

Park View Primary School



‘Learning Together, Achieving Forever’

Annual Agenda Planner for FGB and R & F Meetings – 2024/2025

(This is the proposal for all meetings and can be subject to change)

Updated 28/05/2024

Park View Primary Governor Meetings - Timeline for agendas & actions							
2024-2025							
Meeting	Meeting Date	Issue Proposed Agenda to Headteacher & Chair	Agenda Amends to Clerk	Post Agenda on Gov Hub	Issue Minutes for sign off to Headteacher & Chair	Minute amends to Clerk	Post Minutes on Gov Hub
Days out from meeting		-14	-9	-8	6	8	9
Who		Clerk	Headteacher & Chair	Clerk	Clerk	Headteacher & Chair	Clerk
FGB: 17.30-19.30	02/10/2024	18-Sep	23-Sep	24-Sep	08-Oct	10-Oct	11-Oct
R&F: 08.00-09.30	23/10/2024	09-Oct	14-Oct	15-Oct	29-Oct	31-Oct	01-Nov
FGB: 17.30-19.30	27/11/2024	13-Nov	18-Nov	19-Nov	03-Dec	05-Dec	06-Dec
FGB: 17.30-19.30	15/01/2025	01-Jan	06-Jan	07-Jan	21-Jan	23-Jan	24-Jan
R&F: 08.00-09.30	12/03/2025	26-Feb	03-Mar	04-Mar	18-Mar	20-Mar	21-Mar
FGB: 17.30-19.30	19/03/2025	05-Mar	10-Mar	11-Mar	25-Mar	27-Mar	28-Mar
R&F: 08.00-09.30	21/05/2025	07-May	12-May	13-May	27-May	29-May	30-May
FGB: 09.45-11.45	21/05/2025	07-May	12-May	13-May	27-May	29-May	30-May
FGB: 17.30-19.30	09/07/2025	25-Jun	30-Jun	01-Jul	15-Jul	17-Jul	18-Jul
FGB WGB Training: 17.30-19.30							
HTPR							
School Holidays	Autumn	Christmas	Spring	Easter	Summer HT	Summer	
	28/10/24 to 01/11/24	23/12/24 to 03/01/25	17/02/24 to 21/02/25	07/04/25 to 21/04/25	26/05/25 to 30/05/25	23/07/25 to 02/09/25	

FGB Meeting: Date: 02/10/24

Time: 05.30pm – 07.30pm

Venue: Park View Primary School

	AGENDA POINTS	Lead	Purpose	Papers
1	Welcome and Apologies for Absence	Chair	Information	N
2	Declarations of Pecuniary Interests	Chair	Information	N
3	Minutes of meeting held on – 10/07/24	Chair	Approval	Y-Clerk
4	Actions from previous meetings	Chair	Discussion	Y-Clerk
	HEAD TEACHER’S VERBAL REPORT / UPDATES – 5.40pm	Head Teacher		
5	Self-Evaluation Form & School Improvement Plan: These will guide the governors what to focus on for the new academic year, including school monitoring visits		Discussion	Y-HTeacher

6	Pupil Premium – strategy statement needs to be published end of Dec 2024 using the template on GOV.UK website		Information	N
7	Attendance and exclusions		Information	Y-HTeacher
8	Safeguarding Audit – due for submission 30 th Sept		Approval	Y-HTeacher
9	Plan for off-site visits		Approval	Y-HTeacher
10	Details of staff structure		Information	Y-HTeacher
11	Internal audit findings		Information	Y-HTeacher
12	School Website		Information	N
13				
	POLICIES & INFORMATION – 6.20pm	Head Teacher		
14	Adopt Hampshire County Council Manual of Personnel Practice, & Manual of Financial Practice & Governors Good Practice Guide - We need to minute that we have adopted these at the beginning of the academic year and adopt any subsequent updates during the year to Sept 2024		Approval	N
15	Safeguarding Audit		Approval	Y-HTeacher
16	Child Protection & Safeguarding Policies		Approval	Y-HTeacher
17	Keeping Children Safe in Education (KCSIE) - This needs to be read and understood and declaration signed on Hampshire Site. The condensed document is the relevant one for governors to read. New governors must complete e-learning or watch pre-recorded video, both can be accessed via Hampshire Site or Governor Services website. They also need to attend the Safeguarding Children's course in the first 12-18 months of being a governor		Approval / Information	Y-link issued via Hampshire Site from FG
18	Working together to safeguard children		Information	N
19	Pay Policy (due to be published E.O. Sept		Information	N
20	School Admissions Code 2024 (update school website by E.O. Oct.)		Information	N
	GOVERNOR UPDATE – 6.45pm	Chair		
21	Register of Pecuniary interests: Declarations need recording on Hampshire Site		Discussion	N
22	Terms of Reference / Instrument of Government Documents will have been issued prior to the meeting and checked that all information is correct		Approval	Y-Clerk
23	Governor roles / committee membership & roles linked to School Improvement Plan		Discussion	Y-HTeacher
24	External advisor for Head Teacher performance reviews – Set Date		Discussion	N
25	Governor details and attendance on website for 2023/2024	DO	Approval	Y-Clerk
26	Governor term dates/vacancies	FG	Discussion	Y-Clerk
27	Training – actioned & available. Book WGB training course by 31 st December		Discussion	N

	Prevent Video (advisable not compulsory – certificate can be printed on completion)			
28	Impact since we last met		Discussion	N
29	AOB – 7.25pm	Chair		

R & F / Pay Meeting Date: 23/10/24

Time: 08.00am – 9.45am

Venue: Park View Primary School

	AGENDA POINTS	Lead	Purpose	Papers
1	Welcome and Apologies for Absence	Chair	Information	N
2	Declarations of Pecuniary Interests	Chair	Information	N
3	Minutes of meeting held on 22/05/24	Chair	Approval	Y-Clerk
4	Actions from previous meetings	Chair	Discussion	Y-Clerk
	FINANCE – 8.10am	Headteacher		
5	Approve revised budget by 30/11		Approval	Y-HTeacher
6	Budgetary Implications of numbers on roll		Approval	Y-HTeacher
7	Internal Audit Findings (Replaced Schools Financial Value Standard		Information	Y-HTeacher
8	Financial benchmarking data		Information	Y-HTeacher
	ANNUAL BUSINESS – 8.45am	Headteacher		
9	Single Central Register Check		Information	Y-HTeacher
10	Review Terms of Reference		Approval	Y-HTeacher
	BUILDINGS AND MAINTENANCE – 8.55am			
11	Premises and Maintenance Plan		Information	Y-HTeacher
12	Health & Safety		Information	Y-HTeacher
13	Security		Information	Y-HTeacher
	POLICIES & INFORMATION – 9.10am	Headteacher		
14	Fire evacuation plan		Approval	Y-HTeacher
15	Fire safety management plan		Approval	Y-HTeacher
16	Review emergency/disaster recovery plans		Approval	Y-HTeacher
17	Impact since we last met			
	AOB			
	PAY COMMITTEE – add on to this meeting or a smaller group – 9.20am	Headteacher		
1	Approve the Pay Policy		Approval	Y-HTeacher
2	Performance Management & Capability		Discussion	Y-HTeacher
3	Approve Teacher's Pay Progression		Approval	Y-HTeacher

FGB Meeting: Date: 27/11/24

Time: 05.30pm – 07.30pm

Venue: Park View Primary School

	AGENDA POINTS	Lead	Purpose	Papers
1	Welcome and Apologies for Absence	Chair	Information	N
2	Declarations of Pecuniary Interests	Chair	Information	N
3	Minutes of meeting held on 02/10/24	Chair	Approval	Y-Clerk

4	Actions from previous meetings	Chair	Discussion	Y-Clerk
	HEADTEACHER'S WRITTEN REPORT / UPDATES – 5.45pm	Headteacher		
5	Headteachers written report, to include attendance & exclusions, safeguarding report		Information	Y-HTeacher
6	Progress against School Improvement Plan		Information	N
7	Pupil Premium & Sports Premium		Information	N
	FINANCE			
8	Report from Finance and Pay Committee meeting 23/10/24	Headteacher /JS		
	POLICIES & INFORMATION – 6.25pm	Headteacher		
9	Health & Safety Policy		Approval	Y-HTeacher
10	Health & Safety Audit		Approval	Y-HTeacher
11	Staff discipline conduct and grievance		Approval	Y-HTeacher
12	Statement for allegations of abuse against staff		Approval	Y-HTeacher
13	SEN Policy		Approval	Y-HTeacher
14	Low Level of Concern Policy		Approval	Y-HTeacher
	GOVERNOR UPDATE – 6.45pm	Chair		
15	Governor visits since the last meeting / Planned visits		Discussion	N
16	Governor Forum meeting feedback		Information	N
17	Governor vacancies		Information	N
18	Arrangements for Annual Skills audit	D&T Gov	Discussion	N
19	Training – actioned & planned	D&T Gov	Discussion	N
20	Impact since we last met		Discussion	N
21	AOB – 7.25pm	Chair		

FGB Meeting: Date: 15/01/2025

Time: 05.30pm – 07.30pm

Venue: Park View Primary School

	AGENDA POINTS	Lead	Purpose	Papers
1	Welcome and Apologies for Absence	Chair	Information	N
2	Declarations of Pecuniary Interests	Chair	Information	N
3	Minutes of meeting held on 27/11/24	Chair	Approval	Y-Clerk
4	Actions from previous meetings	Chair	Discussion	Y-Clerk
	HEADTEACHERS VERBAL REPORT / UPDATES – 5.45pm	Headteacher		
6	Headteachers verbal report		Discussion	N
7	SEN provision review		Information	Y-HTeacher
8	Plan for off-site visits		Approval	N
9	Progress against School Improvement Plan		Discussion	N
10	Attendance & exclusions / Safeguarding Report		Information	Y-HTeacher

	POLICIES & INFORMATION – 6.15pm	Headteacher		
11	Complaints Procedures Policy(statutory)		Approval	Y-HTeacher
12	Positive Behaviour Policy(statutory)		Approval	Y-HTeacher
13	School Exclusions Guidance(statutory)		Approval	Y-HTeacher
14	Alleviate Bullying Policy		Approval	Y-HTeacher
15	Acceptable use of IT Policy		Approval	Y-HTeacher
16	Social Networking Policy		Approval	Y-HTeacher
	GOVERNOR UPDATE – 6.35pm	Chair		
17	Governor visits since the last meeting / Planned visits		Discussion	N
18	Decision on Subscription to Governor Service		Discussion	N
19	Decision on Clerking service and agreed hours (93 hours per annum)		Discussion	N
20	Headteacher Performance review		Discussion	N
21	Governor vacancies		Discussion	N
22	Training – actioned & planned		Discussion	N
23	Impact since we last met		Discussion	N
24	Data Protection training			N
25	AOB – 7.25pm	Chair		

R & F Meeting: Date: 12/03/25

Time: 08.00am – 9.30am

Venue: Park View Primary School

	AGENDA POINTS	Lead	Purpose	Papers
1	Welcome and Apologies for Absence	Chair	Information	N
2	Declarations of Pecuniary Interests	Chair	Information	N
3	Minutes of meeting held on 27/11/24	Chair	Approval	Y-Clerk
4	Actions from previous meetings	Chair	Discussion	Y-Clerk
	FINANCE – 8.15am	Headteacher		
5	Benchmarking			
6	Budget update		Information	Y-HTeacher
7	Predicted pupil numbers and budgetary implications		Information	Y-HTeacher
8	Pupil census returns and financial implications		Information	Y-HTeacher
9	Agree training budget for staff development plan		Information	Y-HTeacher
10	Issues from strategic financial planning		Information	Y-HTeacher
11	Draft outline budget plans for next financial year		Information	Y-HTeacher
12	Outstanding invoices		Information	Y-HTeacher
	ANNUAL BUSINESS – 9.00am	Headteacher		
13	Single Central Register Check		Information	Y-HTeacher
14	Update to the Internal Audit		Information	Y-HTeacher
15	Approve Support Staff Pay Progression		Approval	Y-HTeacher
16	Arrangements for annual audit of performance management		Information	Y-HTeacher
	BUILDINGS AND MAINTENANCE – 9.10am	Headteacher		
17	Premises and Maintenance Plan		Information	Y-HTeacher
18	Health & Safety		Information	Y-HTeacher

19	Security		Information	Y-HTeacher
	POLICIES & INFORMATION – 9.20am	Headteacher		
20	Data Protection Policy (statutory)		Approval	Y-HTeacher
21	Sex & Relationship Education Policy (statutory)		Approval	Y-HTeacher
22	Supporting pupils with medical conditions (statutory)		Approval	Y-HTeacher
23	First Aid Policy (statutory)		Approval	Y-HTeacher
24	Standard (SFVS) Report Schools Financial Value - needs to be presented at FGB meeting)		Information	Y-HTeacher
25	Review Internal Audit from HCC for 2023/2024 Financial Year – (needs to be presented at FGB meeting)		Discuss	Y-HTeacher
26	Impact since we last met			
27	AOB – 9.25am	Chair		

FGB Meeting: Date: 19/03/25

Time: 05.30pm – 07.30pm

Venue: Park View Primary School

	AGENDA POINTS	Lead	Purpose	Papers
1	Welcome and Apologies for Absence	Chair	Information	N
2	Declarations of Pecuniary Interests	Chair	Information	N
3	Minutes of meeting held on 15/01/25	Chair	Approval	Y-Clerk
4	Actions from previous meetings	Chair	Discussion	Y-Clerk
	HEADTEACHERS VERBAL REPORT / UPDATES – 5.40pm	Headteacher		
5	Headteachers report, to include attendance & exclusions and Safeguarding report		Information	Y-HTeacher
6	Progress against school improvement plan		Information	Y-HTeacher
7	Plan for off-site visits		Information	Y-HTeacher
	FINANCIAL UPDATE – 6.10pm			
8	Highlights of Budget Information from R & F meeting 12/03/25 Next R & F meeting is 21/05. Budget to be approved in 21/05 FGB.		Information	Y-Hteacher
	POLICIES & INFORMATION – 6.20pm	Headteacher		
9	Early Years Foundation Stage (EYFS) Policy (statutory)		Approval	Y-HTeacher
10	Single Equality Statement Information (statutory)		Approval	Y-HTeacher
11	Single Equality Statement Objectives (statutory)		Approval	Y-HTeacher
12	Governor Visits Policy		Approval	Y-HTeacher
13	Staff Absence Policy		Approval	Y-HTeacher
14	Teachers' Pension Indexation		Discussion	N
	GOVERNOR UPDATE – 6.30pm	Chair		
15	Governor visits since the last meeting / Planned visits		Discussion	N
16	Schools Financial Value Standards return by 31/3		Approval	Y-HTeacher
17	Review Inspection dashboard		Information	Y-HTeacher
18	Governor Forum meeting feedback		Information	N
19	Governor vacancies / succession planning / end of terms		Discussion	N

20	Training – actioned & available	D&T Gov	Discussion	N
21	Admin check – emails up to date on Hampshire Site / All documents filed in order and signed	Clerk	Discussion	N
22	Data Protection	JD	Information	Y
23	Impact since we last met		Discussion	N
24	AOB – 7.25pm	Chair		

F & R Meeting Date: 21/05/25

Time: 08.00am – 9.30am

Venue: Park View Primary School

	AGENDA POINTS	Lead	Purpose	Papers
1	Welcome and Apologies for Absence	Chair	Information	N
2	Declarations of Pecuniary Interests	Chair	Information	N
3	Minutes of meetings held on 12/03/25(F & R and Pay Progression)	Chair	Approval	Y-Clerk
4	Actions from previous meetings	Chair	Discussion	Y-Clerk
	FINANCE – 8.15am	Headteacher		
5	Draft outline budget plans for next financial year		Information	Y-HTeacher
6	Draft Capital Budget plan		Information	Y-HTeacher
7	Comparison quotes for school services – e.g. hand dryers, hand sanitisers, phones and photocopiers.		Information	Y-HTeacher
	ANNUAL BUSINESS – 9.00am	Headteacher		
8	Single Central Register Check		Information	Y-HTeacher
9	Update to the Internal Audit		Information	Y-HTeacher
	BUILDINGS AND MAINTENANCE – 9.10am	Chair		
10	Premises and Maintenance Plan		Information	Y-HTeacher
11	Health & Safety		Information	Y-HTeacher
12	Security		Information	Y-HTeacher
	POLICIES & INFORMATION – 9.20am			
13	Governor allowances (statutory)		Approval	Y
14	Charging and Remissions (statutory)		Approval	Y
15	Impact since we last met		Discussion	N
	AOB – 9.25pm	Chair		

FGB Meeting: Date: 21/05/25

Time: 09.45am-11.45am

Venue: Park View Primary School

	AGENDA POINTS	Lead	Purpose	Papers
1	Welcome and Apologies for Absence	Chair	Information	N
2	Declarations of Pecuniary Interests	Chair	Information	N
3	Minutes of meeting held on 19/03/25	Chair	Approval	Y-Clerk
4	Actions from previous meetings	Chair	Discussion	Y-Clerk
	FINANCE – 5.40pm			
5	Approve new budget & 3-year plan by 31 st May		Approval	Y-HTeacher

6	Approve 3-year strategic plan by 31 st May		Approval	Y-HTeacher
7	Approve plan for capital expenditure		Approval	Y-HTeacher
	HEADTEACHERS VERBAL REPORT / UPDATES – 6.00pm	Headteacher		
8	Headteachers verbal report to include attendance & exclusions / Safeguarding report		Information	N
9	Progress against School Improvement Plan		Information	Y
10	Proposed Inset days		Approval	Y-HTeacher
11	Pupil Premium update		Information	N
12	Proposed Staffing structure for 2024/2025		Approval	Y-HTeacher
	POLICIES & INFORMATION – 6.30pm	Headteacher		
13	Accessibility Plan Policy (statutory)		Approval	Y-HTeacher
14	Admissions Policy (statutory)		Approval	Y-HTeacher
15	Physical Restraint Policy		Approval	Y-HTeacher
16	Attendance Policy		Approval	Y-HTeacher
17	Offsite Activities Policy		Approval	Y-HTeacher
18	Confidentiality Policy		Approval	Y-HTeacher
19	Schools to display Health and Safety Law Poster or provide staff with equivalent leaflets	Clerk	Information	N
	GOVERNOR UPDATE – 6.45pm	Chair		
20	Governor visits since the last meeting / Planned visits		Discussion	N
21	All staff driving during the day need to have valid license for the vehicle type, business insurance and valid MOT if driving own vehicle – it is recommended that this is questioned by The Health and Safety Governor during a monitoring visit	Clerk	Information	N
22	Governor Vacancies / Succession Planning / Roles for 2024/2025		Discussion	N
23	Training – actioned & available Include Whole GB and Committee requirements / Skills Audit	D&T Gov	Discussion	N
24	Governor Forum next meeting	Clerk	Information	N
25	Impact since we last met		Discussion	N
26	AOB – 7.25pm	Chair		

FGB Meeting: Date: 09/07/24 Time: 05.30pm – 07.30pm

Venue: Park View Primary School

	AGENDA POINTS	Lead	Purpose	Papers
1	Welcome and Apologies for Absence	Chair	Information	N
2	Declarations of Pecuniary Interests	Chair	Information	N
3	Minutes of meeting held on 21/05/25	Chair	Approval	Y-Clerk
4	Actions from previous meetings	Chair	Discussion	Y-Clerk
	HEADTEACHERS WRITTEN REPORT / UPDATES – 5.40pm	Headteacher		
5	Headteachers written report to include: attendance & exclusions, safeguarding report, vulnerable groups progress, children in care report, progress against School Improvement Plan		Information	Y-HTeacher

6	SATS results/external & internal progress and achievement data		Information	Y-HTeacher
7	Self-Evaluation Form & School Improvement Plan proposal for 2025-2026: These will guide the governors what to focus on for the new academic year, including school monitoring visits		Discussion	Y-HTeacher
8	Staff structure for new academic year		Information	Y-HTeacher
9	Professional day closures for next academic year		Information	N
10	Pupil Premium		Information	Y-HTeacher
11				
	POLICIES & INFORMATION – 6.25pm	Headteacher		
12	Early Career Teacher (ECT) Policy (statutory)		Approval	Y-HTeacher
13	Safeguarding Audit (statutory)		Approval	Y-HTeacher
14	Whistle Blowing Policy		Approval	Y-HTeacher
15	Working with agencies to protect children		Approval	Y-HTeacher
16	Child Protection Policy		Approval	Y-HTeacher
17	Code of Conduct		Information	Y-HTeacher
18	Safeguarding Policy		Information	Y-HTeacher
	GOVERNOR UPDATE – 6.45pm	Chair		
19	Governor visits since the last meeting / Planned visits		Discussion	N
20	Safeguarding audit outcomes		Discussion	N
21	Governor Forum meeting feedback		Discussion	N
22	Governor vacancies		Discussion	N
23	Training – actioned & available Include Whole GB and Committee requirements / Induction for new governors	D&T Gov	Discussion	N
24	Confirm meeting dates / agendas for next year		Information	Y-Clerk
25	Impact since we last met		Discussion	N
26	Correspondence			
27	AOB – 7.25pm	Chair		