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| **Birchfield Governor support timetable** |
| **Term** | **AUTUMN 1** | **AUTUMN 2** | **SPRING 1** | **SPRING 2** | **SUMMER 1** | **SUMMER 2** |
| Safeguarding | Safeguarding AuditRegular safeguarding updates**Safeguarding** | Analysis of First Aid and any related Risk assessmentsHT report attendanceSCR check**Safeguarding** | Staff/Governor open evening**All governors/staff** | Analysis of First Aid and any related Risk assessmentsHT report attendance**Safeguarding** | SCR check | Analysis of First Aid and any related Risk assessments**Safeguarding** |
| Effectiveness of Leadership and management | Open letter to parents sharing vision and values.Update/audit Website**Chair** | Share SEFInput into SDP**All governors** | Audit website | **All governors** | Audit website | Review of SDP**All governors** |
| Chair of governors has access to tapestry as mode of communication with parents. |
| Teaching learning and assessment | Learning walk**Chair/Vice chair** | Sharing of environment audits/learning walk**Curriculum and standards** | Learning Walk**Co-opted/parent governor** | Analysis of Maths/Literacy teaching and learning**Chair/Vice chair****Curriculum and standards** | Learning Walk**All governors with availability focus to be predetermined** | Analysis of overall steps progress and review for next academic year**Curriculum and standards** |
| Chair to include regular discussions about progress during meeting with Head |
| Finance | EYPP analysisMYFR**Chair** | Review financial paperworkManual of internal proceduresSchool funds audit**Finance** | Budget meeting**Finance** |  | Budget meeting**Finance** | EYPP analysis**Chair** |
|  | Chair/Finance representative to termly share head teachers audit of financial records |
| SEND | Initial SEND info report and accessibility plan reviewProvision map for support**Vice chair (SEND)** |  | Review of SEND provision map and January intake info shared**Vice chair (SEND)** | Progress data shared and referral updates**Vice chair (SEND)** | Review of SEND provision map and Easter intake info shared**Vice chair (SEND)** | Progress data shared and referral updates**Vice chair (SEND)** |
| Policies | **Safeguarding****Child protection****Governors allowances****Instrument of governance****Pecuniary interest** | Data protectionComplaintsAAAPremises doc.Pay | **Admissions**Charges and remissions | CapabilityStaff discipline | Accessibility planSENDBehaviour**Behaviour principles written statement****Equality info. And objectives** | Supporting children with medical needsH&SFirst aid |