

**Parrett and Axe CEVA Primary School**  
**Courage, Respect, Equality and Kindness**  
**Governing Body Annual Agenda**

The Department for Education Governors' Handbook – three core functions	Office for Standards in Education (Ofsted) – four areas of review
<ol style="list-style-type: none"> <li>1. Ensuring clarity of vision, ethos and strategic direction;</li> <li>2. Holding executive leaders to account for the educational performance of the organisation and its pupils; and the effective and efficient performance management of staff; and</li> <li>3. Overseeing the financial performance of the school and making sure its money is well spent.</li> </ol>	<ol style="list-style-type: none"> <li>1. Effectiveness of leadership and management.</li> <li>2. Quality of teaching, learning and assessment.</li> <li>3. Personal development, behaviour and welfare.</li> <li>4. Outcomes for children and other learners.</li> </ol>

<i>Autumn Term</i>		
	Meeting 22/10/2024 Planning / Procedural	Meeting 2 19/11/2023
	<b>AGM</b> <ol style="list-style-type: none"> <li>1) Opening Prayer</li> <li>2) Apologies and welcome</li> <li>3) Register of Business Interests – Please let me know if there are any changes via email</li> <li>4) Chair and Vice-Chair Elections</li> <li>5) Review of Committee Structure HTPM Committee</li> <li>6) Review of Committee Members</li> <li>7) Review Mission Statement and the Aims of the School</li> <li>8) Review Standing Orders, Code of Conduct and Terms of Reference for FGB – in the Governors section of the website – Please let me know via email to confirm that you have read and understood all three documents.</li> <li>9) Delegation to the HT and Finance Officer</li> </ol>	
<b>How do we know? Strategic</b>	<ul style="list-style-type: none"> <li>• Discuss school values, aims and mission statement</li> <li>• Staff Governor Feedback</li> <li>• Headteacher's interim report (written)</li> <li>• Review website</li> <li>• WDSC Update</li> </ul>	<ul style="list-style-type: none"> <li>• Headteacher's report</li> <li>• Staff Governor Feedback</li> <li>• Monitor H/S Log books - Fire/COSHH/Water</li> <li>• Review Headteacher's report covering <b>Autumn</b> Term</li> <li>• Review progress made against the school improvement plan (1)</li> </ul>
<b>Holding to Account</b>	<ul style="list-style-type: none"> <li>• Update of staff roles and responsibilities</li> <li>• School Census</li> <li>• School Improvement Plan discussed and approved.</li> </ul>	<ul style="list-style-type: none"> <li>• Receive review of EYFS Baseline</li> <li>• Receive review of ASP (if received)</li> <li>• Review monitoring report (1) (observations, books, planning, Teaching and Learning)</li> <li>• Receive school Self Evaluation- partner report (SEP) if ECL has visited.</li> <li>• School Improvement Plan discussed</li> </ul>
<b>Procedural</b>	<p>Read annual policies and sign declaration to show they have understood and agree to adhere to the policies</p> <ul style="list-style-type: none"> <li>• Confidentiality Policy is to be reviewed and signed</li> <li>• Child Protection Policy</li> <li>• Admissions Policy</li> <li>• Governor Visits Protocol</li> <li>• Standing Orders and Financial Admin Regs</li> <li>• Laptop Policy</li> <li>• Mobile Phone Policy</li> <li>• Intimate Care Policy</li> <li>• Teaching and Learning Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Policies</li> <li>• Learning Walks</li> <li>• Safeguarding Audit and Action Plan</li> </ul>
<b>Financial Priority</b>	<ul style="list-style-type: none"> <li>• Update register of interest</li> <li>• Approve delegation of powers to Head and Chair</li> <li>• Review PP spending plan for year</li> <li>• Review finance account</li> <li>• Review/monitor key spending priorities against SIP</li> <li>• Consider autumn school census and impact on future funding</li> </ul>	<ul style="list-style-type: none"> <li>• Review report on application of pay and rewards linked to performance</li> <li>• Approve Outturn</li> <li>• Voluntary Funds</li> <li>• Financial Procedures Policy</li> <li>• Consider SFVS at this and future meetings</li> </ul>
<b>Holding Self (GB) to Account</b>	<ul style="list-style-type: none"> <li>• Agree governance training plan and review previous year</li> <li>• Review GB effectiveness - (GB self-audit)</li> <li>• Consider key roles within GB – appoint link governor roles and who will sit on Headteacher Performance Management panel.</li> <li>• Review and re-sign Code of Conduct (GB)</li> <li>• Ensure school website and Get Information about Schools is up to date with statutory information.</li> <li>• Hold elections for chair and vice-chair.</li> <li>• Review committee structure and membership.</li> <li>• Set dates for the year's FGB meetings.</li> <li>• Review terms of office date and plan any recruitment needed.</li> <li>• Review and update skills audit.</li> <li>• Agree governors' visits programmed for the year.</li> <li>• Review part of governance self-audit</li> <li>• Succession Planning and Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Review part of governance self-audit</li> <li>• Succession Planning and Recruitment</li> </ul>
<b>Premises</b>	<ul style="list-style-type: none"> <li>• Premises Walk</li> <li>• Health and Safety Action Plan</li> <li>• Fire Safety Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Premises Walk</li> <li>• Health and Safety Action Plan</li> <li>• Fire Safety Action Plan</li> </ul>

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<i>Spring Term</i>		
	Meeting 3 11/02/2025	Meeting 18/03/2025 Budget
<b>How do we know? Strategic</b>	<ul style="list-style-type: none"> <li>• Headteacher's interim report (verbal)</li> <li>• Set staff questionnaire</li> <li>• Set Parent Questionnaire</li> <li>• Review staff questionnaire</li> <li>• Staff Governor Feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Review Headteacher's report covering <b>Spring</b> Term</li> <li>• Review Safeguarding/CP Audit and Action Plan</li> <li>• Receive annual Health &amp; Safety report</li> <li>• Review Parent Questionnaire</li> <li>• Staff Governor Feedback</li> </ul>
<b>Holding to Account</b>	<ul style="list-style-type: none"> <li>• Review <b>Autumn</b> Term data set, to include all years and groups of children</li> <li>• Receive Inclusion report</li> <li>• Review of Pupil Premium (1) (effectiveness of interventions)</li> <li>• Safeguarding review update</li> <li>• School Improvement Plan discussed</li> </ul>	<ul style="list-style-type: none"> <li>• Receive school evaluation partner report (SEP)</li> <li>• Review monitoring report (2) (books, observations, planning, Teaching and Learning)</li> <li>• School Improvement Plan discussed</li> </ul>
<b>Procedural</b>	<ul style="list-style-type: none"> <li>• Policies</li> </ul>	<ul style="list-style-type: none"> <li>• Policies</li> <li>• Learning Walks</li> </ul>
<b>Financial Priority</b>	<ul style="list-style-type: none"> <li>• Review finance account</li> <li>• Consider option for future bids / capital projects</li> <li>• Best Value Statement</li> <li>• Review Contract Schedule</li> <li>• Review progress of SFVS</li> <li>• Approve Outturn</li> <li>• Premises review, repairs and maintenance required – financial planning of.</li> <li>• Complete and sign off SFVS return – to be submitted to LA by 31 March.</li> </ul>	<ul style="list-style-type: none"> <li>• Review finance account</li> <li>• Consider changes required to the staffing structure for next academic year</li> <li>• Ensure planning for financial budgeting is set</li> <li>• Approve purchases of services</li> <li>• Approve a 3- year budget – to be submitted to LA by 1 May.</li> </ul>
<b>Holding Self (GB) to Account</b>	<ul style="list-style-type: none"> <li>• Review part of governance self-audit</li> <li>• Succession Planning and Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Review part of governance self-audit</li> <li>• Succession Planning and Recruitment</li> </ul>
<b>Premises</b>	<ul style="list-style-type: none"> <li>• Premises Walk</li> <li>• Health and Safety Action Plan</li> <li>• Fire Safety Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Premises Walk</li> <li>• Health and Safety Action Plan</li> <li>• Fire Safety Action Plan</li> </ul>

<i>Summer Term</i>		
	Meeting 5 20 /5/2025	Meeting 6 15/07/2025
<b>How do we know? Strategic</b>	<ul style="list-style-type: none"> <li>• Headteacher's interim report (verbal)</li> <li>• Staff Governor Feedback</li> <li>• Headteacher's interim report (verbal)</li> <li>• Staff Governor Feedback</li> <li>• Monitor Risk Assessments/Accident Books (children/County)/Near Miss forms</li> <li>• Premises Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Review Headteacher's report covering <b>Summer</b> Term</li> <li>• Review progress made against the school development plan (3)</li> <li>• Staff Governor Feedback</li> </ul>
<b>Holding to Account</b>	<ul style="list-style-type: none"> <li>• Web-site, review statutory requirements met</li> <li>• Review <b>Spring</b> Term data set, to include all years and groups of children</li> <li>• Receive Inclusion report</li> <li>• Review of Pupil Premium (2) (effectiveness of interventions)</li> <li>• Review SLT monitoring report (3) (book observations, planning, Teaching and Learning)</li> <li>• Review impact of staff CPD plan on standards, the SDP and professional growth</li> <li>• School Improvement Plan discussed</li> </ul>	<ul style="list-style-type: none"> <li>• Receive annual safeguarding report, including review of Audit and Action Plan</li> <li>• Receive annual racist incident report</li> <li>• Receive school evaluation partner report (SEP)</li> <li>• School Improvement Plan discussed</li> </ul>

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<b>Procedural</b>	<ul style="list-style-type: none"> <li>• Policies</li> </ul>	<ul style="list-style-type: none"> <li>• Policies</li> </ul>
<b>Financial Priority</b>	<ul style="list-style-type: none"> <li>• Review finance account</li> <li>• Approve Outturn</li> <li>• Financial Risk and Control Checklist</li> <li>• Statement of Internal Control</li> </ul>	<ul style="list-style-type: none"> <li>• Review finance account</li> </ul>
<b>Holding Self (GB) to Account</b>	<ul style="list-style-type: none"> <li>• Review part of governance self-audit</li> <li>• Succession Planning and Recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Review part of governance self-audit</li> <li>• Review governor attendance</li> <li>• Set meeting dates for next academic year</li> <li>• Succession Planning and Recruitment</li> </ul>
<b>Premises</b>	<ul style="list-style-type: none"> <li>• Premises Walk</li> <li>• Health and Safety Action Plan</li> <li>• Fire Safety Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Premises Walk</li> <li>• Health and Safety Action Plan</li> <li>• Fire Safety Action Plan</li> </ul>