

12 - EVALUATION and MONITORING

Note that policy reviews are not included but are at Sec 13 of the Salmon Pack.

	Governing Body	Finance & Audit	Staffing & Pay	Admissions Property Health & Safety	
				PHS Items	Admissions Items
SEP/ OCT	<ol style="list-style-type: none"> 1. Update Registr of Interests. 2. Review Salmon Pack: Constitutions, Scheme of Delegation, Standing Orders, C'tee Membership, Link Govs. 3. Review Risk Reg * 4. Review No of complaints. 5. Safeguarding Report 6. SEND Annual Report. 7. Pupil Premium Annual Report 8. Summer ext exams Report 9. Review Pub exam results 10. Appoint Govs for HM Perf Revw. <p>* Rev by Eval C'tee with GB input.</p>				
NOV/ DEC	<ol style="list-style-type: none"> 1. Agree Annual Report 2. Agree Return to Company's House 3. Note departmental academic Tgts for next ac yr. 4. Review Child Protection Audit. 5. Agree PAN. 6. Safeguarding Report. 11. Set term dates for foll yr. 12. Set meetings dates for foll yr. 13. Appoint Auditors (Members) 14. Receive Pte Fds Rep fm Pte Trustees. 	<ol style="list-style-type: none"> 1. Public Fds: review EOY and audit Rep & Current Sit 2. Consider IA Rep. 3. Update fin implications of 6th Form options. 4. Revw Fin Proc Manual 5. Revw A/C Signatures 6. Asset Register Rep. 7. Consider Gov Trg Req 8. Agree Right Choice purchase. 9. Rec Auditors to GB. 	<ol style="list-style-type: none"> 1. Review Staffing Current Year. 2. Consider LT Progression incl HM targets. 3. Consider Threshold Applications. 4. Consider UPS Progression. 5. Consider Other Requests. 6. Initial Teacher Trg Rep. 7. Teachers Perf Mgrmt Prog Rep. 	<ol style="list-style-type: none"> 1. Review Summer building/ refurbishment programme. 2. Identify priorities for work & capital bids. 3. Rev Maint plan. 4. Review accidents. 	<ol style="list-style-type: none"> 1. Review current academic yr procedures. 2. Agree next academic yr procs. 3. Agree next academic yr Policy to send to SDBE & consultation. 4. Take any Pol amndmts & adopt policy by 15/4 out of c'tee if nec.

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JAN/ FEB/ MAR/ APR	<ol style="list-style-type: none"> 1. Public Fds Mid Yr Revw. 2. Safeguarding Report 3. Agree Strategic Plan. 4. Note progress on current SIP. 	<ol style="list-style-type: none"> 1. Public Fds Mid Yr Revw. 2. Pte Fds: receive ditto fm Pte Trustees. 3. Consider IA Rep. 4. Review NOR fm PLASC. 			
MAY/ JUN/ JUL	Consider strategy.		<ol style="list-style-type: none"> 1. Agree Pay Policy 2. Review Staffing current academic yr. 3. Adopt Staffing Plan for next ac yr. 4. Staff Devlmt Annual Rep 5. Adopt Staff Devlmt Plan 6. Agree Staff Sabbaticals requests. 7. Consider any Threshold Applics, UPS progressions, other requests. 	<ol style="list-style-type: none"> 1. Agree summer works schedule. 2. Review of capital bids. 3. Review writes off 4. Reportable accidents. 5. Update H&S Manual. 	<ol style="list-style-type: none"> 1. Receive Report on current Ac yr admissions arrangements. 2. Review selection proc.
JUN/ JUL	<ol style="list-style-type: none"> 1. Set Budget 2. Adopt Curriculum Model 3. Finance C'tee Annual Report. 4. Discipline Annual Report. 5. H & Safety Annual Report. 6. Safeguarding Report. 7. Appoint IA. 	<ol style="list-style-type: none"> 1. Public Fds projtn to EOY 2. Agree Budget to put to GB. 3. Consider IA Rep. 4. Rec IA apptmt to GB. 			