

LUNSFORD SCHOOL GOVERNOR'S ANNUAL BUSINESS PLAN 2024-25

MISSION STATEMENT VISION AND VALUES

Our Mission Statement is:

At Lunsford we aim to create a nurturing, creative and inspiring environment which enables us to have valued, happy and independent learners.

Rationale

Education is for life - not just the classroom. Our children leave us confident and well-mannered, having developed essential life skills. We will further our ambitions for our pupils by providing them with an outstanding and safe learning environment which encourages all learners to attempt new challenges and take risks with confidence.

As a whole school community, we have high expectations academically and we are determined to develop our children as well-rounded individuals by providing the highest quality daily experience.

At Lunsford, we take immense pride in our high standards and reputation. We are a school to which the whole school community, children, staff, parents and governors are proud to belong. We ensure that everyone is heard and their opinions understood and valued.

School Culture

We achieve this through our whole school learning culture, which includes:

- Living and breathing our six school values:
- High quality daily teaching to ensure every child gets the best outcomes.
- A creative broad and balanced curriculum offer with enhanced enrichment opportunities e.g. Forest School.
- A strong focus on development of the core skills of reading, writing and maths.
- Equipping children with a love of learning and challenge.
- Building strong positive relationships with the whole school community

Our school believes that there is no limit to what our pupils can achieve, and it is our privilege to nurture the potential talents of all our pupils, to develop individual character and skills and to provide them with an effective springboard for their future and equip them to be enthusiastic life-long learners: a "Journey of Success and Excellence" for every child at Lunsford.

Our Values

These Lunsford Values underpin what we do at Lunsford Primary School. They were chosen and agreed by the children, parents, staff and Governors of the school. They are displayed in our school hall to remind everyone of the values that underpin our school.

We are Kind We are Respectful We are Positive We Persevere We are Responsible We are Hard Working

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3 core values of Governance

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

SIP 2024-2025

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| 1. QUALITY OF EDUCATION | Rich curriculum through outstanding teaching |
| 2. BEHAVIOUR AND ATTITUDES | Caring environment where everyone thrives and is valued |
| 3. PERSONAL DEVELOPMENT | To nurture children who show respect and consideration and responsibility for others and who achieve full potential |
| 4. SCHOOL DEVELOPMENT | School development continues with every stakeholder contributing to change. |
| 5. EFFECTIVENESS OF EYFS | High expectations are set and achieved through EYFS framework |
| 6. EFFECTIVE USE OF RESOURCES | Value for money is achieved and resources used effectively. |

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	FGB 1/10/24		
Autumn 2024 Meeting 1	<p>FGB</p> <p>Organisational Part Meeting</p> <p>Confirm meeting dates for 2024-25</p> <p>Agree FGB structure</p> <p>Statutory tasks</p> <p>Agree Governors Strategic Business Plan</p> <p>Agree standing orders for election and virtual governance</p> <p>Elect Chair, Vice Chair, Safeguarding Governor, Finance Governor, PP/SEND Governor, Pay Committee, Heads Appraisal team</p> <p>Agree and sign ToR for FGB and above offices</p> <p>Sign Governors Code of Conduct</p> <p>Update and sign Business Interest forms</p> <p>Update Governors Skills Audit</p> <p>Sign Safeguarding documents provided by DSO</p> <p>Agree FGB Delegation to Head</p> <p>Set FGB objectives for the year 2024-25</p> <p>Agree SIP monitoring/roles schedule as outlined on Business Plan</p> <p>Organise FGB diary of SIP visits/data evaluation/ H and S/ Safeguarding checks</p> <p>Report on arrangements for HT appraisal Chair</p> <p>Review SIP, SEF, Ofsted issues</p> <p>Staffing Matters-Ratify Staff Structure and Report on Pay policy for 2023-24 GH</p> <p>Defer to Meeting 3 if no LA advice</p> <p>School Improvement- <i>Results 23-24 EYFS KS1 KS2 Disadvantaged</i> SEF</p> <p>Agree Full SIP with costings for 2024-25</p> <p>PP review of 22-23 spending and impact</p> <p>New Sports premium 23-24 and review of impact of spending 22-23</p> <p>School Prospectus to be agreed by FGB</p> <p>Report from School Advisor Visit if appropriate</p> <p>Annual SG report from DHT</p> <p>SEND Policy and Statement from SENCO May be deferred</p> <p>Agree governor training plan 24-25</p>	<p>Procedural/Finance</p> <p>Maintenance update and report on safety checks by Site Manager or HT as appropriate</p> <p>Report on work completed over holidays HT/GH</p> <p>3 month Budget monitoring report GH</p> <p><i>Sign off audited school fund and Residential fund if appropriate</i></p> <p><i>Write off assets if necessary</i></p> <p>Review of FGB decision planner-</p> <p>Review of banking signatories</p> <p>Changes to SFVS</p>	<p>Monitoring</p> <p>Confirmation of plans for November visit day</p> <p>Policies to be ratified by FGB Oct</p> <p>Chair</p> <p>Register of Business Interests for Governors</p> <p>Register of Pupils admissions to school</p> <p>Single Central Register</p> <p>Behaviour Principles -written statement</p> <p>Biometric Data</p> <p>Complaints</p> <p>Governor Visits</p> <p>Minutes and papers of FGB</p> <p>Head</p> <p>Charging and Remissions</p> <p>Child Protection/Online Safeguarding</p> <p>Exclusions</p> <p>Relationships and Sex</p> <p>Behaviour Feedback/Children with healthcare needs who cannot attend school/Anti bullying</p> <p>Safer Recruitment</p> <p>School Information published on website</p> <p>School to Check</p> <p>Acceptable use and privacy notices and inform FGB if changed</p> <p>Other</p> <p>Agree items and date for next Governors newsletter</p> <p>Agree Date for Governor Town Hall meeting</p>

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	FGB 5/12/24	Finance	Monitoring
Autumn 2024 Meeting 2	<p>PRESENTATION by A and D Lead Receive and question on School Improvement Plan 2024-25 Agree targets for 2024-25 English, Maths/EYFS/Phonics</p> <p>Procedural</p> <p><i>HT report</i> <i>Attendance</i> <i>SEND/PP progress-</i> <i>Staff wellbeing survey</i> <i>Exclusions</i> <i>Published in advance with questions submitted to Head in advance</i></p> <p>Other Discussion of training needs and training completed.</p> <p>Staffing review if necessary</p> <p>Proposed teacher increments HT performance review (Appraisal committee) Deputy Head teacher's pay review (Pay Committee ratification)</p> <p>Pay Recommendations and Reviews- delegated to head for staff and to Pay Committee for head and deputy head</p> <p>SEND report Statement to be ratified by FGB May be deferred</p>	<p>Procedural Six monthly budget review and Financial benchmarking with Finance Governor/Business Manager Review Finance checklist completed termly with Finance Governor To report on PP spending and Sports Premium spending GH0 Agree DH/HT increment Ratify teacher pay increments</p> <p>Policies to be ratified by FGB Dec Head First Aid Early Careers Teachers Single equalities-equality info and objectives Appraisal Anti Bullying Wellbeing Pupil Attendance Policy Premises management Equality information and objectives (12/2025) Chair Teacher Pay Staff Discipline, conduct and grievance Capability of Staff Check Governors allowances</p> <p>OTHER School to check GDPR</p>	<p>As part of agreed November Visit Finance Visit</p> <p>Safeguarding Visit Review of procedures for referring to KCC SG team Review of Online and other SG information for parents</p> <p>Disadvantaged Visit To report on progress with disadvantaged plans by SENCO visit and key points from</p> <p>Attendance visit</p> <p>Curriculum Coordinators Progress with plans 22-23 New plans 23-24 Evidence from books</p>

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	FGB 04/02/25	Finance	Monitoring
Spring 2025 Meeting 1	<p>PRESENTATION by Music Lead</p> <p>Procedural Report on School Advisor Visit if available</p> <p>Strategic Staffing & Budget plans 2025-26</p> <p>Receive and discuss formal report on KS results</p> <p>Report on Website review to check that FGB data is up to date and relevant SA</p> <p>Training completed and discussion of future needs</p> <p>Review of Governor's Pay Committee</p> <p>Interim Review of HT appraisal</p> <p>Equal Opportunity policy to be reviewed</p> <p>Governor Visit Day 2 reports and Governor SIP review</p>	<p>Procedural <i>Updated information on current budget and monitoring report. 9 month monitoring. Plans for unspent budget</i> Additional Sources of Income report Review of Balance Control Mechanism Write off assets if necessary Discuss indicative budget <i>(Possible savings/Priorities GH/GA)</i></p> <p>Agree SFVS</p> <p>Review and ratify pay policy-add in TA salary update</p> <p>Maintenance update including tenders by Site Manager</p> <p>H and S report</p> <p>SIP PP/SEND value for money review GHO/GA</p>	<p>Finance Visit</p> <p>Planning for interim check up Visit 2</p> <p>Policies for FGB Ratification Feb Head Health and Safety EYFS SEND Lettings accessibility</p> <p>Chair LPS Dealing with allegations against staff Statement for procedures for dealing with allegations against staff</p> <p>Other Head Check Finance policy and inform FGB if changed</p>

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	FGB 18/3/25	Finance	Monitoring
Spring 2025 Meeting 2	<p>Procedural SEF preparation</p> <p>School Improvement <i>HT report (written) inc</i> Review 2024-2025 SIP Strategic Staffing & Budget plans prepared for FGB <i>Pupil Wellbeing survey</i> <i>Milestones</i> <i>Attendance</i> <i>Curriculum plans 2025-26</i> <i>Progress of groups inc disadvantaged group</i> <i>Published in advance with questions submitted to Head in advance</i></p> <p>To discuss governor monitoring of SIP 24-25 and possible SIP priorities 24-25</p>	<p>Discuss and agree proposed budget for 2021/2022 including review of 3 year plan Financial Benchmarking Review of staffing changes/funding implications Review Finance checklists - completed annually and termly by Finance Governor <i>Review pay of non teaching staff?</i></p> <p>Policies For FGB Ratification March Statutory Policies Head Admissions Policy/Admissions arrangements</p> <p>Other Freedom of Information Whistleblowing</p>	<p>Interim Visit 2 Reports as agreed previous meeting Safeguarding check-up Visit Attendance Visit Progress towards targets Progress of Disadvantaged</p> <p>Governor Visit Day 3 planning</p>

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	FGB 20/5/25	Finance	Monitoring
Summer 2025 Meeting 1	Procedural Clerk update on terms of office and attendance Review of FGB needs HT documents <i>staffing 2025-26</i> <i>OFTED target progress</i> <i>Arrangements for KS results to be reported to parents</i> SIP progress 2024-25 Other Governors Newsletter Governor Training 2024-25 and plans for 2025-26	Discuss Budget Outturn and final 12 month monitoring Set and Ratify budget with Business Manager review 3 year budget and Financial Management procedures Writing off assets RATIFY BUDGET Policies for FGB Ratification Head Register of attendance Other Head Uniform OTHER School Check Volunteer policy and inform FGB if changed	Confirmation of Governor Visit Day 3 arrangements

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	FGB 16/7/24	Finance	Monitoring
Summer 2024 Meeting 2	<p>PRESENTATION BY PSHE LEAD on changes/monitoring of PSHE 2024-2025</p> <p>Procedural</p> <p>Discussion and Review of Vision Statement.</p> <p>Review structure of FGB and roles of governors</p> <p>Report on Governor attendance</p> <p>School Improvement</p> <p><i>HT Report (written) inc</i></p> <p><i>Milestones</i></p> <p><i>Attendance of pupils and staff</i></p> <p><i>Pupil wellbeing survey</i></p> <p><i>Staff wellbeing Report</i></p> <p><i>Parent Survey report</i></p> <p><i>SIP</i></p> <p><i>Exclusions for the academic year</i></p> <p><i>Staff Wellbeing Survey</i></p> <p><i>use of Exclusion</i></p> <p><i>Published in advance with questions submitted to Head in advance</i></p> <p>Governor Visit Day 2 reports</p> <p>Review governors visits/SIP evidence and FGB performance Governor .</p> <p>Agree new SIP priorities/ governor responsibilities and monitoring strategies</p> <p>Other</p> <p>Agree dates of meetings for FGB 2025/26</p> <p>Ratify Governors Business Plan 2026-27(if ready)</p>	<p>Procedural</p> <p>Staffing Matters/Performance Management update</p> <p>Review Finance checklist - completed termly by Finance Governor</p> <p>Review pay of teachers and staff</p> <p>Discuss Budget Monitoring report from Business Manager</p> <p>Review School asset Register</p> <p>Additional sources of income update</p> <p>Ratify Staffing Structure for 2025/26</p> <p>Agree staff pay policy for 2024/25</p> <p>TA uplift</p> <p>Procedural</p> <p>Health and safety report</p> <p>Maintenance update including tenders by Site Manager</p>	<p>Governor Visit Day 3 reports</p> <p>Class observations</p> <p>Evidence of involvement of Disadvantaged groups</p> <p>Discussion as to how these and those working above expectations are catered for in classroom</p> <p>Discussion of classroom behaviour</p> <p>Disadvantaged/SG visits</p> <p>To be discussed but to follow on from previous visit</p> <p>Standards Meeting with SENCO</p> <p>Comparisons of progress to targets for 3 groups compared to peers at end of year. Discussion as to whether objectives have been met</p> <p>Review of KS1/KS2/EYFS / Phonics results</p> <p>Review of Pupil Wellbeing, staff wellbeing and parent questionnaires distributed by HT</p>

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	Oct	Oct	Dec	Feb	March	May	July
Full review Chair of Governors		Biometric Data SCR Complaints Register of governor Business Interests Register of Pupil admissions to school Behaviour Principles Statement	Teacher Pay Staff Discipline Conduct and Grievance Governors allowances	Capability Statements of procedures for dealing with allegations against staff LPS Policy for dealing with allegations against staff		Teacher Pay TA update	
Full Review School		Child Protection/ Online SG Exclusions Relationships and Sex Behaviour Policy Charging and Remissions Supporting children with healthcare needs OCT School Information Published on website	First Aid Early careers Teachers Premises management GDPR	H and S EYFS SEND Accessibility	Admissions Policy/admissions arrangements Register of Pupils attendance to School	Register of Pupil attendance	
Review Chair of Governors		Governor Visits Minutes and Papers of FGB					
Review School		Feedback Sept Safer Recruitment	Pupil attendance policy sept Anti-Fraud Teacher appraisal Anti bullying	Lettings SCR Wellbeing	Freedom of Information Whistleblowing Lunsford	Uniform	
Check School		Acceptable Use policies /Privacy notices for staff and parents Staff Code of conduct Home School agreement	Pupil attendance register	Finance		Volunteer policy	