

**Portsmouth Primary School
Governing Body Schedule of Business 2023/2024**

Date: 29 th September 2023	
Focus: Governance	Notes/Comments
<p>Welcome</p> <ul style="list-style-type: none"> • Welcome and Apologies, • Urgent Items for this meeting <p>Declaration of Pecuniary Interests, Minutes of the Previous Meeting</p> <ul style="list-style-type: none"> • Approval • Actions and Matters Arising <p>Headteacher's Report – Written</p> <ol style="list-style-type: none"> 1. Overview 2. Review and discuss results of whole school assessment and performance data 3. Pupil premium review of last year. 4. Sports Premium Review 5. Behaviour Logs <p>Approve School Improvement Plan 2023/2024 Safeguarding Update including KCSiE Receive and approve plan for off-site visits</p> <p>Discussion Points</p> <ol style="list-style-type: none"> 1. Farlington wraparound 2. Lockdown 3. Volunteering policy <p>Finance Update</p> <ol style="list-style-type: none"> 1. Accounts Update 2. Approval of Quotes <p>Governance</p> <ol style="list-style-type: none"> 1. Update Governor Details – Contact/Register of Interests/Information on Website 2. Confirm Membership, Dates and TOR for HTPMC and Pay Committee 3. Confirm delegated powers of the Chair and Headteacher 4. Confirm meeting dates and times for the year 5. Appoint Key Governor Roles 6. Appoint Governor Monitoring Areas – School Improvement Plan 7. Agree Governor Monitoring Schedule 8. Agree Governing Body Development Plan <p>Policies for Review</p> <ol style="list-style-type: none"> 1. Policy Schedule 2023/2024 2. Child Protection and Safeguarding Policy 3. MOPP 4. Finance SLA <p>Correspondence Impact of Meeting Date and Time of Next Meeting – Friday 20th October at 7:45am</p>	

Date: 20 th October 2023	
Focus: Curriculum	Notes/Comments
<p>Welcome</p> <ul style="list-style-type: none"> • Welcome and Apologies, • Urgent Items for this meeting <p>Declaration of Pecuniary Interests,</p> <p>Minutes of the Previous Meeting</p> <ul style="list-style-type: none"> • Approval • Actions and Matters Arising <p>Curriculum Presentation:</p> <ul style="list-style-type: none"> • Computing / Art / Phonics <p>Receive and approve plan for off-site visits</p> <p>Review Emergency / Disaster Recovery Plan</p> <p>Governance</p> <ul style="list-style-type: none"> • Agree Governing Body Development Plan • Governor Recruitment Update <p>Policies for Review:</p> <ul style="list-style-type: none"> • Accessibility Plan • Behaviour In School / Behaviour Principals • Charging and Remissions • Governors Allowances • Instrument of Governance • Relationships Education • Complaints Policy • Supporting Pupils with Medical Conditions • Code of Conduct for Governors • Virtual Meeting Policy • Anti-Bullying Policy <p>Correspondence,</p> <p>Date and time of next meeting.</p>	

Date: 24 th November 2023	
Focus: Budget Revision	
<p>Welcome</p> <ul style="list-style-type: none"> • Welcome and Apologies, • Urgent Items for this meeting <p>Declaration of Pecuniary Interests, Minutes of the Previous Meeting</p> <ul style="list-style-type: none"> • Approval • Actions and Matters Arising <p>Committee Reports</p> <ul style="list-style-type: none"> • Receive Report from Pay Committee • Receive Report from HTPMC <p>Finance</p> <ul style="list-style-type: none"> • Review / monitor spending against current budget plan • Consider benchmarking data • Consider Census Data • Agree Revised Budget for 2023/2024 • Reports from Internal Control Checks <p>Governance</p> <ul style="list-style-type: none"> • Governor Recruitment Update <p>Policies for Review:</p> <ul style="list-style-type: none"> • Teacher's Pay Policy • Whistleblowing Procedures • Reasonable Force Policy • Dignity at Work, Harassment and Bullying • Collective Grievance and Grievance Policy • Early career teachers (ECTs) • Designated teacher for looked-after and previously looked-after children • Data Protection • Children with health needs who cannot attend school <p>Correspondence, Date and time of next meeting.</p>	

Date: 15 th December 2023	
Focus: Data/Strategic/Governance	
<p>Welcome</p> <ul style="list-style-type: none"> • Welcome and Apologies, • Urgent Items for this meeting <p>Declaration of Pecuniary Interests, Minutes of the Previous Meeting</p> <ul style="list-style-type: none"> • Approval • Actions and Matters Arising <p>Headteacher's Report – Written Analyse Assessment Data for Autumn Term. Review School Improvement Plan Targets and monitor progress against SIP targets Discuss Reports from External Advisors Confirm Pupil Premium and Sports Premium Reports are published on the website</p> <p>Governor Reports</p> <ul style="list-style-type: none"> • Autumn Term H&S Report • Autumn Term Safeguarding Report • Autumn Term SCR Monitoring • Feedback on Governor Monitoring Reports – SIP • Feedback on Governor Monitoring Reports – Roles <p>Governance</p> <ul style="list-style-type: none"> • Agree topic for WGBT • Review GB Development Plan • Feedback on Governor Training in the Autumn Term. • Governor Recruitment Update <p>Policies for Review:</p> <ul style="list-style-type: none"> • Premises management documents <p>Correspondence, Date and time of next meeting.</p>	

Date: 19 th January 2024	
Focus: Finance, SEND, VVE	
<p>Welcome</p> <ul style="list-style-type: none"> • Welcome and Apologies, • Urgent Items for this meeting <p>Declaration of Pecuniary Interests,</p> <p>Minutes of the Previous Meeting</p> <ul style="list-style-type: none"> • Approval • Actions and Matters Arising <p>Finance Update:</p> <ul style="list-style-type: none"> • Review / monitor spending against current budget plan • Consider Budget Implications of the number on roll for the current year. • Agree SFVS completion framework • Agree decision regarding subscription to Governor Services • Agree Decision about LA clerking service and agree contracted hours <p>Discuss and Agree Vision, Values and Ethos</p> <p>Review SENDCO Presentation</p> <p>Evaluate resource and budget control of SEN provision</p> <p>Governance</p> <ul style="list-style-type: none"> • Governor Recruitment Update <p>Policies for Review:</p> <ul style="list-style-type: none"> • Special educational needs and disability • Equality information & objectives(public sector equality duty) & statement <p>Correspondence,</p> <p>Date and time of next meeting.</p>	

Date: 23 rd February 2024	
Focus: Assessment Data	
<p>Welcome</p> <ul style="list-style-type: none"> • Welcome and Apologies, • Urgent Items for this meeting <p>Declaration of Pecuniary Interests, Minutes of the Previous Meeting</p> <ul style="list-style-type: none"> • Approval • Actions and Matters Arising <p>Finance Update:</p> <ul style="list-style-type: none"> • Review / monitor spending against current budget plan • Complete SFVS <p>Governance</p> <ul style="list-style-type: none"> • Review GB Development Plan • Feedback on Governor Training in the Spring Term • Governor Recruitment Update <p>Policies for Review: NONE</p> <p>Correspondence, Date and time of next meeting.</p>	
Date: 22 nd March 2024	
Focus: Finance and Governance	
<p>Welcome</p> <ul style="list-style-type: none"> • Welcome and Apologies, • Urgent Items for this meeting <p>Declaration of Pecuniary Interests, Minutes of the Previous Meeting</p> <ul style="list-style-type: none"> • Approval • Actions and Matters Arising <p>Headteacher's Report – Written Analyse Assessment Data for Spring Term.</p> <p>Governor Reports</p> <ul style="list-style-type: none"> • Spring Term H&S Report • Spring Term Safeguarding Report • Spring Term SCR Monitoring • Feedback on Governor Monitoring Reports – SIP • Feedback on Governor Monitoring Reports – Roles • Reports from Internal Control Checks <p>Policies for Review:</p> <ul style="list-style-type: none"> • Educational Visits and Curriculum Visitors to School Policy • Health Protection in Education (Isolating Children) <p>Correspondence, Date and time of next meeting.</p>	

Date: 26 th April 2024	
Focus:	
<p>Welcome</p> <ul style="list-style-type: none"> • Welcome and Apologies, • Urgent Items for this meeting <p>Declaration of Pecuniary Interests, Minutes of the Previous Meeting</p> <ul style="list-style-type: none"> • Approval • Actions and Matters Arising <p>Review transition arrangements Agree updated equalities information and progress against equalities objectives for publishing Review School Improvement Plan Targets and monitor progress against SIP targets Discuss Reports from External Advisors</p> <p>Governance</p> <ul style="list-style-type: none"> • Governor Recruitment Update <p>Policies for Review:</p> <ul style="list-style-type: none"> • Social Media Policy • Mobile Phone Policy • E-Safety Policy <p>Correspondence, Date and time of next meeting.</p>	
Date: 24 th May 2024	
Focus: Budget	
<p>Welcome</p> <ul style="list-style-type: none"> • Welcome and Apologies, • Urgent Items for this meeting <p>Declaration of Pecuniary Interests, Minutes of the Previous Meeting</p> <ul style="list-style-type: none"> • Approval • Actions and Matters Arising <p>Headteacher's Report – Written Headlines of Assessment Data</p> <p>Finance Update:</p> <ul style="list-style-type: none"> • Review outturn from previous financial year and ensure any significant variances are understood • Discuss and agree priorities for next financial year based on school improvement priorities • Receive report on issues arising from strategic financial planning • Agree budget for staff training and development • Discuss predicted pupil numbers and budget implications • Consider PP, Sports Premium and SEN funding and the impact of this additional funding • Budget planning for next financial year to meet SIP priorities • Review implications of school census for funding • Approve Budget • Approve 3-year strategic plan • Plan and approve capital spend <p>Policies for Review</p> <ul style="list-style-type: none"> • Best Value Statement <p>Governance</p> <ul style="list-style-type: none"> • Governor Recruitment Update <p>Correspondence, Date and time of next meeting.</p>	

Date: 21 st June 2024	
Focus: Governance	
<p>Welcome</p> <ul style="list-style-type: none"> • Welcome and Apologies, • Urgent Items for this meeting <p>Declaration of Pecuniary Interests,</p> <p>Minutes of the Previous Meeting</p> <ul style="list-style-type: none"> • Approval • Actions and Matters Arising <p>Governor Reports</p> <ul style="list-style-type: none"> • Summer Term H&S Report • Summer Term Safeguarding Report • Summer Term SCR Monitoring • Feedback on Governor Monitoring Reports – SIP • Feedback on Governor Monitoring Reports – Roles • Reports from Internal Control Checks <p>Governance</p> <ul style="list-style-type: none"> • Review GB Development Plan • Feedback on Governor Training in the Summer Term • Ensure training is booked for members of the HTPMC • Discuss schedule of meeting for next academic year • Review GB Development Plan and discuss next year’s plan • Review TOR and proposed amendments • Agree election arrangements for FGB • Discuss roles and responsibilities for next academic year • Agree schedule of meeting for next academic year <p>Policies for Review:</p> <ul style="list-style-type: none"> • Security Procedures • Remote Learning Policy • Mini Bus Policy • Lockdown Procedures • Health and safety <p>Correspondence, Date and time of next meeting.</p>	

Date: 19 th July 2024	
Focus: Assessment Data	
Welcome <ul style="list-style-type: none">• Welcome and Apologies,• Urgent Items for this meeting Declaration of Pecuniary Interests, Minutes of the Previous Meeting <ul style="list-style-type: none">• Approval• Actions and Matters Arising Finance Update: <ul style="list-style-type: none">• Review / monitor spending against current budget plan Headteacher's Report – Written Analyse Assessment Data for 2023/2024. Review outcomes in reaching school improvement, pupil progress and attainment targets Discuss Reports from External Advisors Policies for Review: Admission Arrangements First aid in schools Staff Code of Conduct Correspondence, Date and time of next meeting.	