****A close up of a sign

Description automatically generated

**Marlborough Primary Academy Management Plan 2019-20**

|  |  |
| --- | --- |
| **Tuesday 1st October 2019**  Meetings start at 3:30pm | **Monday 10th December 2019**  M Meetings start at 3:30pm |
| *Procedural*  Welcome and apologies  Declarations of interest  Annual Review of membership  Complete annual pecuniary interest forms and Code of Conduct  Minutes of the last meeting and matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Receive report on summer testing results and trends  Presentation on pupil tracking system  Consider progress on Strategic Improvement Plan  Update from Headteacher on people and finance at start of academic year  Barriers to progress  *Local Governance monitoring and development*  Governor visits  Clerk’s Update – membership, local and national strategies  Governor training  LGB Action Plan  Reach South Board Update  *Policy Review*  Adopt the Trust H&S policy | *Procedural*  Welcome, consider apologies and confirmation of quorum  Declaration of interests  Minutes of last meeting  Matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Questions on Headteacher’s report  Review report on the quality of teaching  Review progress on Strategic Improvement Plan  ASP/Data dashboard review  Report on planned use of pupil premium  Report on staff appraisal  Note the annual budget and review the closing budget from the previous year  Review variations in budget spend and re-forecasts  Admissions update  *Local Governance monitoring and development*  **Report from Safeguarding champion(s) on review of Single Central Record Report from Maths champions(s) Report from English champion(s)** Other Governor visits  Clerk’s Update – membership, local and national strategies  Governor training  LGB Action Plan  Reach South Board update |

\* Agenda’s based on the Management Plan 2019-20 will be reviewed prior to each meeting and amended when necessary.

|  |  |
| --- | --- |
| **Monday 3rd February 2020**  Meetings start at 3:30pm | **Wednesday 18th March 2020**  Meetings start at 3:30pm |
| *Procedural*  Welcome, consider apologies and confirmation of quorum  Declaration of interests  Minutes of last meeting  Matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Monitor the success of the phonics programme Review progress on Strategic Improvement Plan  Review Parent View and plan parent surveys  Review variations in budget spend and re-forecasts  Review the academy emergency plan  Review the risk register  Admissions update  *Local Governance monitoring and development*  **Report from Early Years champion**  **Report from SENDCo LAC report**  **Report from Pupil premium champion**  Governor visits  Clerk’s Update – membership, local and national strategies  Governor training  LGB Action Plan  Reach South Board update  *Policy Review*  Review and maintain Behaviour policy  Review and maintain the SEN policy | *Procedural*  Welcome, consider apologies and confirmation of quorum  Declaration of interests  Minutes of last meeting  Matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Performance Management update  Review parent survey results  Report on impact of pupil premium  Report on quality of teaching and pupil progress  Questions on Headteacher’s report  Report on predicted outcomes for cohorts and years  Plan survey of staff/pupils (as required)  Review variations in budget spend and re-forecasts  Review of academy website    *Local Governance monitoring and development*  **Report from Maths champion**  **Report from English champion**  Other Governor visits  Clerk’s Update – membership, local and national strategies  Governor training  LGB Action Plan  Reach South Board update  *Policy Review*  Review and maintain Complaints policy |

|  |  |
| --- | --- |
| **Wednesday 6th May 2020**  Meetings start at 3:30pm | **Tuesday 7th July 2020**  Meetings start at 3:30pm |
| *Procedural*  Welcome, consider apologies and confirmation of quorum  Declaration of interests  Minutes of last meeting  Matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  Review progress on Strategic Improvement Plan  Review variations in budget spend and re-forecasts  Review staffing structure for following year  Review of staff CPD/shared expertise  *Local Governance monitoring and development*  **Report on review of Single Central Record**  **Report from SENDCo**  **Report from safeguarding champion**  Other Governor visits  Clerk’s Update – membership, local and national  strategies  Governor training  LGB Action Plan  Reach South Board update | *Procedural*  Welcome, consider apologies and confirmation of quorum  Declaration of interests  Minutes of last meeting  Matters arising  Chair’s and Head’s urgent business  *Academy Improvement, overview and scrutiny*  End of year testing results  Review progress on Strategic Improvement Plan and adopt a new plan for the coming year  Questions on Headteacher’s report  Academy self-evaluation report  Review variations in budget spend and re-forecasts    *Local Governance monitoring and development*  **Report from Early Years champion**  **Report from Grants and Pupil premium champion**  Other Governor visits  Clerk’s Update – membership, local and national strategies  Governor training  Governor Action Plan – new items for following year  Strategic planning by FGB  Election of chair and vice chair  Appoint governors with specific responsibilities for the year ahead  Set up a hearings committee (staffing, exclusions and complaints)  Appoint Performance Management governors and secure training  Evaluation of LGB’s work |