

Strong Close Policy and Guidelines Monitoring Schedule January 2022

6 x Full Governing Body Meetings (FGB)

NB POLICY REVIEW TO BE REPORTED TERM AFTER CONDUCTED

KEY

Bold= to be approved by GB

FGB= to be approved by GB

A = Annually

RA = Recommended Annually

LD = Live Document

WS = published on website

E = Employer

Bold = to be approved by GB or G or HT

GB = By Governing Body

GB/G = by Governing Body or Individual Governor

GB/LA = by Governing Body or Local Authority

GB/G/HT = by Governing Body, Individual Governor or Headteacher

GBCD = Governing Body can delegate

Leadership and Management – Lead Person Headteacher reported to FGB

Autumn- FGB 19 th Jan 2022		Spring-FGB 11 th May 2022		Summer- FGB 20 th October 2021/2022 TBC	
Term 1	Term 2	Term 1	Term 2	Term 1	Term 2
Safeguarding- A, GB (child protection, LAC and designated teacher for LAC and PLAC, plus statement on abuse against staff- RA, GB/G/HT) Children Looked After Policy – RA, GB	Confidentiality Health and Safety –A, E and First Aid – RA, E Evacuation/ Invacuation	Equalities- every 4 years GB/G/HT WS Buildings & Premises- RA, GB/G/HT Security Well Being Aims and Objectives WS	Complaints staff and public FGB- RA, GB/G/HT WS Staff discipline, capability, conduct and grievance- RA, GB	Infection Control Lone Working Accidents Learning and Teaching Staff Development <ul style="list-style-type: none"> - Recruitment - Induction Governor Development <ul style="list-style-type: none"> - Induction 	Instrument of Governance – RA, GB Governors allowances – RA, GB/G/HT Register of Business Interests – LD, GBCD WS Governors-Structure, responsibilities and annual attendance WS and Governor Skills and Training Needs Appraisal ECT – A, GB Pay Policy Teacher’s Pay – A, GB/LA

Curriculum – Lead Person Headteacher

Autumn		Spring		Summer	
Term 1	Term 2	Term 1	Term 2	Term 1	Term 2
PSED WS	Physical WS	Communication and Language WS	Mathematics WS Literacy WS	Understanding the World WS Expressive Arts and Design WS	Monitoring and Evaluation School improvement Plans Home learning/Remote education WS Teaching and Learning

Lead person Assistant Headteacher

Autumn		Spring		Summer	
Term 1	Term 2	Term 1	Term 2	Term 1	Term 2
Assessment -policy	Lunchtimes- monitoring	Lunchtimes- policy and monitoring		Outdoors-policy Lunchtimes- monitoring	Display -policy

Strong Close Policy and Guidelines Monitoring Schedule January 2022

SEND - Lead person SENCO reported to FGB					
Autumn FGB 23 rd March 2022		Spring- FGB 11TH May 2022		Summer- FGB 20TH October 2021/2022 TBC	
Term 1	Term 2	Term 1	Term 2	Term 1	Term 2
Local Offer – A, LA (SEN Information Report)		SEND (including children with health needs who can't attend school and supporting pupils with medical conditions)-A, GB WS		Behaviour (written statement of behaviour principles and exclusion)- RA, GB WS Restraint	Accessibility Plan – every 3 years, GB/G/HT

Resources – Senior Administrator reported to Full Governing Body					
Autumn- FGB 23 rd March 2022		Spring		Summer FGB 20TH October 2021/2022 TBC	
Term 1	Term 2	Term 1	Term 2	Term 1	Term 2
GDPR & Data Protection – RA, GB/G/HT Privacy Notice	ICT	CCTV Asset Management	General Administration Staffing Workstation assessment	Charging & Remissions – A, GB/G/HT WS	Publicity and Marketing Finance

Parental Involvement – Lead Person Parental Involvement Co-ordinator reported to FGB school improvement focus meeting		
Autumn-19 th January 2022	Spring	Summer
Admissions – A, GB WS Bereavement	Parental Involvement in Children's Learning	Attendance