

Example of a Meeting Schedule for a Local Governance Committee

Local Governance Committees have an important role to play. At the Soke Education Trust they are responsible for:

- Safeguarding
 - SCR
 - Safer Recruitment
 - Checking the checker
- Quality of Education
 - Curriculum
 - School performance inc internal & external data analysis
 - Use of resources
 - SEND implementation & impact
 - Pupil Premium implementation & impact
 - Sports Premium implementation & impact
- Compliance
 - Implementation of Trust policies
 - Review and monitoring of local policies
 - Website
 - Health & Safety
- Behaviour & Attitudes
 - Wellbeing of staff & pupils
 - Behaviour
 - Exclusions
 - Attendance
 - Bullying
- Community
- Complaints

- Staffing
 - supporting with recruitment
 - supporting with appraising Headteacher

Autumn 1 (early Sept)	Autumn 2 (late in term)	Spring (mid term)	Summer (late in term)
Business: Confirm membership, chair, safeguarding lead Sign code of conduct Declare conflicts Confirm minutes	Business: Declare conflicts Confirm minutes	Business: Declare conflicts Confirm minutes	Business: Declare conflicts Confirm minutes
Reporting: HT report on: Initial analysis of public examination results against targets Update on operational matters (staffing, premises etc.) Confirm strategy for achieving the vision. Intent of the Curriculum.	Reporting: HT report on: Benchmarked validated performance data against national and local figures Progress towards meeting targets/KPIs, staffing & use of resources . Curriculum implementation	Reporting: HT report on: Mid year progress towards meeting targets/KPIs, staffing and use of resources Stakeholder survey results. Curriculum implementation	Reporting: HT report on: End year progress Review of strategy and if it supports the achievement of the vision Propose targets/KPIs for following year(s) How budget and staffing will support strategy. Curriculum impact
Monitoring: Determine which aspects of improvement strategy and which key policies will be monitored and how. Strategy intent for PP/SEND/Sports Premium	Monitoring: Committee members to report on monitoring visits. Data analysis for behaviour & attitudes. Implementation of PP/SEND/Sports Premium	Monitoring: Committee members to report on monitoring visits. Data analysis for behaviour & attitudes. Implementation of PP/SEND/Sports Premium	Monitoring: Data analysis for behaviour & attitudes Review monitoring arrangements and their effectiveness and to begin thinking about strategy for the following year. Impact of PP/SEND/Sports premium
Community: Determine interface with the school and agree plan for the year	Community: Report on community engagement	Community: Report on community engagement	Community: Review community engagement and effectiveness, plan strategy for following year
Building knowledge: Gain an understanding of pupil attainment and progress and performance targets for the year, and how these will be measured	Building knowledge: SLT to present on a curriculum area	Building knowledge: HT to lead on: Review of the school's SWOT, its vision and ethos, key priorities for achieving the vision, areas of risk	Building knowledge: SLT to present on how following year's curriculum will be broad and balanced and prepare students for the next stage of their education or adult life

Compliance: Ensure that Safeguarding is effective, Consider aspects of Health and Safety, Review website. Ensure local policy schedule is reviewed	Compliance: Ensure that Safeguarding is effective. Consider aspects of Health and Safety. Monitor staff & pupil wellbeing. Monitor impact of policies	Compliance: Ensure that Safeguarding is effective. Consider aspects of Health and Safety Monitor staff & pupil wellbeing. Monitor impact of policies	Compliance: Ensure that Safeguarding is effective, Consider aspects of Health and Safety, Review website. Monitor impact of policies
Training and CPD: Identify training needs of LGB and plan delivery. Monitor CPD plan for school staff	Training and CPD ongoing Plan annual conference with trust board for thanks and acknowledgements, information sharing and training	Training and CPD ongoing Skills Audit. Review CPD implementation & impact	Training and CPD ongoing Review CPD implementation & impact