

# Park Street CofE Primary School

## 2020 - 2021 Governor School Calendar

August '20						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October '20						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '20						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						





March '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			




April '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

-  School Closed/ Holidays
-  FGB
-  P&L
-  Foundation

-  Teacher in-Service Day (no school for students)
-  F&R
-  Tests (KS1, KS2)

**SEPTEMBER****FGB: 17<sup>th</sup> Sept:1900 - 2100**

Elect Chair & Vice Chair  
Approve Code of Conduct  
Confirm reading KCSIE  
Complete Register of Interests  
Confirm Committees, Membership, ToR  
Appoint Roles (SEND, Safeguarding etc)  
Agree Link Governors  
Agree Strategy  
Review SIP  
Agree Programme of Governor Visits  
Agree Training Programme  
Agree HT Appraisal  
BMR & forecast

**Foundation: 28<sup>th</sup> Sept: 1100-1230****OCTOBER****Finance, Resources & Compliance: 15<sup>th</sup> Oct: 1830-2000**

BMR & forecast  
Debts, Write-offs  
Virements  
Head's Expenses  
DFC Report  
Contracts Register  
Premises Inspection  
Lettings  
H&S Risk Register  
Accident Reports

**Pay Review for HT & Staff: TBC****NOVEMBER****Personnel & Learning: 9<sup>th</sup> Nov: 1830 - 2000**

First HT Report

- Progress and Attainment
- Quality of Teaching
- Suggested interventions

Review Appraisal Outcomes  
Review PP Action Plan  
Review PE & Sport Premium Action Plan  
Agree HT Pay  
Receive Staff Pay Recommendations from HT

**DECEMBER****FGB: 10<sup>th</sup> Dec: 1900-2100**

HT Report:

- Progress to Strategic Priorities
- Progress on Outcomes

Safeguarding Report

Website Compliance

Admission Arrangements (Send to LA by 15<sup>th</sup> March)

BMR &amp; forecast

**JANUARY****Personnel & Learning: 11<sup>th</sup> Jan: 1830 - 2000**

HT Report

- Progress and Attainment
- Quality of Teaching
- Update on interventions

Review Curriculum

Review Staffing for new budget

**Foundation: 25<sup>th</sup> Jan: 1100-1230****FEBRUARY****Finance, Resources & Compliance: 4<sup>th</sup> Feb: 1830 - 2000**

BMR &amp; forecast

Debts, Write-offs

SFVS (Submit by 31<sup>st</sup> March)

Virements

First draft budget

Head's Expenses

DFC Report

Premises Condition Inspection

Premises H&amp;S Inspection

Asset Management Plan

Financial Benchmarking

Contracts for next FY

Financial Risks &amp; Insurance

Reserves &amp; Contingencies

Lettings

H&amp;S Risk register

H&amp;S Assessment Review

Accident Reports

**MARCH****Personnel & Learning: 18<sup>th</sup> March: 1830 - 2000**

HT Report

- Progress and Attainment
- Quality of Teaching
- Update on interventions

Interventions for SATS

**APRIL****Foundation: 19<sup>th</sup> April: 1100-1230****Finance, Resources & Compliance: 29<sup>th</sup> April: 1800 - 1900**

BMR & forecast  
Debts, Write-offs  
Virements  
Head's Expenses  
DFC Report  
Budget Approval

**FGB: 29<sup>th</sup> April: 1900 - 2030**

Budget Approval

**MAY****JUNE****FGB Away Day: June?**

Review Strategic Plan and Agree Amendments  
Review Impact of Pupil Premium  
Review PE and Sports Premium Impact  
Review Year ahead

**Finance, Resources & Compliance: 17<sup>th</sup> June: 1830 - 2000**

Full year position  
BMR & forecast  
Debts & write-offs  
Virements  
DFC plan  
Report to parents/carers  
Lettings  
Head's expenses  
Scheme of Charging  
Contracts register  
Scheme of financing schools  
Financial regulations for schools  
Contract regulations  
Corporate requirements framework  
Schedule of financial authority  
Schedule of day-to-day responsibilities  
H&S Risk register  
Accident Reports

**Personnel & Learning: 28<sup>th</sup> June: 1830 - 2000**

HT Report

- Outcomes

Curriculum Plans for next AY

**JULY****FGB: 15<sup>th</sup> July: 1900 - 2100**

Clerk Appraisal  
Strategy for following year  
Progress on Outcomes  
Appointment of HT Appraisal, Pay and Pay Review Committees