**Governance Operation Plan**

|  |  |  |
| --- | --- | --- |
| **Autumn Term** | |  |
| **Accountability** | | **Triangulation of evidence (additional sources presented)** |
| **Link Governor activities** | Diary Link Gov. activities/visits  Website compliance checklist and report.  SEND & Safeguarding Link Governor Update  Wellbeing Link Governor report | Trusted Professional reports, Head teacher report. |
| **Financial management & monitoring** | Budget Update | LA Finance Advisor Budget setting. . |
| **Staffing & Performance management** | Arrangements for head/teaching appraisals  Staffing Update |  |
| **Training and Skills Development** | Skills Audit (every two years)  Safeguarding Level 1 all governors (annual) |  |
| **Safeguarding** | Keeping Children Safe in Education circulated to read (annually)  Agenda point for discussion and acknowledgment of content.  NSPCC Child Protection Governors annual training  Safer Recruitment training (x2 every 3yrs) |  |
| **Health & Safety** | Autumn audit results |  |
| **Policy/procedure ratification** | Child protection Policy  Pay policy  SIP/GIIP/SEF  SEND and Inclusion Policy  SCR vetting (Chair)  Instrument of Governance  Annual GDPR compliance update from the School’s Data Protection Office  Declarations of interest incl contractors/quotes  Membership/constitutional matters.  Any urgent action by Chair  Govs report training attended |  |
| **Instrument of Governance / Reports from LA** | Election of Chair/ Vice-Chair  Appointment of Clerk  Committee Structure & terms of reference.  Gov. declaration & Registration of business interests  Gov Code of conduct  Delegation of powers. |  |
| **Stakeholder Engagement and Visibility** | | |
|  | Parent Gov recruitment and induction  Newsletter Gov feature and email circulation to parents  Lunch with staff. |  |
| **Evaluation Activities** | | |
|  | Review Progress Against SIP/SEF | Consider external evidence available |

|  |  |  |
| --- | --- | --- |
| **Spring Term** | | |
| **Accountability** | | **Triangulation of evidence (additional sources presented)** |
| Link Governor activities | Website compliance checklist (changes/updates)  SEND & Safeguarding Link Governor Update  Curriculum Link Governor report | Trusted Professional reports, Head teacher report. |
| Financial management & monitoring | Budget Closedown  Approve the School’s Financial Value Standard (SFVS) – to be confirmed and submitted by 31 March.  Approve Properly Assigned Sum, if applicable  Review Service Level Agreements | LA Finance Advisor Budget setting. . |
| Staffing & Performance management | Staffing update |  |
| Training and Skills Development | As highlighted by skills audit and self-review. |  |
| **Compliance** | | |
| Safeguarding | Link Governor Visit & Report |  |
| Health & Safety | Link Governor Report/Audit | LA Audit (Every 5yrs)  Playground Inspection report. |
| Policy/procedure ratification | Pay Policy (if not Autumn)  Staff capability policy  Admission Arrangements  Children with Health needs  SCR vetting (Chair)  Declarations of interest incl contractors/quotes  Membership/constitutional matters.  Any urgent action by Chair  Govs report training attended. |  |
| Instrument of Governance / Reports from LA |  |  |
| **Stakeholder Engagement and Visibility** | | |
|  | Link Gov meet and greet parents’ session.  Lunch with staff. |  |
| **Evaluation Activities** | | |
|  | Review Progress Against SIP/SEF  External professional report (Quality of Education)  External governance review (focus to be decided annually) | Consider external evidence available  Link Gov curriculum report / head teacher report. |

|  |  |  |
| --- | --- | --- |
| **Summer Term** | | |
| **Accountability** | | **Triangulation of evidence (additional sources presented)** |
| Link Governor activities | Website compliance checklist (changes and updates)  SEND & Safeguarding Link Governor Update  Quality of education visit and report | Trusted Professional reports, Head teacher report. |
| Financial management & monitoring | Budget Update  Approval of Three-Year Budget Plan – to be submitted to the L.A. by 1 June (To be ratified by the full Governing Body, if approved by the Resources Committee)  Approve Service Level Agreements (To be ratified by the full Governing Body, if approved by the Resources Committee) | LA Finance Advisor Budget setting.  Extended Provision Accountancy report. |
| Staffing & Performance management | Staffing update |  |
| Training and Skills Development | As highlighted by skills audit and self-review. |  |
| **Compliance** | | |
| Safeguarding | Link Governor Visit & Report | LA Safeguarding audit (annual) |
| Health & Safety | Link Governor Report/Audit | LA Audit (Every 5yrs)  Fire Risk Assessment report (bi annually with LA). |
| Policy/procedure ratification | Extended School/Fee Charing and remissions policy, including terms and conditions  LA Health & Safety Policy  SCR vetting (Chair)  Declarations of interest incl contractors/quotes  Membership/constitutional matters.  Any urgent action by Chair  Govs report training attended. |  |
| **Stakeholder Engagement and Visibility** | | |
|  | Attendance at Induction Evening  Gov annual activities newsletter feature |  |
| **Evaluation Activities** | | |
|  | Review Progress Against SIP  Annual Governance Self-reflection | Trusted External Professional reports, Head teacher. Link Gov reports. |

* Policies agreed by Governors for approval by headteacher annually; Data Protection, Complaints Procedure, Health and Safety (LA Model policy), First Aid, premises management documents, Supporting Pupils with Medical Conditions, Positive Behaviour Policy, Exclusion Policy?, Equality Statement.
* Policies agreed by Governors for approval by head teacher at least every three years Accessibility plan
* Additional policies required by EYFS Statutory Framework to be reviewed annually by the Headteacher;

\*Managing children who are ill or infectious, \*Administering Medicines \*Checking visitors IDs \*Emergency evacuation \*Sleep policy

\*Failing to collect \*Missing or Absent for Education Policy

Check we have

**Statement of procedures for dealing with allegations of abuse against staff (HT)**

**Children with health needs who cannot attend school (Gov)**

Exclusion policy (can be HT)

Equality statements (HT