



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 Susan Crwys-Williams Fiona Crouch Rosemary Hoyland	clerk@woodmancote.gloucs.sch.uk chair@woodmancote.gloucs.sch.uk	Gary Tucker head@woodmancote.gloucs.sch.uk 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 1st 2017

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

Meetings 2017-18

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