

Woolton High School –

Leadership Priority Areas and Training Calendar 2017-18

Meetings will predominantly be held on the last Thursday of each half term where possible, from 3pm onwards, but this could change if required.

- October (Aut1) –** (Away Day) SEF and SDP completed, Priorities for the year, Review of data and Progress of all pupils in reading, writing, spelling and numeracy. Outline of CPD Inc. analysis of training needs of Governors.
- December (Aut2) -** Overview of whole-school priorities linked to Performance Management of all staff. Review PM Policy. Report from SIP HT Performance Management / Review of progress towards key measures (current year) and SDP actions /target setting for School. Website review. Pupil and parent voice review (Stakeholder review).
- February (Spr1) -** Safeguarding / Section 175 audit, recruitment practices, Governors termly Safeguarding report.
Review of progress towards key measures (current year) and SDP actions.
- April (Spr2) -** Budget Review / Review of progress towards key measures (current year) and SDP actions (Achievement report).
Interim HT Performance Management review
- May (Sum1) -** Review of progress towards key measures. Basic Skills Review.
Curriculum and Quality of Teaching and Learning review (Inc. Vocational Learning, Work related Learning, NEET figures)
- July (Sum2) -** Review of progress towards key measures (current year) and SDP actions.
Expected data outcomes / SEF review / Whole school Performance Management analysis + HT PM Review / Whole school priority targets for next year, SDP. Pupil and parent voice review (Stakeholder review).

Woolton High School Leadership Year Calendar – All Highlighted points are pertinent to governors

Week ↓	Half Term →	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
1		Attendance Report completed Safe Handling Trg Achievement Report Summary SEF SLT meeting	All Planning for A2 to MK Away Day– SDP + Data review SLT meeting OLT meeting (weekly) Whole School Safeguarding Training	All Planning for Sp1 to MK SLT meeting OLT meeting (weekly)	All Planning for Sp2 to MK SLG meeting SMT meeting Section 175 Audit SIP visit ADHD clinic	All Planning for Su1 to MK Governors' Away day – SEF + SDP SLG meeting	Planning Audit + Book Trawl SLG meeting
2		SMSC Outcomes onto curriculum map ALSSH Safeguarding Governor visit SMT meeting OLT meeting Review School policies School Council meeting SIP visit Mental Health Training for Girls' School staff Planning Audit	SMSC Outcomes onto curriculum map Complete School in numbers returns for last term EHC reviews NQT observations SMT meeting OLT meeting Safeguarding Governor visit	All data to be entered on SIMS Review school in numbers data from Autumn term Progress meetings with Vocational squads Safeguarding Governor visit Chair of Gov's visit – SDP and Website SMT meeting	SMSC Outcomes onto curriculum map House teams share 5 outcomes data Attendance report completed Complete all SMSC outcomes for Sp2 Give out all School in numbers data Safeguarding Governor visit	SMSC Outcomes onto curriculum map ADHD clinic Pupil Premium Review Group SMT Safeguarding Governor visit	SMSC Outcomes onto curriculum map SMT meeting SEMh Heads meeting Safeguarding Governor visit
3		Team Around the school Teaching + curriculum meetings with all teachers RUA's OLT meeting SEF Update SDP Update	Peer Obs Team Around the school SMT meeting Review School in - Numbers data All TA appraisals completed All teacher Performance Management meetings	Exam entries to SMcK OLT meeting School council RUA's Book Trawl Pupil House meetings ALSSH Residential	RUA's House meeting for pupils School Council House scores shared with pupils / parents / carers SMT meeting Final exam entries to SMcK ADHD clinic	Team Around the school RUA's Review of Safeguarding Practices – Phil Cooper SLG	Team Around the school RUA's SLG

		completed Unit Award scrutiny Anti-Bullying Week RUA's				
4	ADHD clinic Brief staff re Learning walks Finance audit SLT meeting SMT meeting OLT meeting SIP visit Website Update Learning walks across whole school	SMSC outcomes shared on FB Analysis of House Data House meetings for pupils ADHD clinic Lesson obs + analysis to governors	Team Around the school ADHD clinic Check all SMSC outcomes for Sp1 + shared on FB Progress data shared with all staff Analysis of House data shared with staff / pupils / parents / carers SIP Visit (Mini Ofsted) Learning Walks –	Team Around the school Lesson Obs + analysis to governors Analysis of house data Progress reviews re behaviour and attainment and meetings with parents SMSC outcomes shared on FB Progress data shared with all staff	CEIAG group meeting Learning Walk	ADHD clinic Y11's come off role Pupil Premium Review Group Lesson Obs
5	OLT meeting (weekly)	Lesson obs prep meetings for teachers SMSC outcomes shared on FB Attendance + safeguarding Monitoring Group	Vocational learning + literacy Pupil Premium review (Post census)	Unit Awards collated	Attendance and Safeguarding Monitoring group	Y6's begin to Transition Attendance and Safeguarding Monitoring Group
6	RUA's ADHD clinic ALSSH SLT meeting OLT meeting (weekly)	RUA's	RUA's ROA's updated Full Governors	RUA's Full Governors	SMT ADHD clinic RUA's Full Governors	RUA's ADHD clinic Pupil Premium Review group ALSSH
7	SIP visit Full governors/Away day ASAP SMT meeting OLT meeting (weekly)	Full Governors – Target setting and HT Performance management ALSSH House Day				Full governors – Review progress of SDP Review of SEF Summer Presentation
8		Christmas Dinner Christmas Presentation				