



Longmeadow Primary School

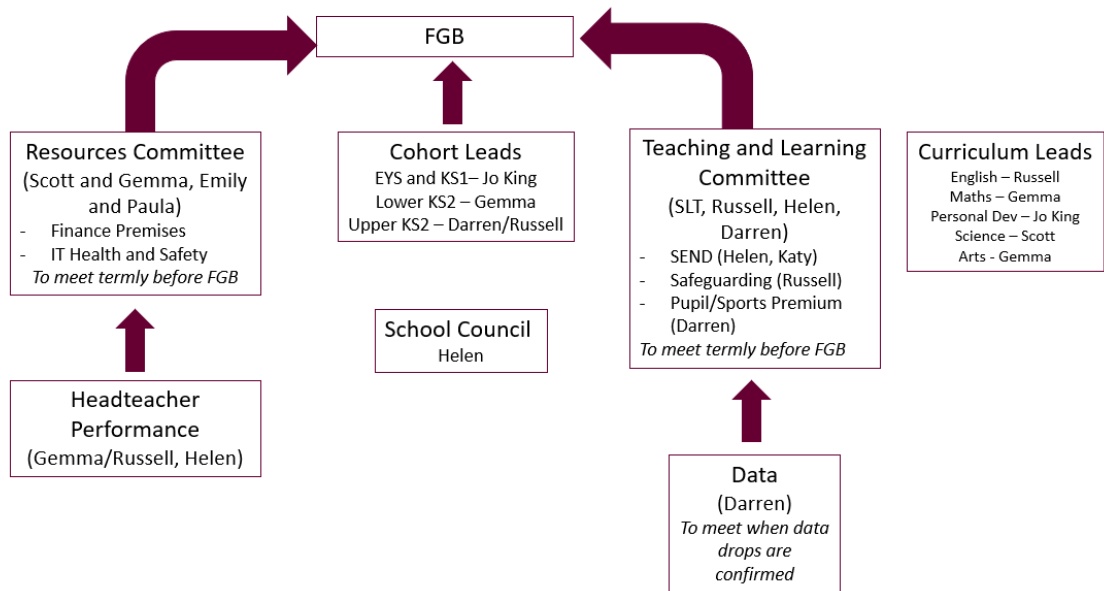
Governing Body Workplan 2019/20

Co-Chair of Governors: Gemma Bell
Russell Knell

Vice-Chair of Governors: Jo King

Longmeadow Primary School Governing Body

Committee Structure and Link Roles



Autumn Term

Full Governing Body

Date: 23 October 2019

Action	Completion Date
Election of Chair and Vice-Chair	October 2019
Agreement of Link Governors, Sub-Committee Membership and Curriculum Leads	23 October 2019
Agreement of the Governing Body Annual Workplan	23 October 2019
Register of Pecuniary Interests, Safeguarding Declaration and Code of Conduct signing	23 October 2019
Agreement of Sub-Committee dates	November 2019
Completion of a Skills Audit	October 2019
Governing Board Self-Evaluation	
Agreement of training sessions and dates (for Board and individuals)	February 2020
Agreement of Governor Day date	February 2020
Review and scrutiny of the Headteachers Report	23 October 2019
Agreement of the annual policy review plan	TBC
Results of the Parental Voice session	TBC
Review and scrutiny of the Safeguarding Report	23 October 2019
Headteacher Performance Review meeting and target setting for 2019/20	9 December 2019

Resources Sub-Committee

Date: 23 October 2019

Action	Completion Date
Agreement of terms of reference	November 2019
Budget review	23 October 2019
Review of the Scheme of Delegation	
Annual health and safety check	23 October 2019
Review and plan for updating the website	February 2020
Review of the plan for premise improvement	
Review of the progress against relevant areas of the School Development Plan	February 2020

Teaching and Learning Sub-Committee

Date: TBC

Action	Completion Date
Agreement of terms of reference	
Review of the Y6 HiP Progress Review and HiP Standards Visit	
Review of performance targets and SLT data analysis	
Review progress against the Pupil Premium and Sports Premium plan	
Review of the progress against relevant areas of the School Development Plan	

Other Actions

Action	Completion Date
Review and update of the Governor file	
Committee day attendance	
Induction Checklist	
Agree Governor Visit dates for the term	
Update from the School Council	23 October 2019

Spring Term

Full Governing Body

Date: 4 February 2020

Action	Completion Date
Reports from and ratification of Resources and Teaching and Learning Committee decisions	4 February 2020
Review of the SEN Report	4 February 2020
School Development Plan and SEF update	4 February 2020
Review and scrutiny of the Headteachers Report	4 February 2020
Reports from Governor Visits	4 February 2020
Update on the progress against the skills audit	4 February 2020
Ratification of any relevant updated policies	To be completed at Resources Committee
Summary and review of the staff survey results	
Review and scrutiny of the Safeguarding Report	4 February 2020
Maths curriculum presentation	

Resources Sub-Committee

Date: TBC

Action	Completion Date
Budget review	
Review of the initial 2020/21 budget	
Audit of the School Fund account	
Completion and review of the SFVS	
Status of the plan for premise improvement	
Review of the progress against relevant areas of the School Development Plan	

Teaching and Learning Sub-Committee

Date: TBC

Action	Completion Date
Review of the Y6 HiP Progress Review and HiP Standards Visit	
Review of performance targets and SLT data analysis	
Review progress against the Pupil Premium and Sports Premium plan and data	
Review of the progress against relevant areas of the School Development Plan	
Review of the results of Y6 mock SATS	

Other Actions

Action	Completion Date
Governor Recruitment plans	December 2020
Agree Governor Visit dates for the term	
Completion of agreed training	March 2020
Update from the School Council	March 2020

Summer Term

Full Governing Body

Date: 13 May 2020

Action	Completion Date
Reports from and ratification of Resources and Teaching and Learning Committee decisions	
School Development Plan and SEF update	
Review and scrutiny of the Headteachers Report	
Reports from Governor Visits	
Update on the progress against the skills audit	
Ratification of any relevant updated policies	
Review and scrutiny of the Safeguarding Report	
Science curriculum presentation	

Resources Sub-Committee

Date: TBC

Action	Completion Date
Budget review	
Status of the plan for premise improvement	
Review of the progress against relevant areas of the School Development Plan	
Pupil numbers for 2020/21	

Teaching and Learning Sub-Committee

Date: TBC

Action	Completion Date
Review of the Y6 HiP Progress Review and HiP Standards Visit	
Review of performance targets and SLT data analysis	
Review progress against the Pupil Premium and Sports Premium plan and data	
Review of the progress against relevant areas of the School Development Plan	
Review of the results of Y6 mock SATS	

Other Actions

Action	Completion Date
Governor Recruitment plans	
Agree Governor Visit dates for the term	
Completion of agreed training	
Update from the School Council	
Open afternoon	

Full Governing Body

Date: 16 July 2020

Action	Completion Date
Agree meeting dates for 2020/21	
Reports from and ratification of Resources and Teaching and Learning Committee decisions	
Final School Development Plan and SEF update	
Review and scrutiny of the Headteachers Report	
Reports from Governor Visits	
KS2 SATS/Phonics/End of year teacher assessment	
Review and scrutiny of the Safeguarding Report	
SRE curriculum presentation	
Review and reflections on the year.	

