

Local Committee Annual Workplan

(based on GST Governance Handbook 2023-24)

Autumn term

Appoint LC Vice Chair, LC champions for safeguarding and child protection, health and safety, Christian Character (in church schools), and SEND and vulnerable children.

All LC members undertake safeguarding refresher training (via school or online) and monitor progress through Autumn term.

Update Declarations (register of interests) in Governor Hub.

Provide signed copy of Safeguarding self declaration to Clerk

Complete all Confirmations in Governor Hub relating to:-

- Having read KCSiE 2023 Parts One and Two
- Academy Trust Handbook 2023
- Safeguarding refresher training (via school or online)
- Code of conduct (Appendix F)
- Safeguarding self-declarations
- Policy for safeguarding and child protection
- Allegations of Abuse Against Adults Policy
- Training Compliance

Ensure all LC training has been completed as per the required schedule

Ensure that both GIAS and school website are up to date and match each other.

Ensure that the trust template policy for safeguarding and child protection has been adapted at local level.

Confirm with the head teacher that all staff appraisal objectives have been set (by 31st October) – (head teachers are managed by the trust).

Ensure that the school's pupil premium report and use of PE & sport grant are up to date on the school's website.

Ensure that the trust's health and safety policy local additions have been made.

Agree any specific training requirements for the local committee.

Note any other policies that need to be reviewed centrally or by the school as per newly revised policy calendar.

Review pupil outcomes from summer term.

Review the head teacher's school development plan. Organise LC members' responsibilities to support implementation of the SDP to assure the committee (including visits to school).

Receive and discuss reports from LC champions (termly).

Contribute to the self-evaluation form (SEF) when required by the head teacher.

Seek assurance on the school's risk register.

Receive the school budget for the academic year.

Review pupil, parent and/or staff survey data and consider implications.

Ensure that safeguarding data is shared with and analysed by the local committee (termly) to identify trends and areas for action.

Review any notes of visit from members of the central team.

Spring term

Ensure that the school's website is compliant.

LC members to undertake Prevent training (online) – every two years.

Agree any specific training requirements for the local committee.

Note any other policies that need to be reviewed centrally or by the school as per newly revised policy calendar.

Note any changes to the school's admissions policy if in consultation.

Ensure that safeguarding data is shared with and analysed by the local committee (termly) to identify trends and areas for action.

Review any notes of visit from members of the central team.

Consider the impact and effectiveness of the SIAMS framework and school self-evaluation (in Church schools).

Review autumn term pupil outcomes.

Review progress against the SDP.

<p>Summer term</p> <p>Undertake a skills audit of the local committee followed by a self-evaluation.</p> <p>Agree any specific training requirements for the local committee.</p> <p>Note any other policies that need to be reviewed centrally or by the school as per newly revised policy calendar.</p> <p>Set meeting dates for next academic year.</p>	<p>Ensure that safeguarding data is shared with and analysed by the local committee (termly) to identify trends and areas for action.</p> <p>Review any notes of visit from members of the central team.</p> <p>Review spring term pupil outcomes.</p> <p>Review progress against the SDP.</p>
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The above workplan is purposefully sparse. The points included must be covered, but you are free to adapt your plan to suit the needs of school leaders. Please ensure that all delegated responsibilities are covered by the committee (see Appendix E section 5). Assurance in many cases will be provided by the ‘champions’ and reported to the committee. Role descriptions for ‘champions’ are detailed in Appendix I.

The following policies must be approved by the local committee:

- Accessibility plan (every three years or earlier)
- Behaviour (and exclusion) (annually or earlier)
- Relationship and sex education (RSHE) (annually or earlier)
- Special educational needs and disability (annually or earlier)

Please ensure these are added to your annual plan as per the policy calendar.

Each term, receive head teacher’s termly report which will include:

- safeguarding.
- performance of vulnerable groups including children looked-after and previously looked-after.
- progress against the pupil premium and PE & sport funding action plans.
- attendance analysis.
- exclusions.
- risk management.
- data from autumn baseline and end of year targets.
- staffing update.

Local committees might invite subject leaders to speak to the LC about development of their subject from time to time, especially relating to priorities in the SDP.

Local committees may have a ‘working party’ to consider a specific aspect of school development to support the head teacher. These should be time-limited and have a specific remit. Local committees do not have sub-committees.

Please ensure that local committee members are familiar with Appendix E of the governance handbook (terms of reference for local committees) and Appendix I (the role of a local committee member).