**Elmfield Rudolf Steiner School – Council: Annual Work Plan** **2020/21**

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| **Autumn Term 1 Nov 4th** | **Autumn Term 2 Dec 2nd** | **Spring Term 1 27th Jan** | **Spring Term 2 March 24th** | **Summer Term 1 May 12th** | **Summer Term 2 30th June** |
| Standard Agenda Items  Chair’s Update  Review of submitted documents:   * College Report * School Lead Report * Health & Safety Committee Minutes * SEF/SIP Action Plan * Safeguarding | Standard Agenda Items  Chair’s Update  Review of submitted documents:   * College Report * School Lead Report * Health & Safety Committee Minutes * SEF/SIP Action Plan * Safeguarding | Standard Agenda Items  Chair’s Update  Review of submitted  documents:   * College Report * School Lead Report * Health & Safety Committee Minutes * SEF/SIP Action Plan * Safeguarding | Standard Agenda Items  Chair’s Update  Review of submitted  documents:   * College Report * School Lead Report * Health & Safety Committee Minutes * SEF/SIP Action Plan * Safeguarding | Standard Agenda Items  Chair’s Update  Review of submitted documents:   * College Report * School Lead Report * Health & Safety Committee Minutes * SEF/SIP Action Plan * Safeguarding | Standard Agenda Items  Chair’s Update  Review of submitted documents:   * College Report * School Lead Report * Health & Safety Committee Minutes * SEF/SIP Action Plan * Safeguarding |
| Scheduled Items:  Risk Register,  Review exam results,  *Review Staff attendance at meetings.*  Review ISS Compliance Checklist:  Self-Evaluation Form  Suitability of Staff (5)  Complaints (6) | Scheduled Items:  Review School Development Plan,  Review objectives for Leadership Team,  AGM preparation,  Review ISS Compliance Checklist: Quality of Education (1)  Provision of Information (7) | Scheduled Items:  Review Annual Report and Accounts,  Review Estates/ Buildings program,  Risk Register  Review ISS Compliance Checklist:  Leadership & Management (8)  Early Years Provision (C) | Scheduled Items:  Review complaints,  Review staff exit interviews,  Review Trustee Skills Audit,  Plan Trustee Training,  Review ISS Compliance Checklist: Welfare, H&S of Pupils (3)  Premises (4) | Scheduled Items:  Review School Development Plan,  Review Chair/Vice Chair arrangements,  Review Leadership Team, Mentoring arrangements,  Website Review,  Risk Register  Review ISS Compliance Checklist:  Pupils’ Spiritual, Moral, Social & Cultural Development (2) | Scheduled Items:  Schedule Appraisals for Leadership Team  Individual Summaries of Trustee Oversight areas  Annual Work Plan Review  Review budget 20/21 incl Estates/ Building Plan  Confirm Dates for next Academic Year  Review ISS Compliance Checklist: |
| Finance Items:   * Financial situation/ forecast * Review bad debts situation * Review average pupil income * Finance Committee minutes | Finance Items:   * Financial situation/ forecast * Review bad debts situation * Finance Committee minutes | Finance Items:   * Financial situation/ forecast * Approve 18/19 audited accounts * Approve extra Estates/ Building work * Review average pupil income * Review bad debts situation * Finance Committee minutes | Finance Items:   * Financial situation/ forecast * Review of fees for 20/21 * Review Staff remuneration * Review bad debts situation * Review fee policy * Finance Committee minutes | Finance Items:   * Financial situation/ forecast * Review bad debts situation * Review average pupil income * Finance Committee minutes | Finance Items:   * Approve 20/21 budget * Review average pupil income * Financial forecast * Review bad debts situation * Finance Committee minutes |
| Policies:  Staff Disciplinary  Capability  Concerns and Complaints  Admissions  Anti-bullying  SEND  Code of Conduct  Marking & Feedback  Acceptable Use | Policies:  Data Protection  British Values Statement  Curriculum  PSHEE Statement  Child Protection  Physical Intervention | Policies:  Fee Policy  Code of Conduct  Dignity at Work  Grievance Procedure  Staff Recruitment  Confidentiality  Whistleblowing  Attendance Management (Staff)  Lone Working | Policies:  Attendance  Missing Child  Home School Agreement  Equal Opportunities  Gifted & Talented  Capital Expenditure  English as Additional Language  Anti Radicalisation  Prevent Duty Risk Assessment | Policies:  H & S on Class Trips  Risk Assessment  Health & Safety  First Aid  D of E  Tree Climbing  Administration of Medicines  Intimate Care  Toilet (EYD) | Policies:  Behavior & Discipline  Exclusions  Behavior on Class Trips  Boarding  Accessibility Policy  Work Experience  Examinations & Appeals  *& any policy not reviewed within last 12 months* |