

Children's Achievement and Well Being Committee - Work Plan 2021-22

Committee Operation:	Autumn	Spring	Summer	Autumn
Elect Chair and Vice Chair	√ 1			√ 1
Agree clerking arrangements	√ 1			√ 1
Review terms of reference			√	
Agree meeting dates	√ 1			√ 1
Skills needs & training	√ 1			√ 1
i) Achievement of pupils				
Review progress and attainment for all children (lower/middle/higher ability, Pupil Premium (with & without SEND), EAL, boys & girls, summer-born, EHCPs, SA & SA+).	√ 1	√	√	√ 2
Monitor SEND provision	√ 2	√	√	√ 2
Monitor effectiveness of pupil premium expenditure, planned provision, and impact statement		√		
Consider targets for assessments for 5 terms ahead, and review link to Schools Strategic Development Plan		√		
To receive reports from subject visits	√	√	√	√
ii) Ensuring a Broad and Balanced Curriculum				
Review Curriculum intent and goals, including statutory additions	√			√
Review curriculum implementation plan		√		
Review curriculum feedback and impact assessments			√	
Review feedback from pupil and actions taken	√			
iii) Wellbeing Provision				
Agree wellbeing strategy		√		
Review wellbeing risk factors, including buildings, and school action plan	√		√	
Receive update on national and in-school trends with respect to wellbeing				
Review external audits results on wellbeing provision	√ 1	√	√	√ 1
iv) Safeguarding and Behaviour				
Review updates relating to safeguarding and local trends	√			
Review annual safeguarding report, and audits		√		
Monitor pupil behavior, including incidents of bullying, racism etc.	√ 1	√	√	√ 1
Monitor attendance & absences				
Review annual safeguarding report		√		
Review annual Children in Care report			√	
Review annual pupils with medical conditions report		√		
Monitor parent and pupil surveys			√	
Policies to Review				
*Child Protection & Safeguarding Policy	√ 1			√ 1
*Complaints Procedure Statement		√		
*Equality Information and Objectives	√ 2			√ 2
Home/School agreement		√		
Trustees Visits Policy			√	
Pupil Premium Policy				
*Relationships and Sex Education Policy			√	
*Supporting Pupils with Medical Conditions			√	
*Children with Health Needs who cannot attend school				
*Careers Advice				
To monitor				
*School Behaviour Policy			√	
Including anti-bullying		√		
*Special Educational Needs Information Report (BOT approval)		√		

* = Statutory

RESOURCES COMMITTEE

Work Plan

To note: committee meetings should take place in advance of BOT meetings, in time for minutes to be prepared and circulated. The committee must meet once a term and can choose to meet more often.

Meeting	Items
Autumn term 1	Agree meeting dates, elect Chair and Vice-Chair Review Terms of Reference Agree Work Plan Discuss individual trustees' responsibilities for recommendation to the BOT Determine any training needs Final budget Financial Monitoring Report Risk Register Review banking arrangements finance policy and procedure Health & Safety Update
Autumn term 2	Sport Premium Report Auditors report Final outturn for previous year Financial Monitoring Report Risk Register Health & Safety Update
Spring term 1	Financial Monitoring Report Auditors report Risk Register Health & Safety Update Data Protection
Spring term 2	Review of lettings Health & Safety Update
Summer term 1	Financial Monitoring Report Draft budget for next financial year and three year plan Staff training and development – impact Auditors report Risk Register Health & Safety Report Set Key Performance Indicators

Review of policies to be slotted in.

Cleves School

Personnel, Performance and Pay Committee Work Plan 2021/22

	Autumn 2020	Spring	Summer	Autumn 2021
Committee Operation				
Elect Chair and Vice Chair	√			√
Review terms of reference			√	
Agree meeting dates	√			√
Review skills & training needs	√			√
Pay Review				
Teachers			√	
Head Teacher	√			
Support Staff - To receive a report of confirmation		√		
Clerk's Pay		√		
Review staff health & well-being provision including the Head Teacher		√		
Review				
Review and agree the staffing structure			√	
Review & monitor the staff development plan, CPD and its effectiveness			√	
Review relevant sections of the SDP and SEF			√	
Staff Survey results	√			√
Have due consideration for				
School has procedures demonstrating it is an equal opportunities employer				√
Review of Policies and Process				
Pay policy	√			
Whole school appraisal policy	√			
Disciplinary & capability policy & procedure		√ 2021		
Staff grievance procedure	√			
Staff code of conduct			√	
Allegations of abuse against staff & trustees policy			√	
Attendance management policy	√			
Recruitment and selection policy	√	√ 2022		
Discretions policy		√ 2022	√	
NQT policy (for board approval)				

Cleves School Admissions Committee Work Plan 2021/22

	Autumn 2021	Spring	Summer	Autumn 2022
Committee Operation				
Elect Chair and Vice Chair	√			√
Review terms of reference			√	
Agree meeting dates	As necessary			
Review skills & training needs	√			√
Agree workplan	√			√
Admissions				
Consider all main intake applications, apply over-subscription criteria and rank according to policy		√		
Consider in-year applications, apply over-subscription criteria and agree ranking on waiting list according to policy	√	√	√	√
Determine the outcome of all applications requiring special consideration	As necessary			
Appeals				
Agree appeals service provider	√			
Provide a trained presenting officer to represent the admissions authority at appeals hearings			√	
Agree the school's case for appeal hearings	As necessary			
Ensure:				
Compliance with the School Admissions Code	√	√	√	√
Compliance with the school's admission arrangements	√	√	√	√
Review of Policies and Process				
Review admission arrangements and refer to board for approval	√			
Review annually the impact of all aspects of the school's admission arrangements and practice	√			