



Governor Annual Plan 2023/24





Chesswood Junior School

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West Sussex School Terms

Term	Dates
Autumn term 2023	Starts: Friday 1 September Half term: Monday 23 October to Friday 27 October Ends: Friday 15 December
Spring term 2024	Starts: Tuesday 2 January Half term: Monday 12 February to Friday 16 February Ends: Thursday 28 March
Summer term 2024	Starts: Monday 15 April Half term: Monday 27 May to Friday 31 May Ends: Tuesday 23 July

Term Lengths (days)

September to October half term	36 days
October to December	35 days
January to February half term	29 days
February to April	29 days
April to May half term	29 days
June to July	<u>37 days</u>
	195 days

Bank and Public Holidays 2023/2024

Christmas Holiday	25th December 2023
Boxing Day	26th December 2023
New Year Day Holiday	1st January 2024
Good Friday	29th March 2024
Easter Monday	1 st April 2024
May Day	6 th May 2024
Spring Bank Holiday	27 th May 2024
Summer Bank Holiday	26 th August 2024



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Governance Structure

The Governing Body has reviewed its approach to Governance for the academic year 2023/24 considering the approved merger of Chesswood Junior School and Lyndhurst Infant School to form a new Primary School on the Chesswood Road site. This Primary School is anticipated to open in September 2024. Recognising the demands that will result on both Senior Leaders and Governors during this period a more focused and directed approach will be taken.

It remains the case that Governance at Chesswood is based on an active connected model rather than a hierarchical model. The benefits of this model are significant and include:

- Timely discussion and decision making
- Collective understanding
- Sustainability and succession (business continuity)
- Appreciation of the connected nature of school leadership e.g. adjustments to behaviour policy may impact on finance, achievement and safeguarding.

The Governing Body has determined that the key discussions and decisions will be made by the full Governing Body and have therefore established a minimal number of sub committees with no Oversight Committees.

The Governing Body has reviewed the Governor led focus and organised it around four key areas (these are a slight reorganisation on prior years, given the anticipated change of focus and Governors individual interests). Subject and year focus will remain, especially related to English and Maths.

Governing Body

Full governing body collectively carries all accountabilities required of Governors with the power to delegate authority as deemed necessary and create oversight committees and organise and focus governance to achieve its objectives

Sub Committees *(Formal Committees with delegated decision authority)*

- Pay Committee
- Headteacher Performance

Oversight Committees *(Formal committees to focus on specific topics, without delegated decision making authority)*

- None

Leadership & Governance

L01 – Leadership
L02 - Governance

Finance & Premises

L03 - Finance
L04 - Personnel
L05 - Estate Management
L06 - Health & Safety
L07 - Administration

Pastoral

P01 – Safeguarding
P02 – Behaviour Management
P03 – Equalities
P04 – Child Health & Wellbeing
P05 – Attendance & Punctuality
P06 – SMSC
P07 – Wrap Around Care
P08 – Wider Curriculum

Learning

SEN – Special Educational Needs
T01 – Teaching
T02 – Assessment
T03 – Curriculum
T04 – Disadvantaged
T05 - Achievement

Subject & Year Group



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Meeting Structure

The Full Governing Body shall meet once per half term with each meeting focused on one or two Governance areas.

The agenda and papers shall be made available to Governors no later than 7 days prior to the meeting date.

Policies requiring approval shall be submitted in advance and be presented by the Lead Governor for the appropriate area who shall recommend approval or amendment.

Data shall be made available by School leaders who raise any significant matter for discussion and/or decision by Governors.

The draft agenda shall be discussed and agreed at the previous meeting.

Governor Monitoring reports shall be tabled at each meeting and the relevant Governor will highlight any further action or and/or decision by Governors.

An action and decision log will be maintained by the Clerk and owners will confirm a date for completion. Overdue actions will be discussed by the Governing Body.

All Governors will abide by the Code of Conduct at all times and will actively participate in each meeting to satisfy themselves that they are comfortable with decisions made.

The initial schedule is shown below:

25th September 2023 – Business Meeting

- Elect Chair, Vice Chair
- Approve Committees and TORs, Scheme of Delegation
- Pecuniary Interest, Code of Conduct, Governor Allowance
- Governor Self Assessment
- Strategy & SIP Review
- Mid Year Budget Report

Policy Approval

- Staff Performance Policy
- Curriculum Policy
- Charges & Remissions Policy

20th November 2023 – Pastoral & Learning

- Safeguarding Training and Policy
- SEN Update & Policy
- EHCP Update
- Pupil Assessment Update

Policy Approval

- Safeguarding Policy
- Behaviour Policy
- Assessment Policy
- SEN Policy



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22nd January 2024 – Finance & Premises

- Premises, Health & Safety Report
- Staffing update
- Administration Update
- Complaints and Grievance Update
- Pay Committee Report
- SFVS Approval

Policy Approval

11th March 2024 – Pastoral & Learning

- Attendance Update
- Behaviour Update
- Single Central Register
- Wrap Around Care Update
- Achievement Update

Policy Approval

20th May – Finance

- End Year Budget Review
- Budget Approval (end of academic year)
- Pupil Premium Report

Policy Approval

1 July – Close Out Meeting

- Annual Safeguarding Report
- Transition to Primary School

Policy Approval