DISTRIBUTE GB 13.7.20

**THE CORBET SCHOOL**

**GOVERNING BODY MEETINGS**

## FOR 2020-2021

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| **DATE** | **Committee** | **SPECIAL TASKS** |
| **2020** | | |
| SEPTEMBER - AUTUMN TERM | | |
| *Tues 1st* | *P.D. Day 1* |  |
| *Wed 2nd* | *AUTUMN TERM* |  |
| Mon 7th | Pupil Welfare | Policy Review, Child Protection Policy. |
| Mon 14th | Curriculum (3.30pm) | Visit Science. Initial consideration of GCSE Results, FFT. Curriculum Plan and Staffing. Policies. |
| Mon 21st | HPRC | Target setting |
| Mon 28th | Staffing & Personnel | Review Staff Pay Policies (GB approval). |
| OCTOBER | | |
| Mon 12th | Finance & Premises | Previous year Financial Review, evaluation of Summer maintenance, Audit & Risk. Policies. |
| **Mon 19th** | MEMBERS (3.30 pm) | Annual Board meeting, Designations, MAT |
|  | GOVERNING BODY | Annual Appointment of Chair & Vice-Chair, & Chair of F&P. Business interest forms, Terms of Reference, Code of Conduct. Projected Primary numbers & Planning. Policy Schedule. |
| *Mon 26th – Fri 30th Oct* | | *HALF-TERM* |
| NOVEMBER | | |
| Mon 9th | Pupil Welfare | Election of Chair, TOR, Safeguarding report |
| Mon 16th | Curriculum (3.30pm) | Link reports. Election of Chair, TOR, SEN/LAC report. Further GCSE Analysis, Curriculum Plan & Staffing. 2020-21 SIP. |
| Mon 23rd | Staffing & Personnel | Election of Chair, TOR, Performance Management |
| Mon 30th | HPRC | Election of Chair, TOR. Review and Objectives SIP |
| DECEMBER | | |
| Mon 7th | Finance & Premises | TOR. Submit Year End accounts. Planning. Performance Mgmt. report. Audit & Risk, H&S |
| **Mon 14th** | Admissions (3.30 pm) | Election of Chair, TOR, Number on roll (NoR) |
|  | GOVERNING BODY | Committee approval. Accounts Approval. Head’s Report, Budget indications, Curriculum Plan and Staffing. Review of SIP, SEF Update, Training Audit. Freedom of Info Publication Scheme |
| *Fri, 18th Dec* | *LAST DAY of TERM* |  |
| *Mon 21st Dec – Fri 1st Jan* | | *HOLIDAY* |

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| **2021** | | |
| JANUARY - SPRING TERM | | |
| *Mon 4th* | *PD DAY 3* | *Training day* |
| *Tues, 5th* | *SPRING TERM* |  |
| Mon 11th | Pupil Welfare | Attendance/Exclusion. Policies |
| Mon 18th | Curriculum (3.30pm) | Visit tba. Analysis of Mocks, Data Analysis/ASP on-line |
| Thurs 21st | GB Planning | 5 Year plan |
| Mon 25th | Staffing & Personnel | Staff Structure and regrading, Pay Settlements – guidance for next year’s Budget. Policy. |
| FEBRUARY | | |
| Mon 1st | Finance & Premises | 2021-22 Budget Plan draft, H&S. Audit & Risk Academies Handbook |
| **Mon 8th** | GOVERNING BODY | SIP, SEF, Policies approved at sub-committee. |
| *Mon 15th - Fri 19th Feb* | | *HALF-TERM* |
| Mon 22nd | Admissions (3.30 pm) | Sept 2021 Intake, Admissions proposals & Policy |
| Pupil Welfare | Safeguarding report, Pupil Premium, SIP |
| **MARCH** | | |
| Mon 1st | Curriculum (3.30pm) | Visit – tba SEND/LAC report. Next year’s Curriculum Plan. SIP – Mid-year review.  SEND Policy |
| Mon 8th | Staffing & Personnel | Pay decisions based on F&P guidelines |
| Mon 15th | HPRC | Objectives (Mid-term) |
| Mon 22nd | Finance & Premises | Staff Pay Committee decisions, Finance Manual  2020-2021 Budget Plan progress. Audit & Risk  Review Equal Opportunities policy |
| **Mon 29th** | GOVERNING BODY | Head’s Report. 2020-21 Budget Plan draft  Next year’s Curriculum Plan, Staffing Structure, Staff Pay & CPD.  2020-2021 SIP Mid-year review, New SIP approval. SEF & 3-5 Year Plans |
| **APRIL** | | |
| Thursday 1st April | LAST DAY of TERM |  |
| *Fri 2nd April – Fri 16th April* | | *HOLIDAY* |

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| **SUMMER TERM** | | | |
| *Mon 19th April* | *SUMMER TERM* | |  |
| Mon 26th April | Pupil Welfare | | Attendance/Exclusion |
| **MAY** | | | |
| *Mon 3rd May* | *Bank holiday* |  | |
| Mon 10th | Curriculum (3.30pm) | | Visit – tba. Data Dashboards. |
| Mon 17th | Finance & Premises | 2020-21 Budget Plan recommendation  Audit & Risk | |
| **Mon 24th** | Admissions (3.30 pm) | September 2021 Intake | |
|  | **GOVERNING BODY** | 2020-21 Budget Plan approval  2019-20 SIP Final Evaluation  2020-21 SIP draft | |
| *Mon 31st May - Fri 4th June* | | *HALF-TERM* | |
| **JUNE** | | | |
| Mon 7th | Pupil Welfare | Safeguarding report | |
| Mon 14th | Curriculum (3.30pm) | Link reports. SEN/LAC report, Pupil Premium  Draft SIP | |
| Mon 21st | Staffing & Personnel | Next year’s Staffing structure and incremental points | |
| Mon 28th | HPRC | Review & objectives | |
| JULY | | | |
| Mon 5th | Finance & Premises | 2021-22 Budget Plan approval. Audit & Risk. Sports Hall annual update & Lettings charges Policy, Summer schedule of works | |
| **Mon, 12th** | **GOVERNING BODY** | Head’s Report  2021-22 SIP Approval  2021-22 GB Meetings schedule dates | |
| *Thur 16th July* | *LAST DAY of TERM* |  | |
| *Fri 17th July – Tues 31st August* | | *Summer Break* | |

**(P.D. Day on Wednesday, 1st September 2021)**

**The next school year will begin on Thursday, 2nd September 2021**

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| **Committee meetings are on Mondays at 4pm - KEY**  (except 3.30pm meetings for Admissions & Members before GB & Marketing/HPRC Thursdays). | |
| **PW** – Pupil Welfare (4pm)  **C** – Curriculum committee (4pm) | **P.D. Day** - Professional Development Day (4th & 5th days delegated by Head) |
| **F&P** -Finance and Premises committee  **S&P** – Staffing & Personnel ctte. (4pm) | **H&S** – Health & Safety  **SEND** – Special Educational Needs & Disability |
| **HPRC –** Heads Performance Review Committee  **Admissions** (3.30pm prior to GB/PW)  **GB** Full Governing Body meeting (4pm) | **DASHBOARD** –Ofsted & FFT data  **ASP** – Analyse School performance  **FFT** - Fischer Family trust  **IDSR** – Ofsted Inspection data summary record  **SISRA** - Service for Improved Schools' Results Analysis software |
| **HPRC –** Heads Performance Review Committee  **Members** – Members of the board of the Corbet School Academy Trust (3.30pm prior to GB) | **SIA –** School improvement advisor  **SIP -** School Improvement Plan  **SEF** – Self Evaluation Form  **MAT** – Multi Academy Trust |
| **PAN** – Published Admission number  **NOR** – Pupil Numbers on roll  **DfE** – Department for Education  **EFA –** Education Funding Agency | **FSM** – Free School Meals  **LAC** – Looked after children  **MAT** – More Able & Talented  **PP** – Pupil premium funding |

*Last revised 23.06.20 DJD*