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

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| **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 interestAnnual Review of membership Complete annual pecuniary interest forms and Code of Conduct Minutes of the last meeting and matters arisingChair’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 visitsClerk’s Update – membership, local and national strategiesGovernor trainingLGB Action PlanReach South Board Update*Policy Review*Adopt the Trust H&S policy | *Procedural*Welcome, consider apologies and confirmation of quorumDeclaration of interests Minutes of last meeting Matters arisingChair’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 reviewReport on planned use of pupil premiumReport on staff appraisalNote 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 RecordReport from Maths champions(s)Report from English champion(s)** Other Governor visitsClerk’s Update – membership, local and national strategiesGovernor training LGB Action PlanReach South Board update |

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

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| **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 quorumDeclaration of interests Minutes of last meeting Matters arisingChair’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-forecastsReview the academy emergency planReview the risk registerAdmissions update *Local Governance monitoring and development***Report from Early Years champion****Report from SENDCo LAC report****Report from Pupil premium champion**Governor visitsClerk’s Update – membership, local and national strategiesGovernor trainingLGB Action PlanReach South Board update*Policy Review*Review and maintain Behaviour policyReview and maintain the SEN policy | *Procedural*Welcome, consider apologies and confirmation of quorumDeclaration of interests Minutes of last meeting Matters arisingChair’s and Head’s urgent business*Academy Improvement, overview and scrutiny*Performance Management updateReview parent survey results  Report on impact of pupil premiumReport on quality of teaching and pupil progress Questions on Headteacher’s report Report on predicted outcomes for cohorts and yearsPlan survey of staff/pupils (as required)Review variations in budget spend and re-forecastsReview 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 strategiesGovernor trainingLGB Action Plan Reach South Board update*Policy Review*Review and maintain Complaints policy |

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| **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 quorumDeclaration of interests Minutes of last meeting Matters arisingChair’s and Head’s urgent business*Academy Improvement, overview and scrutiny*Review progress on Strategic Improvement Plan Review variations in budget spend and re-forecastsReview staffing structure for following yearReview 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 strategiesGovernor trainingLGB Action PlanReach South Board update | *Procedural*Welcome, consider apologies and confirmation of quorumDeclaration of interests Minutes of last meeting Matters arisingChair’s and Head’s urgent business*Academy Improvement, overview and scrutiny*End of year testing resultsReview progress on Strategic Improvement Plan and adopt a new plan for the coming yearQuestions on Headteacher’s report Academy self-evaluation reportReview 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 visitsClerk’s Update – membership, local and national strategiesGovernor trainingGovernor Action Plan – new items for following yearStrategic planning by FGBElection of chair and vice chairAppoint governors with specific responsibilities for the year ahead Set up a hearings committee (staffing, exclusions and complaints)Appoint Performance Management governors and secure trainingEvaluation of LGB’s work  |