

Berkeley Green UTC Calendar of Business 2018/19

The following Items will be regular items of business at each meeting:

- Chairs Trust related update
- Principal Report including School Key Performance Indicators and Assessment Data Analysis Learner Attainment data (data will also be available real time on dashboard. Ofsted 'deep' focus as follows:
 - Term 1 – Outcome for Pupils (Exam data or analysis of in house data)
 - Term 2 – Teaching, Learning and Assessment
 - Term 3 – Personal Development, Behaviour and Welfare (including UTC Professional Conduct Policy review)
 - Term 5 – Leadership and Management
- UTC Budget /Financial Report
- Reports on Governor Visits to Schools (ref Governor toolkit/suggested annual Governors programme – Clerk to plan in liaison with Chair)
- Policies (as per agreed calendar if required)
- Stakeholder Engagement (to include students and staff)

Term 1

Principal Report Ofsted Deep Focus – Outcomes for Pupils

Action	By Whom	LGB Approve/Note	Trust Approve/Note	Comments	Clerk note – source
LGB Standing Orders (inc SGS AT Scheme of Delegation, LGB Terms of Reference, calendar of business, code of conduct, Academies Financial Handbook, compiled skills audit.	Clerk	Approve	Note		Gov Handbook 6.1 Compliance and Academies Financial Handbook
Elect Vice Chair	LGB	Approve	Note		Gov Handbook 6.1 Compliance and Academies Financial Handbook
Review Declarations of Interest & Eligibility	Clerk	Note in minutes	Note	Clerk to undertake at beginning of meeting	Gov Handbook 6.1 Compliance and Academies Financial Handbook
School Evaluation Form and School Development Plan 18/19	Principal	Approve	Approve	Present individual paper	Gov Handbook Section 3 – Accountability & Ofsted
Agree Curriculum Targets for 18/19	Principal	Approve	Note		Governance Requirement
Pupil Premium Plan – Review effectiveness of 17/18 and present plan for 18/19	Principal	Approve	Approve	Present individual paper	Gov Handbook Section 6.6.3 – Finance & Funding Agreement & Ofsted

Plan to engage students, parents, staff, employer, university sponsor partners and local community – review 17/18 plan effectiveness and present 18/19 Plan	Principal	Approve	Approve	Present individual paper	Gov Handbook Section 2.4– Strategic Leadership
Receive UTC Budget and Annual Financial Plan	Principal	Note	NA		Gov Handbook Section 6.6 Finance & Academies Financial Handbook
Receive a report on SLAs with SGS AT	Principal	Note	NA		Gov Handbook Section 6.6 Finance & Academies Financial Handbook
Review of Employer Forum TOR	Link Gov Cyber & Engineering	Note	None	Only requires approval by LGB & Board if TOR amended	UTC requirement
Policies – Approve Calendar of Review for 18/19	Clerk	Approve	Note		Gov Handbook 3.3 Accountability & throughout DfE Statutory Policies for Schools doc
Agreement of Annual Schedule for Governor visits to school and agree Link Governor roles	Clerk/LGB	Note	N/A		Gov Handbook 3.3.2 and NGA & Ofsted
Nomination of LGB members for LGB Appraisal and Pay Committee	Chair/Clerk	Approve	Note		Governance requirement
Review of Confidential Minutes 17/18	Clerk	Note	Note	Clerk to undertake report and Chair approve. To reference and minute in meeting	Freedom of Information Act
Governor Attendance at meetings 17/18	Clerk	Note	Note	Clerk to undertake and present to meeting	DfE publication requirements
17/18 LGB Self Evaluation Action Plan	Chair & Clerk	Approve	Note		Gov Handbook 7.1 Evaluation & Ofsted
Principal Objectives for 18/19	Principal/	Note	Note		
Review Clerk Objectives for 17/18 and Agree Clerk objectives for 18/19	Clerk & Chair	Approve	Note		

Term 2

Principal Report Ofsted Deep Focus – Teaching Learning and Assessment

Action	By Whom	LGB Approve/Note	Trust Approve/Note	Comments	Clerk note – source
UTC Risk Register & H&S	Principal	Note	N/A	Include any previously un-reported high level risks on COG report	AFH, Gov Handbook
Review 20/21 Admissions procedure & policy	Principal	Approve	Approve		Governance Handbook, Funding Agreement and Admissions Code. SGSAT is the admissions authority so has to approve these – Admissions Code
19/20 Curriculum and Staffing Plans	Principal	Approve	Approve		Gov Handbook 3.2Accountability Funding Agreement & Ofsted
Employer Engagement, Employer Projects and Work Placements Plan – review effectiveness of 17/18 plan and present 18/19 Plan	Principal	Approve	Approve		UTC Requirement & Finding Agreement & Ofsted
Safeguarding Annual Report including Single Central Register and review of UTC Safeguarding procedures	Principal/Link Gov Safeguarding	Approve	Note	Principal to work with MAT Safeguarding Lead	Gov Handbook 6 Funding Agreement & Ofsted

Term 3

Principal Report Ofsted Deep Focus – Personal Development, Behaviour and Welfare (including UTC Professional Conduct Policy review)

Action	By Whom	LGB Approve/Note	Trust Approve/Note	Comments	Clerk note – source
18/19 Pupil Premium Plan mid-point effectiveness update	Principal	Note	N/A	Include summary on COG report	Gov Handbook Section 6.6.3 – Finance & Funding Agreement & Ofsted
Governors review of Validated FFT Aspire Data	Clerk	Note	N/A	Clerk to provide dashboard report	External Validation of data Governance Handbook 3.31
Report on the UTCs approach to SEND	Principal	Note	N/A	Present individual paper	Gov Handbook 5 Compliance & Ofsted
School Evaluation Form and School Development Plan 18/19 mid-point review	Principal	Note	Note		Gov Handbook Section 3 – Accountability & Ofsted
17/18 LGB Self Evaluation Action Plan –	Chair & Clerk	Note	Note		Gov Handbook 7.1

Midpoint review					Evaluation & Ofsted
UTC Website review for compliance against NGA checklist & Financial Academies Handbook requirements.	Clerk	Note	N/A	Include in COG report	Gov Handbook & AFH & Ofsted
Clerk objectives – midpoint update	Clerk	Note	N/A		

Term 4

Action	By Whom	LGB Approve/Note	Trust Approve/Note	Comments	Clerk note – source
UTC Risk Register & H&S	Principal	Note	N/A	Include any previously un-reported high level risks on COG report	AFH, Gov Handbook
18/19 Employer Engagement, Employer Projects and Work Placements Plan effectiveness update	Principal	Note	N/A		UTC requirement & Funding Agreement
19/20 Term Dates	Principal	Approve	Approve	Present individual paper. Awareness required of College INSET dates and impact upon bus transport.	Funding Agreement
Report on delivery of Spiritual, Moral, Social & Cultural (British values) in the curriculum	Principal	Note	N/A		Governance Handbook 2.2.6
Review of First Aid provision and support of Students with Medical Conditions	Principal	Note	N/A		Gov Handbook 6.8.13

Term 5

Principal Report Ofsted Deep Focus – Leadership and Management

Action	By Whom	LGB Approve/Note	Trust Approve/Note	Comments	Clerk note – source
School Evaluation Form and School Development Plan 18/19 – final review	Principal	Note	Note		Gov Handbook Section 3 – Accountability & Ofsted
UTC Complaints, Compliments and Suggestions received 18/19	Principal	Note	NA		Funding Agreement Monitoring requirement
Present 19/20 LGB Meeting Dates	Clerk	Approve	Approve		Governance

Inform LGB of Self-Evaluation and 360 Degree Feedback of Chair	Clerk	N/A	N/A	For Clerk to advise in AOB	Gov Handbook Section 7 – Evaluation
17/18 LGB Self Evaluation Action Plan – End of year report	Chair & Clerk	Note	Note		Gov Handbook Section 7 – Evaluation

Term 6

Action	By Whom	LGB Approve/Note	Trust Approve/Note	Comments	Clerk note – source
Marketing Plan & learner recruitment strategy – review success of 18/19 plan and present 19/20 Plan	Principal	Approve	Note	Present individual paper. Summarise on COG report. Produced with support from SGS College Principal & SGS Marketing	UTC Requirement
Employer Engagement, Employer Projects and Work Placements Plan – review success of 18/19 plan and present 19/20 plan	Principal	Approve	Note	Present individual paper. Summarise on COG report.	UTC Requirement & Funding Agreement
UTC Risk Register & H&S	Principal	Note	N/A	Include any previously un-reported high level risks on COG report	AFH, Gov Handbook
Review of UTC Strategic Plan and recommendation of approval to Trust Board	Clerk & Chair	Note	Approve/NA	Summarise on COG report if amendments made.	UTC Requirement
LGB Self Evaluation and Effectiveness review including review of meeting Terms of Reference	Clerk	Approve	Approve	Present individual paper. Summarise on COG report.	Gov Handbook 7.1 Evaluation
Review training/induction and skills audit. Review training requirements for the LGB for 19/20	Clerk				Gov Handbook 4.1 People & Ofsted
Gifts and Hospitality of the LGB Annual Review	Clerk	Note	N/A		AFH, Gov Handbook
Agree annual statement of LGB activities including key issues addressed and assessment of Impact including key points for inclusion in Chair of Governors Annual report to Board.	Chair	Input	N/A		Gov Handbook 7.1 Evaluation

LGB Appraisal and Pay Committee	
Term 2	Review previous year staff performance outcomes/pay recommendations (undertaken in school by 31 st October) and set new objectives
Term 6	Midpoint review of Objectives

Policies for LGB review and approval to be included within year calendar (Clerk to agree with Principal/Chair):

- Home School Agreement (included within the UTC Professional Conduct Policy) Term 3
- UTC Codes of Conduct, Dress and Acceptable Use Policies
- Equalities Policy
- Behaviour for Learning (UTC professional Conduct Policy) Term 3
- Educational Visits
- Work Experience
- Assessment Policy
- Attendance and Punctuality
- Technical Education & Apprenticeship Provider Access Policy
- UTC Fire Evacuation Procedure