

Gillingham School Board of Governors: Schedule of Work for 2020—21

During the continuing situation with the Coronavirus, this could be altered at short notice

No elections for Governors, chair or vice chair

To be fitted in where appropriate: Resources Committee meetings (to look at all polices and all finances except for approval of budget and delegation, and MAT investigation), Board SWOT analysis; reiteration of training on effective governance; reports by the four working parties on SDP objectives

10 September 2020: Agenda meeting, 0930

15 September 2020: 1530 walk the School, 1600 Board meeting

Walk the School

Work during hols: done and still to do

Register of business interests of Governors

Covid-19 arrangements

Exam headlines

MAT update

SDP for 2020–21 and allocation of governors to working parties

Policies: Manual of personnel practice, including pay policy

New staff

Safeguarding

12 October 2020: ~~meet new staff~~, 1400 Foundation meeting, 1430 Board

~~Meet new staff~~

Resources Committee report incl MAT update, Covid-19 update, and finance report: current year monitoring, future funding indicators, private account, charges and remissions policy and report, [Pay policy and other policies](#)

Strategic leads for committees: changes, confirmations

Report from Headteacher's PM Review Panel

Review of outcomes and 'exams results' if quads are finished

Sixth form prospectus

Associate leaders update

Settle the Board work schedule for the year

Exclusion stats for last academic year (School)

Safeguarding

6 November 2019: 0930 to 1130, Salaries Committee (GL, RH, CD, PN)

?? November 2020, Resources Committee meeting

?? November 2020, Agenda meeting

17 November 2020, 1600

Resources Committee report (Finance: outturn for 30 November)

Evaluation of assessment models including exams update

Non-subject presentation

Salaries Committee report and PN's performance management confirmation

Current pupil progress Y11 and Y13

Salaries Committee report

Exclusion stats for last academic year (county)

Curriculum QA report (quads)

Safeguarding

?? January 2021, Resources Committee meeting

?? January 2021, Agenda meeting

11 January 2021: ?? pupil focus (Head boy/girl on Covid-19?), ?? Foundation meeting, 1430 Board meeting

Resources Committee report: Finance: current year monitoring, future funding indicators, School Private account, Contract Review Schedule, SFVS questionnaire, benchmarking School Development Plan progress, all five working parties feedback
Curriculum QA report
Current pupil progress Y9 and Y10
Safeguarding

?? January 2021, Resources Committee meeting

?? February 2021, Agenda meeting

23 February 2021: 1600 Board meeting

Resources Committee report: Finance: Budget outturn; funding indicators

Presentation (departmental)

Associate leaders update

Ofsted discussion (along with possible SWOT analysis?)

Annual safeguarding report including looked-after children

PP report

Child protection policy and procedures

Exclusion and inclusion, effectiveness of hub

Safeguarding

?? March 2021, Agenda meeting

23 March 2021, 1600, Board meeting

Pupil Premium report

Attendance report

Presentation

?? April 2021, Agenda meeting

26 April 2021, 1400 Foundation meeting; 1600 Board meeting (financial?)

Mainly finance and new budget: report on end of financial year; provisional approval or adoption of the budget for 2020–21 with delegation to Headteacher, central support services purchased (from LA); Dorset Scheme of Financial Management (2020/2022/2024/2026), Gillingham School Financial Regulations (2020/2022/2024/2026), financial management policy, financial and resourcing procedures, financial control checklist, financial efficiency in schools, BUDGET deadline 30 April 2020

?? May 2021, Agenda meeting

18 May 2021, 1600 Board meeting

Presentation Year team

Careers report

Safeguarding

?? June 2021, Agenda meeting

15 June 2021, 1600 Board meeting

Report on end of financial year 2018—19, outturn statement for June

Departmental/capitation funding

Current pupil progress Y8 and Y11

Board evaluation of Board

Safeguarding

?? July 2021, Agenda meeting

12 July 2021: 1400 Foundation meeting, 1430 Board meeting

Finance: current year monitoring, inventory on disposals, private fund, private fund independent review, whistleblowing policy (2025)

School Council report

Attendance, pastoral practice

Safeguarding

Suggestions for presentations from:

English department

Maths department

Year 9 curriculum

Improvement for disadvantaged pupils

Boys' performance

Use of MS Teams and IT

Careers

SLT

Psychology

BTecs

Students, including focus on tall poppy syndrome

Alternative provision

Appendices

- 1 Board Composition, strategic leads, working parties, responsibilities and committees
- 2 Policies other than the Manual of personnel practice

Appendix 1

Gillingham School Board of Governors

Composition, strategic leads, working parties, responsibilities and committees

COMPOSITION (16 Governors)

4 Foundation Governors (CD, AJ, GL, TS)

1 LA Governor (SU, not formally appointed yet, currently Associate Governor)

3 Parent Governors (PA, MA, PD)

1 Staff Governor (EV)

6 Co-opted Governors (ND, RH, SH, ML, JR, CW-C)

1 Headteacher (PN)

There are currently four staff members, the maximum for a Board of 16 is five.

STRATEGIC LEADS

Chair

Strategy, Induction 2020

Chair of Salaries Committee

SDP objective examination, by four working parties of Governors:

Quality of education, with ML

Maggie Ayres, Paula Davison, Richard Harvey

Outcomes, with ST

Stephen Uden, Charlotte Willis-Clarke,
Guy Lowton

Behaviour and attitudes, with JC

Tim Sharp, Andrew Jenkins, Pat Andrews,
Su Hunt

Personal development, with MM

Emma Vallender, Jane Rees, Neil Demmar

Leadership, with PN

Guy Lowton, Richard Harvey, Clive Drake

Resources Committee (six members)

Guy Lowton (ex officio chair)

(see ToR at end of document)

Richard Harvey (ex official Vice)

Clive Drake

Stephen Uden

Paul Nicholson

Michelle Clayton (for finances)

GOVERNORS WITH SPECIAL RESPONSIBILITY

Finance

Guy Lowton

SEN, LAC, Safeguarding

Su Hunt

Careers

Clive Drake and Emma Vallender

Fletcher Enterprise Award

Tim Sharp

Pupil Awards

Emma Vallender

Health and Safety

Andrew Jenkins, Neil Demmar

George Butler Scholarship Fund

Jane Rees

Frank Hodgson Memorial Fund

Guy Lowton

School & Foundation Archivist

Andrew Jenkins

Training

Jane Rees

COMMITTEES OF THE BOARD

| | |
|-------------------------------------|--|
| Pupil Disciplinary Committee | Tim Sharp as Chair with two other Governors available on the day and Pam Henderson as Clerk |
| Staffing Disciplinary Committee | Chair of the Board with two other Governors available on the day and Pam Henderson as Clerk |
| Staffing Dismissal Appeal Committee | Chair to be identified with two other Governors available on the day and Pam Henderson as Clerk |
| Headteacher's Performance Review | Panel comprises Vice chair of GB as Chair with Su Hunt and Neil Demmar and an independent school improvement adviser |
| Salaries Committee | Chair of the Board, Vice Chair and Su Hunt |
| SLT Appeals Committee | A Chair and two Governors who do not sit on the Salaries Committee |
| Complaints/Grievances Committee | Guy Lowton and members to be appointed by the Board or the Chairman of the Committee, depending on circumstances. |

Meeting Cycle

Generally, nine Board meetings a year (omitting August and December)

The basic annual work schedule is published but often updated

Training items are a feature of the work programme

About four briefings per year with a specific focus

Individual members take on specific tasks or leads

Other *ad hoc* committees meet when necessary

Terms of reference of the Resources Committee

This working party does not have any delegated responsibility, it will hold about four meetings before the end of the academic year, generally ahead of Board meetings, the terms of reference are loosely that it will concentrate on benchmarking; delving deeper into the sustainable finance of the School; the remodelling of Gillingham School to a new legal entity; and other resources such buildings and sources of income.

Pam Henderson

5 October 2020