

## Woolton High School – Leadership Priority Areas and Training Calendar 2018-19

Meetings will predominantly be held on the last Thursday of each half term where possible, from 2.30pm 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 (Sp2) -** 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 CPD Achievement Report Summary SEF update SDP Update SLT meeting	Away Day– SDP + Data review SLT meeting Shared INSET with SEMH schools	Whole School Safeguarding Training All Planning for Sp1 to MK SLT meeting OLT meeting (weekly)	All Planning for Sp2 to MK SLT meeting Section 175 Audit SIP visit ADHD clinic	All Planning for Su1 to MK SLT meeting CPD-Sensory Occ Therapy Training	Planning Audit + Book Trawl  Exams all week
2		Safeguarding Governor visit Review policies on website SIP visit Mental Health Training for Girls' School staff Planning Audit ALSSH	EHC reviews SLT meeting Safeguarding Governor visit Pupil Premium Review Group	All data to be entered on SIMS Progress meetings with Vocational squads Safeguarding Governor visit Chair of Gov's visit – SDP and Website SLT meeting	SMSC Outcomes onto curriculum map House teams share 5 outcomes data Attendance report completed Complete all SMSC outcomes for Sp2 Safeguarding Governor visit	SLT ALSSH Budget and Pupil Premium Review Safeguarding Governor visit Pupil Voice Governor visit / School Council	Exams SMSC Outcomes onto curriculum map SEMH Heads meeting Safeguarding Governor visit
3		Team Around school SLT meeting including check SEF + SDP Staff CPD meeting Attendance + Safeguarding Group	Peer Obs Team Around the school SLT meeting Review School in - Numbers data All TA appraisals completed All teacher Performance Management meetings completed Unit Award scrutiny Anti-Bullying Week RUA's	Exam entries to MK RUA's Book Trawl Pupil House meetings ALSSH Residential	RUA's House meeting for pupils House scores shared with pupils / parents / carers Final exam entries to SMcK ADHD clinic	ADHD clinic SLT meeting Team Around the school	Team Around the school SLT meeting

4	ADHD clinic Finance audit OLT meeting Learning walks across whole school Planning audit Data input for progress	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	Team Around the school Lesson Obs + analysis to governors Analysis of house data Progress reviews re behaviour and attainment SMSC outcomes shared on FB Progress data shared with all staff	CEIAG group meeting Learning Walk SMSC Outcomes onto curriculum map	ADHD clinic Y11's come off role  Pupil Premium Review Group Lesson Obs
5	SIP visit Parents' afternoon	Lesson obs prep meetings for teachers SMSC outcomes shared on FB  Attendance + safeguarding Monitoring Group	Vocational learning + literacy Attendance and Safeguarding Monitoring Group  Pupil Premium review (Post census) Parents' afternoon	Unit Awards collated  Attendance and Safeguarding Monitoring Group	Attendance and Safeguarding Monitoring group	Sept starters begin to Transition  Attendance and Safeguarding Monitoring Group
6		Attendance + Safeguarding Group SIP Visit Learning Walks –	School council Full Governors	School council Full Governors	SLT meeting ALSSH	ADHD clinic Pupil Premium Review group ALSSH
7	School council Full governors/Away day SLT meeting	School council Full Governors – Target setting and HT Performance management ALSSH House Day			ADHD clinic School council Full Governors	School council Full governors – Review progress of SDP Review of SEF Summer Presentation
8		Christmas Dinner Christmas Presentation				