**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 ItemsChair’s UpdateReview of submitted documents:* College Report
* School Lead Report
* Health & Safety Committee Minutes
* SEF/SIP Action Plan
* Safeguarding
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| Scheduled Items:Risk Register,Review exam results,*Review Staff attendance at meetings.*Review ISS Compliance Checklist:Self-Evaluation FormSuitability 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 RegisterReview 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 RegisterReview ISS Compliance Checklist: Pupils’ Spiritual, Moral, Social & Cultural Development (2) | Scheduled Items:Schedule Appraisals for Leadership TeamIndividual Summaries of Trustee Oversight areasAnnual Work Plan ReviewReview budget 20/21 incl Estates/ Building PlanConfirm Dates for next Academic YearReview 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
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| Policies:Staff Disciplinary Capability Concerns and Complaints Admissions Anti-bullyingSEND Code of Conduct Marking & FeedbackAcceptable Use | Policies:Data ProtectionBritish Values StatementCurriculumPSHEE StatementChild ProtectionPhysical Intervention  | Policies:Fee Policy Code of ConductDignity at WorkGrievance ProcedureStaff RecruitmentConfidentialityWhistleblowingAttendance Management (Staff)Lone Working | Policies:AttendanceMissing Child Home School AgreementEqual OpportunitiesGifted & TalentedCapital ExpenditureEnglish as Additional LanguageAnti Radicalisation Prevent Duty Risk Assessment  | Policies:H & S on Class TripsRisk AssessmentHealth & SafetyFirst Aid D of ETree Climbing Administration of MedicinesIntimate Care Toilet (EYD) | Policies:Behavior & DisciplineExclusionsBehavior on Class TripsBoardingAccessibility PolicyWork ExperienceExaminations & Appeals*& any policy not reviewed within last 12 months* |