

ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL

"Every moment, every day, every individual counts"

GOVERNOR MEETINGS CALENDAR FOR 2018 – 2019

FULL GOVERNING BODY MEETINGS

Term 1 3 rd September – 12 th October 2018	Term 2 29 th October – 19 th December 2018	Term 3 3 rd January – 15 th February 2019	Term 4 25 th February – 5 th April 2019	Term 5 23 rd April- 24 th May 2019	Term 6 3 rd June – 23 rd July 2019
Tuesday, 9 th October 2018 5.30 pm – 7.30 pm Reports to Clerk by 2/10/18	Tuesday, 20 th November 2018 5.30 pm – 7.30 pm Reports to Clerk by 9/11/18	Tuesday, 15 th January 2019 5.30 pm – 7.30 pm Reports to Clerk by 11/12/19	Tuesday, 19 th March 2019 5.30 pm – 7.30 pm Reports to Clerk by 8/3/19	Tuesday, 14 th May 2019 5.30 pm – 7.30 pm Reports to Clerk by 6/5/19	Tuesday, 16 th July 2019 5.30 pm – 7.30 pm Reports to Clerk by 8/7/19

OFSTED READY TEAM MEETINGS

Monday, 10 th September 2018 5.30 pm – 7 pm	Monday, 5 th November 2018 5.30 pm -	Monday, 28 th January 2019 5.30 pm – 6.30 pm	TBA	Governors' Ofsted Team Members P Jordan, T Carpenter, R May, T Neal, J Durrans
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GOVERNOR MONITORING TEAMS' CALENDAR FOR 2018 – 2019

Term 1 3 rd September – 12 th October 2018		Term 2 29 th October – 19 th December 2018		Term 3 3 rd January – 15 th February 2019		Term 4 25 th February – 5 th April 2019			Term 5 23 rd April- 24 th May 2019	Term 6 3 rd June – 23 rd July 2019	
24/9/18	5/10/18	31/10/18	5/11/18	11/1/19	24/1/19	Date	8/3/19	18/3/19	13/5/19	19/6/19	17/6/19
10.30am - 12	10.30 am – 12	9.30am – 11am	10.30am - 12	9.30am – 11am	9.30am – 11am		10.30am - 12	3 pm – 4.30pm	3 pm – 4.30 pm	9.30am – 11am	3 pm – 4.30 pm
Teaching, Learning and Assessment Chair John Horn SLT Danielle Jenkins	Finance, Contracts, Premises, Health and Safety Chair Peter Jordan SLT Adam Mirams	Personal Development, Behaviour and Welfare Chair Teresa Carpenter SLT Judy Wreford	Outcomes and Curriculum Chair John Horn SLT Adam Mirams	Finance, Contracts, Premises, Health and Safety Chair Peter Jordan SLT Adam Mirams	Christian Ethos Chair Jan Durrans SLT Cathy Curry <i>At primary site</i>		Finance, Contracts, Premises, Health and Safety Chair Peter Jordan SLT Danielle Jenkins	Outcomes and Curriculum Chair John Horn SLT Adam Mirams	Teaching, Learning and Assessment Chair TBA SLT Danielle Jenkins	Personal Development, Behaviour and Welfare Chair Teresa Carpenter SLT Judy Wreford	Outcomes and Curriculum Chair TBA SLT Adam Mirams
3/10/18	14/9/18	9/11/18	Date	14/1/19	10/1/19	Date	27/3/19	5/4/19	9/5/19	3/7/19	Date
9.30am 11am	9.30am – 11am	10.30am - 12		3 pm – 4.30pm	10 am – 11am		9.30am – 11am	10.30am - 12	9.30am – 11am	9.30am – 11am	
Special Educational Needs Chair Teresa Carpenter SLT Judy Wreford	Christian Ethos Chair Jan Durrans SLT Cathy Curry <i>At primary site</i>	Finance, Contracts, Premises, Health and Safety Chair Peter Jordan SLT Adam Mirams		Teaching, Learning and Assessment Chair John Horn SLT Danielle Jenkins	Special Educational Needs Chair Teresa Carpenter SLT Judy Wreford		Personal Development, Behaviour and Welfare Chair Teresa Carpenter SLT Judy Wreford	Finance, Contracts, Premises, Health and Safety Chair Peter Jordan SLT Adam Mirams	Christian Ethos Chair Jan Durrans SLT Cathy Curry <i>At Primary site</i>	Special Educational Needs Chair Teresa Carpenter SLT J Wreford	

- ❖ Leadership and Management meetings take place fortnightly.
- ❖ CPD to be agreed and added to programme by Governor Leadership Team and senior staff involved.
- ❖ Monitoring meeting agendas to be agreed/arranged by senior staff involved and chair of relevant monitoring team. Venue/refreshments arranged by the senior member of staff.
- ❖ All governors are welcome to come into school and join an SLT walk round the school but please report to Rachel or Shirley first so they can locate the member of SLT. Please give primary prior notice as they do not have the same capacity as secondary.

01/04/2019

"For the body does not consist of one member but of many" 1 Corinthians 12:14

HOPE

FORGIVENESS

COMPASSION

FRIENDSHIP

WISDOM

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GOVERNOR MONITORING TEAM MEMBERSHIP (2018 - 2019)

Category	Focus	Monitoring Dates	Members	Updated Membership	CPD FOR MONITORING TEAM/FGB	POLICIES REVIEW TIMETABLE
Outcomes And Curriculum	<ul style="list-style-type: none"> Curriculum/ICT Attainment/Targets Progress/Targets 	<p>5th November 2018 (10.30 am–12 noon)</p> <p>18th March 2019 (3 pm – 4.30 pm)</p> <p>17th June 2019 (3 pm – 4.30 pm)</p>	<p>Governors TBA (Chair) Rachel May Maureen Kelly Tim Neal Mike Rowland</p> <p>School Staff Danielle Jenkins Adam Mirams Louis Waddon/Cathy Curry</p>	<p>Removed July 2018 Kate Barclay Judith Pennington Removed March 19 John Horn</p> <p>Added September 2019 Louis Waddon October 2018 Mike Rowland</p>	<p>DATA delivered Term 6 (2017/2018) Danielle Jenkins</p>	<p>Term 3/4 Review <i>School - week January 2019</i> <i>Monitoring Team 18/3/19 and FGB 19/3/19</i></p> <ul style="list-style-type: none"> Examination Policy (D Morgan)
Teaching and Learning	<ul style="list-style-type: none"> Subject Reviews Subject Visits Quality of Teaching and Learning Governor Visits Monitoring and Evaluation of teaching and learning Primary PE and Sport Premium 	<p>24th September 2018 (10.30 am–12 noon)</p> <p>14th January 2019 (3pm-4.30pm)</p> <p>13th May 2019 (3pm-4.30pm)</p>	<p>Governors TBA (Chair) Maureen Kelly Rachel May Tim Neal</p> <p>School Staff Cathy Curry Danielle Jenkins Louis Waddon</p>	<p>Removed March 19 John Horn</p> <p>Added Danielle Jenkins Louis Waddon</p>	<p>Early Years delivered Term 6 (2017/2018) Cathy Curry</p>	<p>Term 3 Review <i>School - week 1(3/1/19); Monitoring Team 14/1/19 and FGB 15/10/18</i></p> <ul style="list-style-type: none"> Early Years Policy STATUTORY (C Curry)
Christian Ethos	<ul style="list-style-type: none"> Christian Ethos Group Development of Christian Ethos in School Collective Worship 	<p>14th September 2019</p> <p>24th January 2019</p> <p>9th May 2019</p>	<p>Governors Rev Jan Durrans (Chair) Maureen Kelly Rev Paul Worledge</p> <p>School Staff Cathy Curry/ Chris Knight</p>		<p>SIAMS</p> <p>Diocese CPD events if appropriate</p>	<p>Term 1 Review <i>School - week 1(3/9/18); Monitoring Team 14/09/18 and FGB 9/10/18</i></p> <ul style="list-style-type: none"> Collective Worship Policy (C Curry)

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Category	Focus	Monitoring Dates	Members	Updated Membership	CPD FOR MONITORING TEAM/FGB	POLICIES REVIEW TIMETABLE
Personal Development, Behaviour and Welfare	<ul style="list-style-type: none"> Attendance Exclusions Racial incidents Child Protection and E Safety Safeguarding 	31st October 2018 (9.30 am-11 am)	<p>Governors</p> <p>Teresa Carpenter (Chair)</p> <p>Maureen Kelly</p> <p>Chris Knight</p> <p>Bill Hammond</p> <p>Rachel May</p>	<p>Added January 2019</p> <p>Bill Hammond</p> <p>Maureen Kelly</p> <p>Paul Humphries</p> <p>Jayne Horn</p>	Prevent/Safeguarding (October 2018) J Wreford	<p>Term 2 Review</p> <p><i>School - week 1; Monitoring Team 5/11/18 and FGB 20/11/18</i></p> <ul style="list-style-type: none"> Safeguarding and Child Protection Policy (J Wreford) STATUTORY
		27th March 2019 (9.30 am-11 am)	<p>School Staff</p> <p>Judy Wreford</p> <p>Lisa Welsh</p> <p>Sam Mirams</p> <p>Paul Humphries</p> <p>Jayne Horn</p>			<p>Term 2 Review</p> <p><i>School - week 1 (29/10/18); Monitoring Team 31/10/18 and FGB 20/11/18</i></p> <ul style="list-style-type: none"> Attendance Policy (pupils) (A Mirams/S Taft) Behaviour for Learning Policy (L Welsh) STATUTORY Exclusions, Guidelines and Procedural Instructions Policy (A Mirams/L Welsh) Image Use Policy (J Wreford) Online Safety Acceptable Use and Home School Agreement Policy (J Wreford) Relationships, Sex Education and PSHE Policy (V Sadler) STATUTORY Respect for All and Anti-Bullying Policy (L Welsh) Searching, Screening and Confiscation and Use of Reasonable Force Policy (J Wreford) Supporting Students at School with Medical Conditions (J Wreford) STATUTORY
		19th June 2019 (9.30 am-11 am)				

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GOVERNOR MONITORING TEAM MEMBERSHIP (2018 - 2019)

Category	Focus	Monitoring Dates	Members	Updated Membership	CPD FOR MONITORING TEAM	POLICIES REVIEW TIMETABLE (names of policies to be added)
Leadership and Management Fortnightly	<ul style="list-style-type: none"> Strategic vision School Development Plan Staffing and Staff Appraisal Review of Governing Body Performance and Procedures School Evaluation Form OFSTED 	Fortnightly 2018/2019	Peter Jordan (Chair) Teresa Carpenter Adam Mirams		Governor District Briefings FGB KGA Meetings FGB Governors' Ofsted Team ongoing Overview of Safer Recruitment (FGB - Teresa Carpenter)	Term 1 Review <i>School - week 1 (3/9/18); Monitoring Team 5/10/18 and FGB 9/10/18</i> <ul style="list-style-type: none"> Admissions Policy (A Mirams/S Taft) STATUTORY Staff Appraisal Policy (A Mirams) STATUTORY Code of Conduct Policy (A Mirams) STATUTORY Equality Policy (including Equal Opportunities, Race Equality, Single Equality Scheme for Disability, Race and Gender and Accessibility Plan (A Mirams) (Accessible Plan STATUTORY) Finance Policy (D Hall) Freedom of Information Act Policy (A Mirams) STATUTORY Management of Absence and Ill Health Policy (A Mirams) Managing Staff Disciplinary Matters (including managing allegations against staff) (A Mirams/J Wreford) STATUTORY Pay and Reward Policy (A Mirams/D Hall) STATUTORY Special Leave Policy (A Mirams) Monitoring and Evaluation for Governors and Governors' Expenses and Allowance Scheme Policy (A Mirams) STATUTORY

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CATEGORY	FOCUS	MONITORING DATES	MEMBERS	UPDATED MEMBERSHIP	GOVERNOR CPD	POLICY REVIEW TIMETABLE
Leadership and Management Fortnightly	<ul style="list-style-type: none"> Strategic vision School Development Plan Staffing and Staff Appraisal Review of Governing Body Performance and Procedures School Evaluation Form OFSTED 	Fortnightly 2018/2019	Peter Jordan (Chair) Teresa Carpenter Adam Mirams		See above	Term 4/5 Review <i>School Term 4/Week 1 (25/2/19); next Monitoring Team Meeting Fortnightly FGB 14/5/19</i> <ul style="list-style-type: none"> Capability (Competence) Policy (A Mirams) STATUTORY Redundancy and Restructure Policy (A Mirams) Complaints Procedure Policy (A Mirams) STATUTORY Data Protection Policy (A Mirams/D Hall) STATUTORY Grievance Policy (A Mirams) STATUTORY Governor Visits Policy, Protocol and Procedures for a circle based governance (A Mirams) Whistleblowing Policy (A Mirams/D Hall)
Finance, Contracts Premises, Health And Safety	<ul style="list-style-type: none"> Budget Compliance –School Financial Value Standard Contracts Health and Safety procedures Pay Policy Insurances/Contracts Community use 	5th October 2018 (10.30 am–12 noon) 9th November 2018 (10.30 am–12 noon) 11th January 2019 (10.30 am–12 noon) 8th March 2019 (10.30 am–12 noon) 5th April 2019 (10.30 am–12 noon)	Governors Peter Jordan (Chair) Adam Mirams Stewart Bundy Chris Knight Mike Rowland School Staff Danielle Jenkins Adam Mirams Derek Hall Liz Burden	Added Mike Rowland (October 2018) Liz Burden (January 2019) Remove Derek Hall (April 2019)	Finance Overview (D Hall) Schools Financial Value Standard (D Hall) Compliance (D Hall) GDPR training course (9th October 2018) D Hall to arrange	Term 1 Review <i>School - 1(3/9/18); Monitoring Team 5/10/18 and FGB 9/10/18</i> <ul style="list-style-type: none"> Acquisition, Registration and Disposal of Assets Policy (A Mirams/D Hall) Charging and Remission Policy (A Mirams/D Hall) STATUTORY Health and Safety Policy (A Mirams/D Hall) STATUTORY Lettings Policy (A Mirams/D Hall) Educational Visits Policy (L Welsh)

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Category	Focus	Monitoring Dates	Members	Updated Membership	CPD FOR MONITORING TEAM	POLICIES REVIEW TIMETABLE
Special Educational Needs	<ul style="list-style-type: none"> Strategic Support and Outcomes Support Assistants Children in Care Pupil Premium Narrowing the Gap Quality of support, including Learning 	<p>Meeting held with Primary in December 2018</p> <p>10th January 2019 (10 am-11 am)</p> <p>3rd July 2019 (9.30 am-11 am)</p>	<p>Governors Teresa Carpenter (Chair) Bill Hammond Chris Knight</p> <p>School Staff Maureen Burdock Judy Wreford Sam Mirams Tony Perks</p>	<p>Added January 2019 Bill Hammond</p>	<p>M Burdock (SEND)</p> <p>Teresa Carpenter (Children in Care/Looked After Children and Pupil Premium)</p>	<p>Term 1 Review <i>School - week 1(3/9/18); Monitoring Team 5/10/18 and FGB 9/10/18</i></p> <ul style="list-style-type: none"> Children in Care and Looked After Children Policy (L Waddon/T Perks) Special Educational Needs and Disabilities Policy (M Burdock)
Governors' Ofsted Ready Team	<ul style="list-style-type: none"> Peter Jordan Finance, Premises, Health and Safety, Leadership. Teresa Carpenter SEN/Vulnerable Groups, Safeguarding and SCR, Leadership. John Horn Outcomes, Curriculum, Teaching and Learning. Tim Neal Data and Primary. Jan Durrans Christian Ethos. Rachel May Primary 	<p>10th September 2018 (5.30 pm -6.30 pm)</p> <p>5th November 2018 (5.30 pm – 6.30 pm)</p> <p>28th January 2019 (5.30 pm – 6.30 pm)</p>	<p>Governors Peter Jordan (Chair) Teresa Carpenter Tim Neal Jan Durrans Rachel May</p> <p>SLT if appropriate Adam Mirams (Head) Danielle Jenkins (Deputy) Judy Wreford (Deputy) Cathy Curry (Deputy)</p>	<p>Membership to be reviewed on a regular basis to ensure it meets the needs of the Monitoring Team</p> <p>Removed March 19 John Horn</p>	<p>Regular in house CPD with members of Senior Leadership Team to ensure governors are fully informed in regard to their areas of responsibilities.</p>	
Governors CPD (Leadership Team)	<ul style="list-style-type: none"> CPD in line with School Development Plan and Governors' Competency Framework Skills Audit and Analysis 	<p>15/1/2019 (4.30 pm – 5.30 pm)</p>	<p>Mike Rowland</p>	<p>CPD Governor Role taken up January 2019</p>	<p>Elearning (online) Kent Governor Services (regular CPD available) Charing Meetings (in-house by shadowing/taking meetings as chair) CPD for aspiring Chairs/Vice Chairs</p>	