



**Woodmancote School**  
Belong · Aspire · Achieve

**Roles and Responsibilities for Governors 2017-18**

Clerk Chair Mark Darwin Shane Griffin Terry Davis Clare Spiller Linda Armitage Sheila Johnson Melissa Joice	<a href="mailto:clerk@woodmancote.gloucs.sch.uk">clerk@woodmancote.gloucs.sch.uk</a> <a href="mailto:chair@woodmancote.gloucs.sch.uk">chair@woodmancote.gloucs.sch.uk</a>	Gary Tucker <a href="mailto:head@woodmancote.gloucs.sch.uk">head@woodmancote.gloucs.sch.uk</a>  Sarah Badham Beccy Meadows Richard Hoyle
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# School Development Plan

## Raising Achievement Plan-Summer 2 2017 to Spring 2 2018

1. Ensure clear expectations apparent in Year 2 and Year 6 with the teaching and assessment of writing, are developed in all year groups.
2. Teaching of phonics and reading is consistent across the school and where gaps are identified or where children are not reaching the expected standard, appropriate and timely interventions are a priority within the curriculum.
3. The Health and Well-Being of all children and adults is an integral part of the curriculum and extended opportunities are planned for specific year groups in order to meet the needs of individuals and groups.
4. Standards in Science are improved further with an emphasis on key scientific skills.
5. Professional Development in Maths is enhanced with further collaboration through the GLOW Maths Hub.
6. Tracking and Assessment procedures, both formative and summative, are improved further in order to meet the changing needs of children.

September 1<sup>st</sup> 2017

Area	Lead Governor Support Governors (s)	Named member of staff	Autumn Term Dates	Spring Term Dates	Summer Term Dates
<b>School Development Plan Including RAP Reviews</b>	Chair and Vice Chair	Senior Leadership Team	Wednesday 22 <sup>nd</sup> November 2017	Wednesday 28 <sup>th</sup> March 2018	Wednesday 4 <sup>th</sup> July 2018
<b>Priority One</b>		Rob Evans and Beckie Grosvenor			
<b>Priority Two</b>		Jenny Chandler and Zoe Meredith-Smyth			
<b>Priority Three</b>		Richard Hoyle			
<b>Priority Four</b>		Liz Holding			
<b>Priority Five</b>		Caroline McCormack			
<b>Priority Six</b>		Sarah Badham			
<b>Nurturing and Emotional Support Team (NEST) Special Educational Needs Pastoral Support Pupil Premium</b>	Sheila Johnson	Anona Greening	Tues 7 <sup>th</sup> Nov	Fri 23 <sup>rd</sup> March	Thurs 10 <sup>th</sup> May
<b>Sports Premium</b>	Richard Hoyle	Abi Fletcher	Mon 13 <sup>th</sup> Nov	Mon 26 <sup>th</sup> March	Tues 8 <sup>th</sup> May
<b>English</b>	Clare Spiller Linda Armitage	Jenny Chandler Zoe Meredith-Smyth	Weds 8 <sup>th</sup> Nov	Weds 21 <sup>st</sup> March	Weds 9 <sup>th</sup> May
<b>Maths</b>	Shane Griffin	Caroline McCormack	Mon 16 <sup>th</sup> Oct	Mon 19 <sup>th</sup> March	Mon 7 <sup>th</sup> May
<b>Early Years</b>		Nicki Simcock Gi Pearman	Mon 13 <sup>th</sup> Nov	Mon 26 <sup>th</sup> March	Tues 8 <sup>th</sup> May
<b>Year 1</b>	Andrew Hiscock	Matt Williams	Mon 6 <sup>th</sup> Nov	Mon 19 <sup>th</sup> March	Mon 7 <sup>th</sup> May
<b>Year 2</b>	Clare Spiller	Beckie Grosvenor	Wed 8 <sup>th</sup> Nov	Wed 21 <sup>st</sup> March	Wed 9 <sup>th</sup> May
<b>Year 3</b>	Sheila Johnson	Richard Hoyle	Tues 7 <sup>th</sup> Nov	Fri 23 <sup>rd</sup> March	Thurs 10 <sup>th</sup> May
<b>Year 4</b>	Terry Davis	Caroline McCormack	Friday 20 <sup>th</sup> Oct	Fri 30 <sup>th</sup> March	Fri 11 <sup>th</sup> May
<b>Year 5</b>	Mark Darwin	Paul Adkin	Mon 23 <sup>rd</sup> Oct	Weds 28 <sup>th</sup> March	Weds 9 <sup>th</sup> May
<b>Year 6</b>	Linda Armitage	Rob Evans	Weds 8 <sup>th</sup> Nov	Weds 21 <sup>st</sup> March	Weds 9 <sup>th</sup> May

Meetings 2017-18

			Autumn Term Dates	Spring Term Dates	Summer Term Dates
<b>Whole Governing Body</b>			Tuesday 12 <sup>th</sup> September 2017  Monday 27 <sup>th</sup> November 2017	Thursday 18 <sup>th</sup> January 2018  Wednesday 7 <sup>th</sup> March 2018	Monday 30 <sup>th</sup> April 2018  Wednesday 4 <sup>th</sup> July 2018
<b>Finance</b>	Shane Griffin Terry Davis (Chair) Richard Hoyle	Rosie Williams Gary Tucker	Tuesday 7 <sup>th</sup> November	Wednesday 24 <sup>th</sup> January	Monday 18 <sup>th</sup> June
<b>Premises</b>	Linda Armitage (Pre-School) Mark Darwin Melissa Joice (Health and Safety)	Gary Tucker	Monday 6 <sup>th</sup> November	Monday 29 <sup>th</sup> January	Wednesday 27 <sup>th</sup> June
<b>Staffing</b>	Clare Spiller Linda Armitage Terry Davis Shane Griffin (Chair)	Gary Tucker	Monday 16 <sup>th</sup> October	Monday 15 <sup>th</sup> January	Thursday 21 <sup>st</sup> June
<b>Teaching and Learning</b>	Sheila Johnson (Chair) Andrew Hiscock Clare Spiller Melissa Joice Beccy Meadows	Sarah Badham	Tues.24 <sup>th</sup> Oct Wed.6 <sup>th</sup> Dec	Thurs.8 <sup>th</sup> Feb Tues 10 <sup>th</sup> April	Wed. 6 <sup>th</sup> June
<b>Safeguarding</b>	Clare Spiller (Chair) Sheila Johnson Terry Davis	DSL-Gary Tucker DDSL-Sarah Badham	Week commencing 30 <sup>th</sup> Oct CS to meet GT to update on all Safeguarding matters. Week commencing 13 <sup>th</sup> Nov Working Group meet. Week commencing 4 <sup>th</sup> Dec CS to meet GT to update.	Week commencing 8 <sup>th</sup> Jan CS to meet GT to update. Week commencing 8 <sup>th</sup> Jan Working Group meet. Week commencing 19 <sup>th</sup> March CS to meet GT to update.	Week commencing 23 <sup>rd</sup> April CS to meet GT to update. Week commencing 14 <sup>th</sup> May Working Group meet. Week commencing 25 <sup>th</sup> June CS to meet GT to update.
<b>HT Performance Management</b>	Sheila Johnson (Chair) Clare Spiller Linda Armitage	Gary Tucker	Tuesday 14 <sup>th</sup> November		Wednesday 20 <sup>th</sup> June

## Governance Calendar

		Autumn Term				Spring Term			Summer Term		
	Sept	October	November	December	January	February	March	May	June	July	
Whole GB	Terms of Reference/Appointment of Lead Governors for Premises, Finance, Staffing, Teaching and Learning, and Safeguarding	SDP/SEF	Admissions Safeguarding	HT Report SEF-Leadership and Management	SDP/SEF Priority Presentations from Staff	Link Governor Reports Safeguarding	HT Report Admissions Policy	Prospectus Aims and Values-Review SDP/SEF	SDP/SEF Draft Governance Statement Safeguarding	HT Report Draft SDP	
Premises		Update from new Build and priorities for 2017-18  Maintenance Requirements Disaster Recovering Plan Lettings	Review Budget  Fire Inspections  Fire Risk Assessment  Fire Plan	Health and Safety Site Security  Accessibility  DDA	Review of Woodpeckers  Governor Audit  Website Compliancy	Policies  Asset Register	Health and Safety Update  Staff Training Review	Review of Woodpeckers	Policies  Website Compliancy	Impact Review	
Finance		SFVS Pupil Premium Expenditure and on- line report Actuals v Budget Review Review PUPIL Numbers	Budget Review Performance Management Review Administration of School Fund	Review of Pupil numbers	Review of Woodpecker S  Actuals v Budget Review  2018-19 Staffing needs	Budget  Buyback Services  Staffing Salaries	Approve Budget  3 Year Budget Plans	Review of Woodpeckers	Review of expenditure Actuals v Budget Review	Review Pupil Numbers	
Staffing		Update	Quality of Teaching CPD/Appraisal	Governor Training Review of Appointments HTPM	Personnel Policies	Quality of Teaching CPD/Appraisal	HTPM	Governor Training	Quality of Teaching 2017-18 Staffing Structure	CPD/Appraisal Impact Review	
Teaching and Learning		Inclusion  RAISEONLINE/FFT	Personal Development, Behaviour and Welfare Pupil Premium Grant	Pupil Progress Review Curriculum Maps	Mid-Year Review of Sports Premium	Validated Raiseonline/FFT	Inclusion	Pupil Premium Review Curriculum Maps	Personal Development, Behaviour and Welfare	Pupil Progress and Attainment	
Safeguarding		Finalise Pupil Premium Grant Single Central Register	Safeguarding Audit Staff Work/Life Balance	Review of Appointments	Mid-Year review of Pupil Premium Grant	Mid-Year Review of Safeguarding Audit		Report form PSHE Lead	Review of Exclusions	Review of Pupil premium Grant Impact Review	