

**Bilton C of E Junior School**  
**Governing Body**  
**'Visible Support and Challenge'**

**Work Log 2016 - 2017**

<b>Date</b>	<b>Who</b>	<b>Purpose of Visit</b>	<b>Outcomes and Impact</b>
2/9/16	SEND Governor and Staff	Attended Equality Duty training (teacher day) with focus on disability	Staff and Governors updated understanding of Equality duties relating to disability. GB to review Accessibility Plan
9/9/16	Co-Chair (KB) and Head	1:1 setting agenda for FGB meeting	Agenda set
14/9/16	All Governors	FGB meeting	See minutes
15/9/16	Co-Chair (PK)	Attended Safer Recruitment training	PK now has safeguarding skills needed to better protect children while recruiting staff and volunteers to roles in education
19/9/16	Co-Chair (KB) and Head	Visit to Queens Primary to investigate possible DBE Academisation	Greater understanding of process and impact of academisation.
23/9/16	Co-Chair (KB) and Head	Review KS 2 data	Updated school Self Evaluation form and focus of school improvement plan
23/9/16	Co-Chair (KB) and Mrs Thomas (Web site technician)	Updating Governor information on web site	Web site up dated
3/10/16	Co-Chair (KB) Head and Deputy	Interviews for Assistant Heads	Assistant Head's appointed
4/10/16	SEND Gov. and SENCo	Reviewing outcomes for Annual SEND Report for Governors	Report in process of being written
	Co-Chairs (KB/PK) and Head	Head teacher performance management	Head's performance management targets reviewed and new targets set.
13/10/16	SEND Gov and Mrs Hodgson	Reviewing Accessibility Plan	Process of reviewing Accessibility begun and planning for evaluating practice to inform new targets.
4/11/16	SEND Governor and SENCO	Writing Annual SEND Report for Governors	Report in process of being written
4/11/17	Head teacher and LA SRE advisor	Finding out about new SRE programme of study	Feedback to FGB

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Nov and Dec 2016	Co-Chair (KB)	Chair of Governors Training	Clarity regarding responsibilities of Chair of Governors
10/1/17	Governors (x2)	Safeguarding training	New governors understand the GB duties in relation to Safeguarding
10/1/17	Pupil Premium Governor, Co-Chair of Governors, Head and deputy	Pupil Premium monitoring visit – reviewing effectiveness of current strategies for improving achievement.	PP Governor written report for parent newsletter. Revision of strategies for improving achievement of pupils accessing PP funding.
17/1/17	Learning Standards Committee	Provide support and challenge to the school in relation to the achievement of children	See minutes
25/1/17	All Governors	Full Governing Body Meeting	See minutes
27/1/17	SEND Gov and Mrs Hodgson	Reviewing Accessibility Plan	Continuing process of reviewing Accessibility begun and planning for evaluating practice to inform new targets.
31/1/17	Governor, maths subject lead and Head	Maths monitoring visit	See report
3/2/17	Co – Chair (KB), Head and Deputy	LA Task Group meeting	External review of school performance by the LA
16/2/17	Vice-chair and Head	School Performance data	Review of presentation format of school performance data for the governing board
17/2/17	Co-chairs, Vice chair and Head	School vision and strategy review	Devised questionnaire for students, staff, parents, governors, feeder school, secondary school and community links. Feedback will inform revised strategy
3/3/2017	Co-Chair and new governor	Induction of new Governor	New governor feels welcomed and up to date with the GB structure, meeting dates for this year, LIP and SEF priorities.
16/3/2017	Co-Chair and Head	Head Teacher mid-year review	Mid-year review completed with renewed clarity around the school's priority areas for the rest of the year.
22/3/2017	SEND Governor, Head teacher, Deputy head/SENCO and SEND Teacher	SEND Focus monitoring visit	Review of quality of teaching and learning for pupils with SEND; areas of strength and development identified.

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23/3/2017	Co-Chair	To review completed school vision questionnaires	Summary of questionnaires completed ready for task group meeting on 6/4/2017
6/4/2017	Co-Chairs and Head Teacher	To write new Strategic Aims in light of community consultation	Strategic aims written for consideration by wider Governing Board
25/4/2017	Governor, Deputy Head and Home School Support worker	Monitor achievement of children accessing Pupil Premium Funding	Areas of improvement and further development identified
2/5/2017 – 5/5/2017	Governors with deputy and Home School Support worker	Promoting 'No Outsiders' initiative to parents. (series of 4 meetings)	Parents who attended are clear about the purpose and content of the 'No Outsiders' initiative and are overwhelmingly positive.
8/5/2017	Co-Chair of Governors	To check procedures for storage and opening of SATs papers	Procedures for storage and opening of SATs papers are in place
8/06/2017	Health & Safety Governor	Site Safety walk with pupils	Understand H&S from a pupil view and as a whole
10/6/2017	Learning Standards Committee	Provide support and challenge to the school in relation to the achievement of children	See minutes
16/6/2017	Governor, Maths subject lead	Monitor progress of Learning Improvement Plan's target related to maths	Areas of improvement and further development identified
17/5/2017	All Governors	Full Governing Board Meeting	See minutes
23/5/2017	Governor and English Subject Lead	Monitoring progress toward Learning Improvement Plan priority	Areas of improvement and further development identified
6/6/2017	SEND Governor and SENCO	SEND Focus monitoring visit	Review of quality of teaching and learning for pupils with SEND; areas of strength and development identified.
9/6/2017	Co-Chair (KB) and Head	One to one meeting to discuss matters arising for strategic consideration	Areas for action by chair and Head teacher identified.
26/6/2017	Co-Chair, Head teacher and new prospective Foundation Governor	Introduce the role of Governing Body to prospective new governor expression of interest	Expression of interest in becoming new Foundation Governor confirmed.
6/7/2017	Clerk, Co-Chair and Head teacher	Update cycle of reviewing School Policies	New cycle agreed
6/7/2017	Clerk, Co-Chair and Head teacher	Set agenda for Learning Standards and Full Governing Board meetings	New agendas set
12/7/2017	Home School Support worker and SEND Governor	Finalise updated Accessibility Plan	Accessibility Plan to go to wider Senior Leadership team for consideration

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12/7/2017	Learning Standards Committee	Provide support and challenge to the school in relation to the achievement of children	See minutes
13/7/2017	SEND Governor and SENCO	Complete Annual SEND report to the Governing Board	Report completed ready to present to Full Governing Board meeting
18/7/2017	All Governors	Full Governing Board Meeting	See minutes