

<b>DIRECTORS' REPORT SPRING TERM 2019</b>	<b>ITEM NO 11</b>	<b>FOR INFORMATION</b>	<b>ATTENTION OF:</b> All governors
<b>TITLE</b>	<b>Governing boards work schedule/annual plans</b>		
<b>SUMMARY</b>	Reminder of key areas to consider		
<b>KEY ACTION POINTS</b>	Please read and action as appropriate		
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The following can be used to review your governing boards annual work. The lists of tasks for the purposes of this guidance are divided into full governing board (FGB); resources/finance (including staffing); teaching and learning and children, families and community. Committees indicated below are examples. Governors should decide on a committee structure which works most effectively for their governing board (GB) and its priorities.

Please note that for most areas the regulations do not state when items/areas should be reviewed or completed, or how many committees (if any) GBs should have. This is up to each individual GB to decide. However, it makes sense if the meetings are in sync with key data points or milestones in the strategic plans/action plans. Without planning for the year ahead it is difficult for the GB to self-review and assess the impact it has had.

To support your planning, the Ealing Governor Toolkit [www.egfl.org.uk/governortoolkit](http://www.egfl.org.uk/governortoolkit) on Ealing Grid for Learning provides GBs with a variety of tools to use if revising key areas e.g. committee structures, terms of reference. For September 2018 we have updated the code of practice and Department of Education (DfE) policies and information GBs must have/publish. We recommend all GBs have one which governors and clerks must which once agreed must be signed. We have also made some other minor amendments to ensure documents are still up to date.

#### Items that should be included on each agenda

- Declaration of interests – pecuniary and other which must now be published on the school website. Once completed, declarations at meetings are only relevant where appropriate to the agenda or as items arise
- Receive and consider apologies – it is important to ensure it is clear who is an authorised or unauthorised absence as part of the minutes.

#### Items that should be done on a regular basis

- Monitor school development plan/school self evaluation
- Review of policies and other document/information (you should have a framework in place as part of your annual work plan of when and which committees undertake these)
- Review pupil progress and attainment
- Receive reports.

#### Key tasks (as appropriate)

- Organise induction, support and training for governors.

#### All governors must have an enhanced check Disclosure and Barring Service (DBS)

[www.egfl.org.uk/governorDBS](http://www.egfl.org.uk/governorDBS) (A reminder that only the individual receives a copy of their DBS certificate. It needs to be clear who the check must be shown to, so it can be added to the single central record. From September 2018 you may need to also carry out a check with [TRA Teacher Services](#) to check they are not subject to a section 128 direction.

#### All governor information must be on Getting Information about Schools (GIAS)

<https://www.gov.uk/government/news/national-database-of-governors> Lack of school website compliance in addition to lack of governor info on GIAS is something Ofsted have highlighted as a common theme and one they are likely to pick up on more robustly.

Remember the full GB must deal with the following i.e. cannot delegate to a committee or an individual:

- Agree constitutional matters
- Appoint new governors as set out in the Instrument of Governance (or Articles of Association)
- Hold at least three governing board meetings a year
- Appoint or remove the chair and vice chair
- Appoint or remove a clerk to the governing board
- Establish the committees of the governing board (if any) and their terms of reference
- Appoint or remove a clerk to each committee
- Suspend or remove a governor
- Decide which functions of the GB will be delegated to committees, groups and individuals
- Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the governing board is necessary
- Review the delegation arrangements annually.

In the following lists items in **bold** are the ones which have to be considered each year.

### Spring term

#### **For full GB**

- Review progress of the school improvement plan
- Agree curriculum plans
- Review progress as appropriate the school's self evaluation
- **Publish early in term proposed admissions arrangements for autumn of next year** (schools which are admissions authorities).

#### **Resources/finance**

- **Review whole school pay policy**
- Review implementation and impact of the appraisal/pay policy
- Agree budget for coming year
- Review charging and letting policy
- Review insurance
- Review and agree staff structure.

#### **Teaching and learning**

- Special educational needs and disabilities (SEND) report
- Review SEND policy
- Pupil premium report
- Report on curriculum developments
- Finalise any curriculum plans for the coming year.

#### **Children, families and the community**

- Assess impact of equalities objectives and review equalities information\*
- Review annual report on safeguarding (Please note – there is no longer a requirement to send a report to the local authority (LA). We still recommend it is still good practice to report on safeguarding to the governing board)\* see end for more information.

#### **Reminder**

- 15<sup>th</sup> January 2019 - admission applications to primary schools close
- \*Equalities published information must be reviewed 'at least' annually – usually by 6<sup>th</sup> April. Objectives must be reviewed 'at least' every four years (first set in 2012). It is recommended that they are also reviewed regularly to ensure they are still meaningful and where possible aligned to school priorities/school improvement plan
- Headteachers (HTs) who wish to leave by the end of the spring term must have handed in their resignation by 31 January. All other teaching staff 28 February.

## **Summer term**

### **For full GB**

- Conduct self-review of governing board (GB) effectiveness (impact based on annual plan)
- Review and update the school's self evaluation
- Review progress of the school improvement plan and update as appropriate ready for the new academic year
- Receive the HT report on staff appraisal
- Review governors' visits.

### **Resources/finance**

- **Agree budget for new financial year**
- **Review staff and pay** (last day for teacher resignations 31<sup>st</sup> May). Good practice to review staffing structure
- **Review appraisal policy/process and pay policy**
- Review staff attendance/absence
- Report on any racist incidents and the response at least annually
- Appoint governors to conduct headteachers appraisal review late summer or early autumn – ensure they are or will be trained and appoint an external adviser. In Ealing, schools can use one of their school improvement buyback days for the external adviser role. The LA recommends that the headteacher's appraisal should happen before the teachers. This supports a whole school approach to working towards school priorities.

### **Teaching and learning**

- Review progress of the school improvement plan and any specific identified areas
- Review careers advice.

### **Children, families and the community**

- **Review child protection/safeguarding policy and procedures**
- **Report to parents on the policy for children with SEND** (not special schools)
- **Annual report to parents for nursery schools**
- **Own admissions authorities - to publish online their entry arrangements by 15 March 2019**
- Review attendance of pupils
- Review pupil exclusions for the year
- Review report on progress in implementing accessibility plan.

### **Reminder**

- Headteachers who wish to leave by the end of the spring term must have handed in their resignation by 30 April. All other teaching staff 31 May.

### **Some features of a safeguarding report to governors**

- Period covered
- Name of report author and date presented to governors
- Names of designated safeguarding person(s)
- Training record (of staff at all levels)
- Audit of relevant policies and review dates
- Number of initial referrals made, separated into physical, emotional, sexual and neglect
- Number of meetings attended by type:
  - Initial child protection conference
  - Professionals strategy meeting
  - Child protection review conference
  - Core group meeting
  - Common Assessment Framework (CAF) - in Ealing known as early help assessment and plan (EHAP)
- Number of pupils' subject to a child protection plan
- Number of children in public care
- Number of allegations made against staff
- Other comments on safeguarding issues or concerns
- Comparison information from previous reports and actions required to rectify them
- Also does your safeguarding arrangements include Prevent, female genital mutilation (FGM) and guidance on peer to peer abuse.

Please refer to the statutory guidance. The report should be based on a review of the duties in the revised guidance from September 2018., the school's current practice and any future plans needed to ensure the practice current requirements. Annex H lists a table of all the substantive changes in the guidance.

### **Autumn term**

If not already discussed in the summer term ready for the autumn term.

- Discuss and agree terms of reference for full GB or operating guidelines
- Review the committees in place and their terms of reference/members. Elect members and appoint clerks to committees where appropriate. The full GB can delegate the election of chairs of each committee to the committee themselves.
- Appoint governor/s to specific responsibilities where appropriate e.g. Child protection, special educational needs and disability (SEND), looked after children (LAC), health and safety
- Set objectives of the GB for the year linked, to the school improvement plan
- Agree a programme of meetings for the year including committees and when to review aspects of the school improvement plan
- Review progress as appropriate the school's self-evaluation

### **For full GB**

- **If the school is its own admission authority (foundation and voluntary aided) draw up an admissions policy for the next school year if it needs to change (beginning of the term)**
- Initiate review of the school improvement plan/examine school improvement plan
- **Update register of interests** and publish on school website
- Review National Curriculum tests, GCSE and other exam results – remember first teaching of new GCSEs in some subjects and AS/A levels in some subjects
- Review appropriate elements of the school improvement plan

### **Resources/finance**

- Monitor budget
- Review charging policy
- Complete asset management plan
- **Review appraisal policy** (if not completed in summer term)
- **Conduct headteachers (HT) appraisal** (we recommend before teaching staff – deadline for pay decisions 31<sup>st</sup> December)
- **Review and determine the HTs salary** (backdated to 1<sup>st</sup> September)
- **Ensure every teacher has an appraisal review and their salary is reviewed by 31<sup>st</sup> October** (backdates to 1<sup>st</sup> September)

### **Teaching and learning**

- Review progress of the school improvement plan

### **Children, families and the community**

- Review annual report on safeguarding (the local authority requires a copy of the report once a year – at school's discretion when)
- Has the review of safeguarding taken into account the new duty with regard to Prevent?

### **Reminder**

- HTs who wish to leave by the end of the autumn term must have handed in their resignation by 30 September. All other teaching staff 31 October
- September – new parents home school agreements (not nurseries)
- October 31<sup>st</sup> - admission applications to secondary schools close.
- Own admission authorities who intend to change their admission arrangements for 2019/20 must provide the proposed admission arrangements to the local authority (LA) for consultation between 31<sup>st</sup> October and 31 January and must last for a minimum of six weeks – see [www.egfl.org.uk/news/2018/02/admissions-arrangements-2019-20](http://www.egfl.org.uk/news/2018/02/admissions-arrangements-2019-20)