



## **GOVERNORS' ANNUAL PLAN**

### **Introduction**

The role of the Governing Body, as defined by the Department of Education, is to:

- Ensure clarity of vision, ethos and strategic direction;
- Hold executive leaders to account for the educational performance of the schools and its pupils, and the effective and efficient performance management of staff; and
- Oversee the financial performance of the organisation and making sure its money is well spent.

The Governing Body must also ensure the safety of all members of the school community in accordance with the 'Keeping Children Safe in Education' Act (2022).

We aim to engage strategically in a way that promotes and develops our shared vision for the federated schools. We monitor the schools' performances and ensure accountability to the parents and community it serves.

The Governors' Annual Plan sets out the key activities and areas of interest of the committees reporting to the main Governing Body. The intention is to ensure that all governors' activities are closely coordinated and aligned to the School Improvement Plan.

Our main work is carried out in committee. Our two core committees are:

- Education
- Resources

The Chairs of these committees meet regularly with the Headteacher, Senior Leadership Team Members, Chair and Vice-Chair of Governors to review progress in various areas.

Many governors have specialist oversight responsibilities, for example for Curriculum Subjects, including Maths, English, Humanities, Science, for SEND, Pupil Premium, More Able, Health and Safety and Child Protection. All our governors aim to meet with their subject links regularly through the year and report to the relevant committee and/or to the full Governing Body.

All governors attend regular training and update sessions.

The membership of Staff Grievance/Dismissal, Staff Dismissal and Pupil Discipline committees will be formed from a pool of eligible governors.

We have two associate governors: Mr Kevin Blakemore who assists in our Health and Safety and Mr Francois Chapoulet who has expressed an interest in becoming a governor. Neither of our associate governors have voting rights.

**Diana Blakemore**  
**Chair of Governors, Farnham Common Village Schools**



## RESOURCES COMMITTEE

**Chair:** Valerie Harffey

The Resources committee comprises the responsibility for Finance, HR, Premises/Estate, Health & Safety and IT. We meet twice per term or as matters develop. All relevant policies are reviewed on a rolling programme, and when new models are presented by County. Over the course of the school year we will:

### **In the Autumn Term:**

- Confirm Committee Remit
- Review and agree Scheme of Financial Delegation, Best Value Statement and Financial Procedures for submission by 31<sup>st</sup> December; confirm update to Financial Procedures Manual.
- Review and agree the School Accessibility Plan
- Review and agree the following policies: Site policies, Data Retention Policy
- Review and agree the Emergency Plan and Business Continuity
- Confirm that Headteacher Performance Management Meeting has taken place and Chair of Governors has advised County of any recommended salary increment
- Confirm Headteacher has undertaken an annual review of all staff salaries and copy is returned to Teachers Pay and Pensions at County
- Review Performance related salary increments to ensure correct and consistent across staff.
- Confirm that all staff have up to date job descriptions
- Review budget implications of current wage bill and implications on current/future staffing complement
- Keep under review staff job descriptions ensuring that all jobs offered by FCVS have an accurate Job Description which sets out the main duties and salary range of the post; and Person Specification which sets out the: Level of experience and qualifications required by prospective post holders
- Keep under review following policies as required: check Policy spreadsheet for review dates
  - School Pay Policy (Tailored to FCVS)
  - Conduct & Discipline (BC Model)
  - Capability (BC Model)
  - Safer Recruitment (BC Model)
  - Managing Allegations against Staff (BC Model)

### **In the Spring Term:**

- Finalise School Fund accounts and submit to the Charity Commission



- Review initial draft of the annual Financial Plan, including preparation of a 3 year medium term financial forecast.
- Review / recommend agreement of Schools' Financial Value Standard (SFVS) for submission by BC set date (end February)
- Review and agree 3-5 year ICT Strategy and Vision – set up annual rolling review
- Review and agree the following Policies: Data Protection Policy, Health and Safety Policy, Charging and Remissions Policy, and Freedom of Information Procedures
- Keep under review following policies as required: check Policy spreadsheet for review dates
  - Redundancy (BC Model)
  - Safer Working Practice (BC Model)
  - Health & Attendance (BC Model)
  - Premature Retirement (BC Model)
  - Leave of Absence (BC Model)
- Keep under review staff structure and ensure that all staff are aware of this and that line management duties do not fall overly onerously on any one member of staff
- Review Safe Recruitment Practices and ensure these are followed when recruiting staff as part of Safeguarding Audit

#### **In the Summer Term:**

- Confirm assumptions and review annual Financial Plan, including preparation of a 3 year medium term financial forecast, for submission in May.
- Undertake a review the School's high value contracts
- Set Committee dates for next academic year

#### **Through the year we will:**

- Undertake termly audits of Health and Safety procedures and Data Protection and provide Governors with updates on audit outcomes
- Track expenditure vs budget and monitor progress against the School Improvement Plan for matters which come within the committee's remit.
- Review Ofsted framework and put into place required changes
- Confirm Performance Management completed for all staff (teaching and non-teaching)
- Keep under review policies assigned to Resources; check Policy spreadsheet for due dates
  - Supporting Children with Medical conditions & Asthma Policies (FCVS)
  - Close Personal Relationships (BC Model)
  - Whistle blowing Code of Practice (BC Model)
  - Code of Conduct (BC Model)
  - Grievance (Adapted from BC Model)
  - Equality (Adapted from BC Model)
  - Stress (BC Model)



## EDUCATION COMMITTEE

- **Chair:** Caroline Clewley

This committee is responsible for overseeing the curricular and social progress of the school. We monitor target setting and review pupil progress and achievement, including SATs results. We review the many policies relating to the curriculum, pupil well-being and behaviour on a regular basis. We meet four times a year, having added a data review meeting in July to set standards for the next academic year. We report termly to the Governing Body.

Governors have special responsibility for particular areas such as SEND, pupil premium and safeguarding, and also for subject areas. They visit the school and report back. Their visits are linked to the school improvement plan objectives: this year we will focus particularly on the development of the subject links to ensure there is a whole school approach to progress across all subjects.

### In the Autumn Term:

- Confirm Committee Remit
- Keep under review following policies as required: check Policy spreadsheet for review dates
  - Curriculum Statements
  - Behaviour Principles and Policy
  - SEN/Disability Policy
  - Child Protection Policy
  - Safeguarding Report to BC
- Update Equalities Action Plan & Prevent Strategy; provide further input as required.
- Review Child Protection Policy and ensure governor training is up-to-date
- Collect target setting information and assessment plans
- Review School Improvement Plan and Ofsted framework and monitor planned actions as relevant to Curriculum & Standards, including updating School Evaluation
- Review Pupil Premium Strategy for publication on Website
- Review Sports Premium Funding Review and Strategy for publication on Website
- Make visits to the school (see Governor Visits Files on Teams)
  - English
  - Maths
  - Equalities
  - EYFS
  - Safeguarding
  - SEND

### In the Spring Term:



- Review published data (RAISEOnline/SPA/Dashboard) on pupil achievement, comparing progress from previous years and how we compare to similar schools.
- Review progress with School Improvement Plan
- Keep under review following policies as required: check Policy spreadsheet for review dates
- Make visits to the school (see Governor Visits on Secure Governor Zone)
  - More Able
  - Pupil Premium
  - Safeguarding
  - SEND

### **In the Summer Term:**

- Review SATs results against targets previously set, mindful of Equality Duties
- Assist in the promotion of the school to prospective parents
- Review progress on the Equality Action Plan and prepare progress report for publication; modify plan as appropriate.
- Review the Home School Agreement for Autumn 2021 and (new) parent information
- Set Committee dates for next academic year
- Make visits to the school (see Governor Visits on Secure Governor Zone)
  - English
  - Equalities
  - Maths
  - Pupil Premium/Sports Premium
  - Safeguarding
  - SEND

Other policy reviews may arise especially if new policies come up in the Terms of Reference.

### **GOVERNING BODY DEVELOPMENT**

FCVS Governing Body is fully committed to building and maintaining the most effective working body, utilising the skills and experience governors bring with them and developing governing skills through regular training.

We have a Development Governor who:

- inducts and supports individual governors in accessing training
- oversees our annual training programme and monitors online and County courses, identifying new training needs and directing relevant governors to it
- records and reports on all training undertaken each term

- recommends and organises any whole GB training required

Governors are requested to provide a brief report to the FGB on any training session attended, so that knowledge gained can be shared.



## **SPECIAL PROJECTS**

On occasion there is a need to form working groups to undertake strategic projects to support the school improvement plan. Previously these have included groups to develop proposals or business cases for: federation; communication initiatives; income generation / fund-raising.

## FCVS Governing Body: Key Meeting Dates for 2022/23

All meetings are held at 6pm unless otherwise stated.

Education and FGB meetings alternate between the Infant and Junior School sites.

The Governing Body has the option to hold meeting virtually, if required.



Term	Full Governing Body	Education	Resources
Autumn 1	8 <sup>th</sup> November 2022 (IS)	2 <sup>nd</sup> November 2022 (IS)	6 <sup>th</sup> December 2022 (JS)
Autumn 2			28 <sup>th</sup> November 2022: Pay Review
Spring 1	8 <sup>th</sup> March 2023 (virtual)	18 <sup>th</sup> January 2023 (JS)	7 <sup>th</sup> February 2023 (JS): SFVS Review
Spring 2			22 <sup>nd</sup> February (JS): Budget Review
Spring 2			22 <sup>nd</sup> March 2023: IT Strategy, HR, Finance, Site
Summer 1	13 <sup>th</sup> June 2023 (JS)	26 <sup>th</sup> April 2023 (IS)	6 <sup>th</sup> June 2023 (JS)
Summer 2		19 <sup>th</sup> July 2023 (JS): Data Review	