

# The Federation of Elson and Gomer Infant Schools

## Governing Body Meeting schedule 2023 – 2024

Autumn Term				Clerk's notes
FGB	<b>27<sup>th</sup> of September</b>	Wednesday 5.30-7.30 pm	Elections Safeguarding audit (deadline 30 <sup>th</sup> of Sept); review TOR and approve Code of Conduct, MOPP and Financial Practice and Procedures; recruitment of new governors	Declaration of interests; personal data; update of websites and GS: get up to date policy schedule;
FGB	<b>18<sup>th</sup> of October</b>	Wednesday 5.30-7.30 pm	EHT PMR; Pay committee meeting	Inclusion Managers' report; Curriculum Managers' report
FGB	<b>22<sup>nd</sup> of November</b>	Wednesday 5.30-7.30 pm	Finance: budget revision (deadline 30 <sup>th</sup> of November). Finance Officers to participate in meeting.	Site Managers' reports
FGB	<b>13<sup>th</sup> of December</b>	Wednesday 5.30-7.30 pm	Pay committee meeting for support staff Review data from previous years and ASP data; quick recap on budget (in case of changes)	EHT written report; Check available training for WGB
Spring Term				
FGB	<b>17<sup>th</sup> of January</b>	Wednesday 5.30-7.30 pm	Whole GB training	<b>VIRTUAL?</b>
FGB	<b>20<sup>th</sup> of February</b>	Wednesday 5.30-7.30 pm	Review SEND provision and outcome of all vulnerable groups	Inclusion Managers' report; Curriculum Managers' report
FGB	<b>20<sup>th</sup> of March</b>	Wednesday 5.30-7.30 pm	Finance: review spending against budget plan; SFVS (deadline 31 <sup>st</sup> of March)	EHT written report  <b>POSSIBLE ALSO ON THE 29<sup>TH</sup> OF MARCH</b>
Summer Term				
FGB	<b>22<sup>nd</sup> of May</b>	Wednesday 5.30-7.30 pm	Finance: approve budget plan (deadline 31 <sup>st</sup> of May); Finance Officers to attend meeting; approve 3 year strategic plan (deadline 31 <sup>st</sup> of May).	Site Manager's report  <b>NO CHANCE TO MOVE BECAUSE THE FOLLOWING WEEK IS HALF TERM</b>
FGB	<b>19<sup>th</sup> of June</b>	Wednesday 5.30-7.30 pm		Inclusion Managers' report; Curriculum Managers' report
FGB	<b>17<sup>th</sup> of July</b>	Wednesday 5.30-7.30 pm	QTLA&O: review SATs results, pupil progress and attendance	EHT written report; Review Governors attendance