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| **Birchfield Governor support timetable** | | | | | | |
| **Term** | **AUTUMN 1** | **AUTUMN 2** | **SPRING 1** | **SPRING 2** | **SUMMER 1** | **SUMMER 2** |
| Safeguarding | Safeguarding Audit  Regular safeguarding updates  **Safeguarding** | Analysis of First Aid and any related Risk assessments  HT report attendance  SCR check  **Safeguarding** | Staff/Governor open evening  **All governors/staff** | Analysis of First Aid and any related Risk assessments  HT 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 SEF  Input 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 analysis  MYFR  **Chair** | Review financial paperwork  Manual of internal procedures  School 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 review  Provision 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 protection  Complaints  AAA  Premises doc.  Pay | **Admissions**  Charges and remissions | Capability  Staff discipline | Accessibility plan  SEND  Behaviour  **Behaviour principles written statement**  **Equality info. And objectives** | Supporting children with medical needs  H&S  First aid |