

Chase Lane Primary School

Annual Cycle of Business

Status: Up-dated September 2022

	Half Term 1	Half Term 2	Half Term 3	Half Term 4	Half Term 5	Half Term 6
FGB – (Full Governing Body)	<ul style="list-style-type: none"> • Elect Chair & Vice Chair • Elect link Governors • Membership of sub-committees and arrange link governors • Overview of KS results & new SIP. • Agree Governors for HT appraisal. • Outcome of children/parent survey/policies/Procedures • Agree Annual H&S report • Register of Business Interests • Staffing review • Review annual Gobs training programme • Receive recommendations from sub-committees 	<ul style="list-style-type: none"> • HT Report • Agree SEF • Agree Year 6 targets • Staff conduct policy • Decide whole governing body training for Spring Term • Target setting • Approve terms of reference • GB Self Review Document • Safeguarding • Disadvantaged statement/spending 	<ul style="list-style-type: none"> • Review SIP • Review SEF • Staffing review • Best Value Statement 	<ul style="list-style-type: none"> • HT report • Set school calendar for next year • Highlight budget issues • SVFS • Safeguarding training re pol'/procedures 	<ul style="list-style-type: none"> • Review of school <ul style="list-style-type: none"> – Vision – Values – Aims • GB Review • GB training session • GB Code of Conduct • Approve budget • Draft Annual Governance Statement 	<ul style="list-style-type: none"> • HT report • Review School Improvement Plan • Review SEF & SIP • Schedule of meetings for next year. • Review of Nursery Admissions policy <p>Policies/Procedures</p> <ol style="list-style-type: none"> 1. Safeguarding 2. Behaviour 3. Health & Safety Disciplinary Policy for next year 2. Capability Policy for next year 3. Complaints Policy for next year 4. Pay Policy 5. Maternity Policy 5. Financial Regs 6. Performance management

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F&GP – (Finance & General Purpose)	<ul style="list-style-type: none"> • Agree terms of reference • Elect Chair • Monitor budget at month 6 including PP • Teacher pay increase recommendations ratified • Ensure all staff are notified of pay • Staffing update • Pension Impact • Review audit recommendations <p>Agree Policies/regulations:</p> <ol style="list-style-type: none"> 1. Scheme of Delegation 	<p>Review Business Continuity Plan</p>	<ul style="list-style-type: none"> • Issues arising governors visits • Early stage budget planning • Monitor month 9 budget • Review contracts/SLA with traded services • Review staffing structure for next year • Staffing update • Review Scheme of delegation • Best Value Statement 	<ul style="list-style-type: none"> • Review budget plans • Submit annual review of SFVS • Review staffing structure for next year • Staffing update • Review Debit Card Policy 	<ul style="list-style-type: none"> • Agree previous years outturn • Review final budget plan 	<ul style="list-style-type: none"> • Monitor budget at month 3 • Receive audited school fund accounts • Staff update • Review Business Continuity Plan <p>Agree policies/regulations:</p> <ol style="list-style-type: none"> 7. Charging

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CSI – (Curriculum Standards & Inclusion)		<ul style="list-style-type: none"> • Agree terms of reference • Elect Chair • Agree remit • Comprehensive end of key stage analysis <ul style="list-style-type: none"> • Progress and attainment of year groups in R/W/M in FS/KS1/KS2 <ul style="list-style-type: none"> • Co-ordinator report (s) <p>Agree policies/regulations:</p> <ol style="list-style-type: none"> 1. Curriculum Policies by subject updated 2. SEN education 		<ul style="list-style-type: none"> • Progress and attainment of year groups in R/W/M • Progress & attainment of groups • Co-ordinator report(s) (to include Special Needs) <p>Agree policies/regulations:</p> <ol style="list-style-type: none"> 1. Curriculum policies by subject 		<ul style="list-style-type: none"> • Progress and attainment of year groups in R/W/M in FS/KS1/KS2 • Tracking of case studies • Progress of attainment of groups. • Co-ordinator report(s) • Link Governor reports (Creative Curriculum and the Arts) <p>Agree policies/regulations:</p> <ol style="list-style-type: none"> 1. The Curriculum Policy 2. Curriculum Policies by subject