

### Felsted Primary School Governors Calendar 2024/25

Date	Time	Purpose	Focus	Notes
<b>Autumn Term</b>				
Thur 12 <sup>th</sup> Sep	4.30-6.30pm	FGB (In person)	Admin & Effectiveness	Agree roles, staff wellbeing survey & governor visit questions
Fri 20 <sup>nd</sup> Sep	9.30am	HPTM Preparation	Performance Management	HTPM panel preparation
Fri 27 <sup>th</sup> Sep	9.15am	HT PM Annual Review	Performance Management	Review last year & agree PM targets
Thurs 15 <sup>th</sup> Oct	4-6pm	FGB (Virtual)	Curriculum & Strategy	Review periodic data, SDP, SEND & sustainability
Mon 4 <sup>th</sup> Nov	11am	Pay & Personnel	Pay & Personnel	Sign off teacher pay
Thurs 28 <sup>th</sup> Nov	4.30-6.30pm	FGB (In person)	Personnel & Policies	
Mon 9 <sup>th</sup> Dec	4-5pm	Finance & Premises	Finance	Discuss ICE visit
<b>Spring Term</b>				
Thur 16 <sup>th</sup> Jan	4.30-6.30pm	FGB (Virtual)	Curriculum & Effectiveness	Review annual performance data & SDP; Agree parent survey & governor visit questions
Thur 27 <sup>th</sup> Feb	4.30-6.30pm	FGB (In person)	Vision & Ethos	Review vision & strategy inc. sustainability; School parliament presentation
Fri 7 <sup>th</sup> Mar	9.30am	HTPM Preparation	Performance Management	HTPM panel preparation
Fri 14 <sup>nd</sup> Mar	9.30am	HT PM Mid-year Review	Performance Management	Mid-year review & support
Mon 24 <sup>th</sup> Mar	4-5pm	Finance & Premises	Finance & Premises	Agree budget & premises investment
<b>Summer Term</b>				
Thur 24 <sup>th</sup> Apr	4.30-6.30pm	FGB (Virtual)	Finance & Effectiveness	Sign off budget; Review NGA 20 questions; Parent survey results. Staff wellbeing survey results & annual policy review policy.
Thur 5 <sup>th</sup> June	4.30-6.30pm	FGB (In Person)	Curriculum & Strategy	Review periodic data, SDP, SEND & sustainability strategy; Agree SEND/pupil survey questions & governor visit questions
19 <sup>th</sup> May or 23 <sup>rd</sup> June	11am	Pay & Personnel	Pay & Personnel	Sign off support staff pay
Mon 16 <sup>th</sup> June	4-5pm	Finance & Premises	Finance	Review forecasting
Thur 17 <sup>th</sup> July	4.30-6.30pm	FGB (Virtual)	Strategy & Admin	Agree SDP & dates for next year; SEND/pupil survey results

**Summary:**

**Full Governing Board (alternating in-person & virtual):**

- FGB (8 p.a. - Sep/Oct/Dec/Jan/Feb/Apr/May/Jul) Co-chairs: Yvonne Crome, James Ivey, Clerk: Kim Radford

**Committees (all virtual):**

- Finance & Premises (3 p.a. Dec/Mar/Jun) Chair: TBC; Clerk: Kim Radford
- Pay & Personnel (2 p.a. Nov/June) Chair: TBC; Clerk: Michele Layzell
- Headteacher Performance Management Panel (2 p.a. Sep/Mar) Chair: TBC; External advisor for annual review: Theresa Pierce ?