

**Sunflower Federation Governors' Work Plan
FGB on 22nd May 2017**

<p>Whole Governing Board responsible for and review at full GB</p>	<p style="text-align: center;">Strategic direction – School Improvement plan – Self Evaluation – Instrument of Governance – Leadership Sharing information with DFE, LA and Parents School Admissions – The school day and year Receive reports from Working parties, statutory committees and Link Governors where appropriate Head Teachers report to include Standards and Pupil Progress Conversion to academy status</p>					
<p>Statutory committees to be formed if/when needed</p>	<p>Complaints Anna Harper Gemma Biggs Laura Drury Mike Wakelin</p>	<p>HT performance management Vanessa Robinson Marilyn Goldstein Peter Cordery</p>	<p>Exclusions Nyree O'Brien Marilyn Goldstein Peter Cordery Gemma Biggs Laura Drury</p>		<p>Grievances, Disciplines and Appeals Vanessa Robinson Nyree Obrien Derek McLean</p>	
<p>Working parties</p>	<p style="text-align: center;">3 working parties will be established each year to look at specific issues agreed by the governing board and the HT</p>					
<p>Link Governor Roles 2 governors per area Associate members where appropriate</p>	<p>Health, Safety and Premises Rosie Cooper Marilyn Goldstein Mike Wakelin Michael Wheeler</p>	<p>Pupil Wellbeing Jane Rogers TBC</p>	<p>Finance Peter Cordery Derek McLean</p>	<p>HR Vanessa Robinson Gemma Biggs</p>	<p>Stakeholder Engagement Anna Harper Laura Drury</p>	<p>Teaching and Learning Nyree O'Brien Vanessa Robinson</p>
<p>Each link role will have a specific role description and will be responsible for reporting to the governing board</p>	<p>Oversight of school premises Use of premises for extended activities and community services Accessibility Plan IT inc school website Use of contractors</p>	<p>Safeguarding Looked after children Pupil Voice Behaviour and discipline School food and milk Pupil Health & safety Promoting community cohesion Annual safeguarding report</p>	<p>Efficiency and value for money The school budget Charging for school activities Payments for governors School fund Funding for capital investment SFVS Service level agreements</p>	<p>Review of staffing structure Teacher and HT appraisal Pay and conditions of service Discipline, grievance and capability procedures Trade unions and disputes with staff Whistle blowing</p>	<p>Having regard to the views of parents Dealing with complaints Nursing and Therapy SEND information report SEN incl. EHCP's Local community Responding to requests for information</p>	<p>Curriculum EYFS 16+ Assessing Attainment and Achievement Pupil Premium Sports Premium</p>

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Link Governors will have a named member of staff in each school they should liaise with, in addition to the head teacher	Site managers M H Trainers	DSP or deputy DSP Teacher responsible for behaviour Herts Steps trainers	Office Admin Audit staff	HT and Deputy	Therapists PSA	SLT of both schools Assessment Lead
Link Governors will be responsible for monitoring the following policies	Accessibility Critical Recovery Energy Health and safety Moving and handling Offsite Visits Pool	Child Protection Attendance Hygiene Intimate care Restrictive physical intervention Supporting children with medical needs Behaviour	Charging Best value Financial delegation	Allegations against staff Code of conduct Complaints Disciplinary E-safety and data protection Grievance Induction Leave of Absence Managing work related stress Probation Safer Recruitment Staff Pay and Appraisal Whistle blowing	Admissions Equality Family Carers Guide Publications SEN Work Experience and Volunteers	T & L Assessment Act of Worship Curriculum framework EYFS curriculum Post 16 curriculum Homework Subjects Sex & relationships
Governors should make 1 visit per term to both schools, following discussion with the HT to monitor something that falls within their remit	Termly H & S Walk Annual premises check		Budget setting Termly review of budget		Hold meetings with Stakeholders	