



Sunflower Federation Governors Work Plan



Whole Governing Board responsible for and review at full GB	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, Committees and Link Governors where appropriate Head Teachers report to include Standards and Pupil Progress. Conversion to academy status					
Statutory committees to be formed if/when needed	Complaints 3 governors (Jane, Emma, Rosie & Helena) 1 of whom needs to be trained Best to have 3 of board trained ready Can borrow from other GB's	HT performance management 3 governors (Gordon, Narinder & Emma) + HIP Ideally all should be trained	Exclusions 3 governors from a panel of 5 who all need to be trained + trained clerk Cannot borrow from other GB's	Grievances, Disciplines and Appeals 3 governors not previously involved (Vanessa, Jane, Narinder) Advice or Rep from HR recommended Can borrow from other GB's		
Working parties	3 working parties will be established each year to look at specific issues agreed by the governing board and the HT plus 1 free training session					
Sunflower Committees They meet once a year for a strategic meeting with relevant school staff	Health, Safety and Premises Gordon & Rosie (plus site managers and FRM)	Pupil Wellbeing inc. Safeguarding Jane, Helena and Hailey (plus Darren and/or Liz)	Finance Emma, Simon and Merja (plus FRM) Emma, Jane & Simon form Pay Committee	HR Chair, Vice Chair, Anna and Merja	Stakeholder Engagement Narinder, Melanie and Helena (plus Liz)	Teaching and Learning Vanessa & Jane (plus Darren)
Link Governor Roles 2/3 governors per area Associate members where appropriate Each link role will have a specific role description and will be responsible for reporting to the governing board Link Governors will have a <i>named member of staff</i> in each school they should liaise with, in addition to the head teacher	Oversight of school premises Monitoring Asset Management Plan Use of premises for extended activities and community services Accessibility Plan IT inc. school website H&S audit <i>FRM</i> <i>Site managers</i> <i>M H Trainer</i>	Safeguarding Children looked after Pupil Voice Behaviour and discipline Pupil Health & safety Promoting community cohesion Annual safeguarding report Mental health <i>DSP or deputy DSP</i> <i>Teacher responsible for behaviour</i> <i>Herts Steps trainers,</i> <i>DOM</i>	Efficiency and value for money The school budget Charging for school activities Payments for governors School fund Funding for capital investment SFVS, Financial delegation <i>Office Admin</i> <i>Audit staff</i>	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, Wellbeing <i>HT and Deputy</i> <i>DOM</i>	Having regard to the views of parents Nursing and Therapy SEND information report SEN incl. EHCP's Local community links Enrichment opportunities <i>Therapists</i> <i>Parents</i> <i>Staff</i>	Curriculum EYFS 16+ including careers Assessing Attainment and Achievement Pupil Premium Sports Premium N&L top up Sex and Relationships Homework Act of Worship <i>SLT of both schools</i> <i>Assessment Lead</i> <i>Phase leaders</i> <i>Specialist leaders</i>
Governors should make 1 visit per term to both schools, following discussion with the HT to monitor something that falls within their remit	Annual HS audit Termly H & S Walk Annual premises check Meet with staff	SG /CLA Policy update Annual SG report SCR, CP, CLA Attendance, Behaviour Students' voice	Budget setting Termly review of budget	PMR, APR Recruitment Wellbeing core-group	Engage with Stakeholders attending meetings	Learning walks Meetings with staff
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 CLA Attendance Hygiene Intimate care Restrictive physical intervention Supporting children with medical needs Behaviour	Financial Delegation Charging SFVS	Allegations against staff Code of conduct Complaints, Disciplinary E-safety and data protection Grievance Induction, Probation Leave of Absence Staff wellbeing Safer Recruitment Staff Pay and Appraisal Whistle blowing	Admissions Equality Information for families Publications SEN Work Experience and Volunteers	T & L Assessment Act of Worship Curriculum framework EYFS curriculum Post 16 curriculum Homework Sex & relationships