pat Morgan	Literacy: Andrew Harrington
Review governor delegated authority planner	Safeguarding: Pat Morgan	Mathematics: Andrew Harrington
Review governing board performance - complete and publish governors' annual statement	SEND: Anne Lock	Science: Andrew Harrington
Annual skills audit and governor training priorities	Pupil Premium: Helen Brown	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 20-21 - Achievements and Celebrations	Governor Training: Helen Brown	
Self-Evaluation and SSDP 20-21 inc. draft priorities for 21-22	Governors: Andrew Harrington	Associate Governors: Helen Brown
Spiritual, Moral, Social and Cultural (SMSC) development	Governors: Adam Lock	
Governors to note meetings dates	All	All

RESPONSIBILITIES					
GB Role	Member of GB	Actions	Deadlines	Date Completed	RAG
Chair Vice-Chair	Pat Morgan Andrew Harrington	<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		
Chair of Staffing (PAY)	Pat Morgan	<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>28.09.22</b></p> <p>HT to present summary of outcomes at <b>FGB 1 28.09.22</b></p>		
Chair HTPM Panel	Pat Morgan	<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>16.11.22</b></p> <p>Cog to present a summary of outcomes at <b>FGB 2 - 07.12.22</b></p>		
Emotional Wellbeing	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 DATE</b></p>		
Governor Training:	Helen Brown	<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 Pat Morgan <a href="mailto:pat.morgan@stockport.gov.uk">pat.morgan@stockport.gov.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>		
Health and Safety	Pat Morgan	<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 – 29.03.23</b></p>		

RESPONSIBILITIES (continued)					
GB Role	Member of GB	Actions	Deadlines	Date Completed	RAG
Pupil Premium/ Sports Premium	Helen Brown	<ul style="list-style-type: none"> <li>🕒 To meet with the deputy headteacher, Caroline Yarwood <a href="mailto:cyarwood@scholargreen.cheshire.sch.uk">cyarwood@scholargreen.cheshire.sch.uk</a> to review guidance and draft report/s to be presented to GB.</li> <li>🕒 Pupil Premium Strategy for the current academic year</li> <li>🕒 Pupil Premium Report on expenditure and impact from the previous academic year.</li> <li>🕒 Sports Funding Report.</li> </ul>	<p>The annual meeting must be held before the 31<sup>st</sup> December</p> <p>Meeting Set: <i>Awaiting dates...</i></p> <p>PP Governor to presented at FGB 2 07.12.22</p> <p><i>(Published (website) by 1<sup>st</sup> Jan)</i></p>		
Safeguarding	Pat Morgan	<ul style="list-style-type: none"> <li>🕒 Create Safeguarding Governor Audit*/ Attend training/</li> <li>🕒 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> <li>🕒</li> </ul>	<p>To ensure the school submits the annual 175 Safeguarding before 31<sup>st</sup> July</p> <p>Meeting Set: <i>DATE</i></p> <p>Safeguarding Governor to present a summary of outcomes at FGB 2 – 07.12.22</p> <p><i>NB. New Safeguarding Governor to attend LA training.</i></p> <p><i>All Staff Basic Awareness last completed DATE</i></p>		
SEND	Anne Locke	<ul style="list-style-type: none"> <li>🕒 To meet SENCO, Linda Hope <a href="mailto:lhope@scholargreen.cheshire.sch.uk">lhope@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: <i>TBC</i></p> <p>SEND Governor to present at FGB 2 – 07.12.22</p> <p><i>(Published (website) by 1<sup>st</sup> Jan)</i></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>	<p>Governor to present at FGB 1 – 19.10.22</p>		

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:hhancock@scholargreen.cheshire.sch.uk">hhancock@scholargreen.cheshire.sch.uk</a> to review subject action plan, observe teaching and create a written review of the visit	Meeting Set: DATE Governor to present at FGB 2 – 07.12.22		
<b>Mathematics:</b>	Andrew Harrington	To meet subject leader, Alice Smith <a href="mailto:asmith@scholargreen.cheshire.sch.uk">asmith@scholargreen.cheshire.sch.uk</a> to review subject action plan, observe teaching and create a written review of the visit	Meeting Set: DATE Governor to present at FGB 2 – 07.12.22		
<b>Science:</b>	Andrew Harrington	To meet subject leader, Alice Smith <a href="mailto:asmith@scholargreen.cheshire.sch.uk">asmith@scholargreen.cheshire.sch.uk</a> to review subject action plan, observe teaching and create a written review of the visit	Meeting Set: DATE Governor to present at FGB 3 – 01.02.23		
<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: DATE Governor to present at FGB 3 – 01.02.23		
<ul style="list-style-type: none"> <li>➤ <b>History &amp; Geography</b></li> <li>➤ <b>Art &amp; Design Tech</b></li> <li>➤ <b>PE</b></li> <li>➤ <b>RE</b></li> <li>➤ <b>ICT</b></li> </ul>	Pat Morgan Jasmine Turner Natalia Irving Adam Lock Adam Lock	Hayley Hancock <a href="mailto:hhancock@scholargreen.cheshire.sch.uk">hhancock@scholargreen.cheshire.sch.uk</a> Chloe Rigby <a href="mailto:crigby@scholargreen.cheshire.sch.uk">crigby@scholargreen.cheshire.sch.uk</a> Laura Kirk <a href="mailto:lkirk@scholargreen.cheshire.sch.uk">lkirk@scholargreen.cheshire.sch.uk</a> Emily Vaughan <a href="mailto:evaughan@scholargreen.cheshire.sch.uk">evaughan@scholargreen.cheshire.sch.uk</a> Emily Vaughan <a href="mailto:evaughan@scholargreen.cheshire.sch.uk">evaughan@scholargreen.cheshire.sch.uk</a>			
<b>SFVS:</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 – 01.02.23  SFVS approval DATE		
<b>FMSO:</b>	Pat Morgan	To attend the termly FMSO visits. Autumn term: DATE Spring term: DATE Summer term: DATE	SBM to attend FGB 2, 4 and 6		
<b>EYFS:</b>	Helen Brown	To meet subject leader, Caroline Yarwood <a href="mailto:cymarwood@scholargreen.cheshire.sch.uk">cymarwood@scholargreen.cheshire.sch.uk</a> to review subject action plan, observe teaching and create a written review of the visit	Meeting Set: DATE Governor to present at FGB 3 – 01.02.23		

## Statutory Policies and Procedures










Policy	Date	Last Review	Next Review
<b>FGB1 – AUTUMN TERM 2022 – CURRICULUM FOCUS</b>			
Attendance Policy		30/10/2019	30/10/2022
Behaviour and Discipline Policy		30/10/2019	30/10/2022
Health and Safety Policy		30/10/2019	30/10/2022
Model Child Protection and Safeguarding Policy		30/10/2021	30/10/2022
SEND Policy		30/10/2021	30/10/2022
Teacher Appraisal		30/10/2021	30/10/2022
Teacher Pay Policy		30/10/2021	30/10/2022
<b>FGB3 – SPRING TERM 2023 – CURRICULUM FOCUS</b>			
Governors' code of conduct		30/09/2021	28/02/2023
<b>FGB4 – SPRING TERM 2023 – RESOURCES FOCUS</b>			
RSE Policy		30/03/2020	30/03/2023
Charging and Remissions Policy		30/03/2021	30/03/2023
Admission Policy		30/03/2022	30/03/2023
<b>FGB1 – AUTUMN TERM 2023 – CURRICULUM FOCUS</b>			
Model Whistleblowing Policy		30/10/2020	30/10/2023
Social Networking Policy		30/10/2020	30/10/2023
Data Protection Policy		30/10/2021	30/10/2023
<b>FGB4 – SPRING TERM 2024 – RESOURCES FOCUS</b>			
Equality Objectives Statement		30/03/2020	30/03/2024
PSED Statement (Website)		30/03/2020	30/03/2024
<b>FGB6 – SUMMER TERM 2023 – RESOURCES FOCUS</b>			
Accessibility Plan		29/06/2021	29/06/2024
<b>FGB1 – AUTUMN TERM 2024 – CURRICULUM FOCUS</b>			
Assessment (inc. marking) Policy		30/10/2021	30/10/2024
Capability Policy		30/10/2021	30/10/2024
Complaints Policy		29/11/2021	30/10/2024

## FGB 1: OCTOBER 2022 – AUTUMN TERM – CURRICULUM FOCUS

Part One	Part Two
<ul style="list-style-type: none"> <li>1 Complete governors code of conduct and pecuniary interest form.</li> </ul>	<ul style="list-style-type: none"> <li>1 Confirm staffing structure</li> </ul>
<ul style="list-style-type: none"> <li>2 Approve the SSDP for 22-23.</li> </ul>	<ul style="list-style-type: none"> <li>2 Summary of Teacher Appraisal outcomes</li> </ul>
<ul style="list-style-type: none"> <li>3 Review of statutory data sets (ASP and IDSR) for EYFS, Year 1 phonics, Year 2, and Year 6.</li> </ul>	<ul style="list-style-type: none"> <li>3 Safeguarding: Policy/Training and Statistics</li> </ul>
<ul style="list-style-type: none"> <li>4 Publish performance data on the website. (Prov. Published by 1<sup>st</sup> October Final 1<sup>st</sup> December)</li> </ul>	
<ul style="list-style-type: none"> <li>5 Director's Report</li> </ul>	
<ul style="list-style-type: none"> <li>6 Predictions for current academic year/ Target setting</li> </ul>	
<ul style="list-style-type: none"> <li>7 Report on SES Overall Effectiveness Update</li> </ul>	
<ul style="list-style-type: none"> <li>8 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)</li> </ul>	
<ul style="list-style-type: none"> <li>9 Assets update</li> </ul>	











Tasks	
Governor profile review/update for the website	

FGB 2: DECEMBER 2022 – 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: FEBRUARY 2023 – 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: MARCH 2023 – 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 2022-2023 budget inc. review of the staffing structure
 Annual (LA) Health and Safety report	 HTPM, Spring Review
 CHES – delegate authority to HT, Chair and SBM to buy back (31 May submission date)	

Tasks	

FGB 5: MAY 2023 – 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: JUNE 2023 – 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