

Link Governors	Autumn	Spring	Summer
Headteacher appraisal	Review HT appraisal and set new targets	Mid year review of HT appraisal Anonymised report on PM process and outcomes	Confirm arrangements for HT appraisal with HT and external advisor
Finance	Approve finance policy	Agree sold services Budget monitoring	Budget setting
SEND, LAC and HA	Meet with SENCO to discuss priorities for coming year and SEND policy SENCO to hand over intervention analysis LAC update		Review progress of SEND pupils Review progress of HA pupils and discuss measures in place to support them
Health and Safety		Site inspection with caretaker Discuss maintenance issues Review Emergency Plan with HT Safety walk	Review risk assessment file Review educational visits policy and procedures
Child protection, safeguarding and safer recruitment	Review Safeguarding and Child Protection policies with HT Review arrangements for LAC Audit of safeguarding documentation		Meet with pupils
Achievement	Meet with English and maths leaders to discuss priorities Review marking policy with reference to English and maths and standards of teaching		Review SATS results Review relevant sections of SIP
Training	Discuss the impact of training from		Report to full governing body on

	<p>previous year with GB</p> <p>Support any newly appointed Governors ensure they are booked on induction training</p> <p>Review of governor skills audit and formulation of action plan</p>		progress against skills action plan
Teaching and Learning	Learning walk around school to review learning environment		Meet with HT to discuss outcome of lesson observations and standards of teaching, including actions Review relevant sections of SIP
Pupil Premium and Sports Premium	<p>Review latest Pupil Premium report and discuss progress of pupil over the last academic year.</p> <p>Learning walk to review current interventions and share timetables.</p>		Meet with PE lead to discuss Primary Sports funding report and where possible observe a PE lesson.
Behaviour and attendance	<p>Review behaviour and attendance policies</p> <p>Analyse attendance data and discuss strategies to improve this</p>		
Leadership and management		Meet with HT to review leadership section of SIP.	
Personal development and well-being		<p>Attend a values assembly. Meet with pupils to elicit their views on Values-based education.</p> <p>Meet PSHE/SMSC lead to discuss curriculum</p>	

- Following school visits/meetings a verbal or written report to be given to the next relevant committee or Full Governing Body meeting.
- 'Governor visits to school' log must be completed.
- *Finance & General Purposes Committee Reports:* Health & Safety / Training / Headteacher appraisal
- *Strategic Development Reports:* SEN / LAC/ PP/ Child protection/ Achievement / Learning & Teaching

The timetable will be monitored to ensure that visits are conducted in a timely manner and reports are forthcoming. Please feedback any comments with regard to how the timetable is working to Julie Barnard so that adjustments can be made as required.