

**THE BLUE TANGERINE FEDERATION: SCHEDULE OF GOVERNING BODY MEETINGS 2022/23**

<b>26 September 2022</b>	<b>14 November 2022</b>	<b>16 January 2023</b>	<b>6 March 2023</b>	<b>15 May 2023</b>	<b>27 June 2023</b>
<b>Collett</b>	<b>St Luke's</b>	<b>Collett</b>	<b>St Luke's</b>	<b>Collett</b>	<b>St Luke's</b>
<b>Procedural items</b>					
<b>For Non- Staff Governors</b> Governor Effectiveness Apologies Minutes & actions arising Declaration of interests Appoint chair / Vice Chair Code of conduct – new version Annual declarations KCSIE – to be read	Apologies Minutes Actions arising Declarations of interest	Apologies Minutes Actions arising Declarations of interest	Apologies Minutes Actions arising Declarations of interest	Apologies Minutes Actions arising Declarations of interest	Apologies Minutes Actions arising Declarations of interest
<b>Strategic &amp; Critical Friend</b>					
Federation SDP review and actions for the year ahead Link Governor Appointments Policies for approval Safeguarding & Attendance report (Annual Report) Pupil premium report – plans for the year ahead H&S – accident summary 21/22	Head of Schools reports Resources update Safeguarding and Attendance report Behaviour report GDPR (report of any breaches) Curriculum update / presentation Risk Register Policies	Progress on SDP action plans EHT update Resources update H&S interim audit report Safeguarding and attendance CSV Policies	Heads of school reports Resources update Safeguarding and Attendance & behaviour GDPR (report of any breaches) Accident Summary Curriculum update / presentation Policies	Progress on SDP action plans Resources update Budget approval Policies Safeguarding, attendance & Behaviour	Head of School reports EHT Update Resources update Safeguarding, Attendance & behaviour GDPR (report of any breaches) Curriculum & outcomes H&S Audit Report Accident Summary
<b>Governor Impact</b>					
Clerk - Governor attendance Governor training - plans Governor visit policy Agree Governor visits	Governor visit reports Review of equality and diversity objectives Staff survey	Governor visit reports Governor training Governor Recruitment Review progress on Governor Visit objectives	Governor visit reports Review of equality and diversity Pupil voice	Governor visit reports Parent survey Review progress on Governor Visit objectives	Governor visit reports Governor training Review of equality and diversity performance against objectives Meetings for next year

**BLUE TANGERINE FEDERATION: FINANCE & RESOURCES COMMITTEE WORK PLAN**

<b>18 October 2022</b>	<b>9 January 2023</b>	<b>27 February 2023</b>	<b>17 April 2023</b>	<b>8 May 2023</b>	<b>5 June 2023</b>
Procedural items	Procedural items	Procedural items	Procedural items	Procedural items	Procedural items
Finance monitor (P5) Re-forecast Pay review impact Cash flow forecast Single expenditure items over £10,000 Spot check on SFD Bad debt Lettings income	Finance monitor Single expenditure items over £10,000 Cash flow forecast Spot check on SFD Bad debt Lettings income from autumn term	Finance monitor Re-forecast Cash flow forecast Single expenditure items over £10,000 Spot check on SFD Bad debt	Year-end position Cash flow forecast Single expenditure items over £10,000 Spot check on SFD Bad debt Lettings income for spring term	Cash flow forecast Single expenditure items over £10,000 Spot check on SFD Bad debt	Finance monitor Single expenditure items over £10,000 Spot check on SFD Cash flow forecast Bad debt Lettings income from summer term
Deep dives; Agency costs Forest House transition Fundraising analysis	Deep dive: Benchmarking SFVS preparation	Deep dive: SFVS preparation Contracts register	Deep dive: First draft of budget Bench marking	Deep dive: Finalise budget	Deep dive: tbc
Premises Asset management plan Schedule of premises works	Premises Asset management plan Schedule of premises works	Premises Asset management plan Schedule of premises works	Premises Asset management plan Schedule of premises works	Premises Asset management plan Schedule of premises works	Premises Asset management plan Schedule of premises works
Health & Safety Audit visit outcome To note any accidents in the term Fire drill	Health & Safety Audit visit outcome To note any accidents in the autumn term Fire drill	Health & Safety Audit visit outcome Fire drill	Health & Safety Audit visit outcome To note any accidents in the spring term Fire drill	Health & Safety Audit visit outcome Fire drill	Health & Safety Audit visit outcome To note any accidents in the summer term Fire drill
Staffing Appraisal process Pay recommendations To note resignations & appointments	Staffing To note resignations & appointments	Staffing To note resignations & appointments Wellbeing survey	Staffing To note resignations & appointments	Staffing To note mid-year reviews have been completed To note resignations & appointments	Staffing structure for September 2023 To note resignations & appointments
Policies: Charging and remissions H&S SFD	Policies TBC	Policies TBC	Policies TBC	Policies TBC	Policies TBC

• Key Dates for Finance are:

- o Revised Forecast submitted by 15/10/2022
- o Revised Forecast submitted by 15/02/2023 - we use this to inform the SFVS below
- o School Financial Value Standards Return (SFVS) - 31/03/2023
- o Year End Figures submitted by 28/04/2023
- o Budget Agreed and submitted by 31/05/2023

Link Roles	
Chair	Ian Dignum
Vice-chair	Andy Summerskill
Safeguarding & CLA	Gemma Luke
St Luke's (including H&S)	Nick Griffith
Collett (including H&S)	Poppy Choudhury
Finance	Chris Parsons
Curriculum & Outcomes	Gareth Burger
Curriculum – Key Subjects and Careers	Ebbah Kwambai
HR, including Governor Training	Aurele Mes Boaye
Equality, Diversity and Inclusion	Rachel Andrew
Mental Health & Wellbeing	Andy Summerskill?
Pupil Premium & additional funding	Andy Summerskill

Working Parties: Composition	
Pay Review	Headteacher's PM
Ian Dignum	Ian Dignum
Aurele Mes Boaye	Andy Summerskill
Andy Summerskill	HIP
?	<b>Vacancy</b>

Finance Committee
Nick Griffiths (Chair)
Aureles Mes Boaye
Andy Summerskill
Ian Dignum
Stephen Hoult-Allen
Chris Parsons
Manda Sides

### GOVERNOR ROLES AND EXPECTATIONS

- All governors (except associate governors) are expected to attend each FGB meeting, these will rotate between the two schools. Governors should have read, as a minimum, all MUST READ papers in advance of the meetings and come prepared with questions.
- All governors are expected to take on a link role, this may involve a pre-meeting in advance of some of the FGB meetings as well as school visits during the year. Link Governors will be expected to provide updates on their Link Governor role at the appropriate meetings.
- All governors are invited to attend celebration assemblies whenever they are available and other ad-hoc school events throughout the year (a list of school events will be circulated).
- Governors must complete a governor visit form after each visit to the school and post to Governorhub, with a message to all governors to advise that the report is available.