

## Strong Close Policy and Guidelines Monitoring Schedule 2023-2024 September 2023

6 x Full Governing Body (FGB) Meetings

**NB POLICY REVIEW TO BE REPORTED TERM AFTER CONDUCTED**

### KEY

**Bold** = to be approved by GB

**FGB selected to approve**

A = Annually

RA = Recommended Annually

LD = Live Document

**WS** = published on website

**Bold** = to be approved by GB or G or HT

GB/G = by Governing Body or Individual Governor

GB/LA = by Governing Body or Local Authority

GBCD = Governing Body can delegate

E = Employer

Leadership and Management – Lead Person Headteacher reported to FGB											
FGB 17 <sup>th</sup> Oct 2023		FGB 25 <sup>th</sup> Jan 2024		Spring-FGB 16 <sup>th</sup> May 2024		Summer- FGB 17 <sup>th</sup> Oct 2023					
Term 1		Term 2		Term 1		Term 2					
<b>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 Governor Code of Conduct NGA</b>		Confidentiality <b>Health and Safety –A, E and First Aid – RA, E</b> Evacuation/ Invacuation		<b>Equalities- every 4 years GB/G/HT WS</b> <b>Buildings &amp; Premises- RA, GB/G/HT</b> Well Being Aims and Objectives <b>WS</b>		<b>Complaints staff and public FGB- RA, GB/G/HT WS</b> <b>Staff discipline, capability, conduct and grievance- RA, GB</b>		Infection Control Lone Working Accidents Staff Development - Recruitment - Induction Governor Development - Induction		<b>Instrument of Governance – RA, GB</b> <b>Governors allowances – RA, GB/G/HT</b> <b>Register of Business Interests – LD, GBCD WS</b> Governors-Structure, responsibilities and annual attendance <b>WS</b> and Governor Skills and Training Needs Appraisal <b>ECT – A, GB</b> Pay Policy <b>Teacher’s Pay – A, GB/LA</b>	
Curriculum – Lead Person Headteacher											
Autumn		Spring		Summer							
Term 1		Term 2		Term 1		Term 2					
PSED <b>WS</b>		Mathematics <b>WS</b>		Communication and Language <b>WS</b> Literacy <b>WS</b>		Physical <b>WS</b>		Home learning/Remote education <b>WS</b> Teaching and Learning Parental Involvement in Children’s Learning		School improvement Plans Understanding the World <b>WS</b> Expressive Arts and Design <b>WS</b>	

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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

SEN- Lead Person SENDCo					
Aut FGB 16 <sup>th</sup> Nov 2023		Spring-FGB 16 <sup>th</sup> May 2024		Summer- FGB 2023	
Term 1	Term 2	Term 1	Term 2	Term 1	Term 2
Local Offer – A, LA (SEN Information Report)	Behaviour	SEND (including children with health needs who can't attend school and supporting pupils with medical conditions)-A, GB WS	Behaviour	Behaviour (written statement of behaviour principles and exclusion)- RA, GB WS Restraint	Accessibility Plan – every 3 years, GB/G/HT

Resources – Business Manager					
Autumn- FGB 25 <sup>th</sup> Jan 2024		Spring-FGB 16 <sup>th</sup> May 2024		Summer- FGB 18 <sup>th</sup> July 2024	
Term 1	Term 2	Term 1	Term 2	Term 1	Term 2
GDPR & Data Protection – RA, GB/G/HT Privacy Notice Admissions – A, GB WS Bereavement	ICT	CCTV Asset Management Security and Emergency Plan	General Administration Staffing Workstation assessment	Charging & Remissions – A, GB/G/HT WS Attendance	Publicity and Marketing Finance Credit Card Financial Appendices