

Cefnogaeth i Lywodraethwyr – Bwletin 12

DIWEDDARIAD I FWLETIN 4

| RHAGLEN FLYNYDDOL I LYWODRAETHWYR – TASGAU RHEOLAIDD | | |
|--|---|---|
| | TASG ALLWEDDOL | STATUDOL |
| Yn rheolaidd | <ul style="list-style-type: none"> ▪ Monitro Cynllun Datblygu Ysgol ▪ Trefnu cefnogaeth a hyfforddiant i Lywodraethwyr ▪ Trefnu ymweliadau Llywodraethwyr i'r ysgol ▪ Adroddiadau adran Cwricwlwm ▪ Cyfarfodydd Pwyllgor ag adroddiadau | <ul style="list-style-type: none"> ▪ Ysgrifennu polisiau / adolygu polisiau sy'n bodoli ▪ Cynllun gweithredu yn dilyn arolwg ▪ Cyfarfodydd Bwrdd Llywodraethwyr |
| Unrhyw adeg o'r flwyddyn | <ul style="list-style-type: none"> ▪ Sefydlu llywodraethwyr newydd ▪ Paratoi ar gyfer arolwg ▪ Derbyn adroddiad Cymdeithas Cyfeillion / Rhieni ▪ Adolygu polisi amddiffyn plant | <ul style="list-style-type: none"> ▪ Gosod dyddiad ar gyfer adroddiad blynyddol a cyfarfod os y bo angen ▪ Drafft/cyhoeddi adroddiad blynyddol a cyfarfod os y bo angen ▪ Apwyntio Clerc |
| Tymor yr Hydref | <ul style="list-style-type: none"> ▪ Trefnu dyddiadau cyfarfodydd am y flwyddyn ▪ Gosod amcanion i'r bwrdd llywodraethwyr ar gyfer y flwyddyn ▪ Adolygu Asesiadau Athro / canlyniadau arholiadau cyhoeddus ▪ Cymeradwyo Cynllun Datblygu Ysgol ▪ Derbyn Adroddiad y Pennaeth ▪ Adolygu cynnydd Cynllun Datblygu Ysgol ▪ Trafod Cyllideb ▪ Cynllun Gweithredu Arolwg | <ul style="list-style-type: none"> ▪ Ethol Cadeirydd a Is-gadeirydd ▪ Penderfynu strwythur pwyllgor, aelodaeth a term cyfeirnod ▪ Adolygu polisi rheoli perfformiad ▪ Adolygu perfformiad y Pennaeth & Dirprwy (Cyflogau) ▪ Adolygu polisi codi tâl yr ysgol e.e. triapiau ysgol ▪ Gosod Targedau Perfformiad Disgyblion ▪ Adolygu y Drefn Gwyno Cyffredinol |
| Tymor y Gwanwyn | <ul style="list-style-type: none"> ▪ Cytuno cynlluniau cwricwlwm ▪ Adolygu cynnydd Cynllun Datblygu Ysgol ▪ Adolygu polisiau cyfle cyfartal / hiliol cyfartal ▪ Derbyn ac adolygu adroddiad athro / llywodraethwr ▪ Derbyn Adroddiad y Pennaeth ▪ Trafod Cyllideb ▪ Cynllun Gweithredu Arolwg | <ul style="list-style-type: none"> ▪ Adolygu polisi tâl ▪ Cytuno cyllid a strwythur staff ▪ Cytuno prospectws ysgol ▪ Cyhoeddi trefniadau a derbyniadau ar gyfer Hydref nesaf ▪ Adolygu polisi Anghenion Arbennig |
| Tymor yr Haf | <ul style="list-style-type: none"> ▪ Adolygu perfformiad / dull bwrdd llywodraethwyr ▪ Adolygu presenoldeb disgyblion / staff / llywodraethwyr ▪ Adolygu gwaharddiadau disgyblion am y flwyddyn ▪ Adolygu cynnydd Cynllun Datblygu Ysgol ▪ Cymeradwyo adroddiad Hunan-arfarnu ▪ Adolygu ymweliadau'r llywodraethwyr ▪ Derbyn Adroddiad y Pennaeth ▪ Trafod Cyllideb | |

Denbighshire Governors' Support - Bulletin 12

UPDATE TO BULLETIN 4

| ANNUAL PROGRAMME FOR GOVERNORS – REGULAR TASKS | | |
|--|--|--|
| | KEY TASK | STATUTORY |
| On a regular basis | <ul style="list-style-type: none"> ▪ Monitor School Development Plan ▪ Organise support and training for Governors ▪ Arrange governors' visits to the school ▪ Curriculum area reports ▪ Committee Meetings and reports | <ul style="list-style-type: none"> ▪ Write new policies/review existing policies ▪ Action planning following inspection ▪ Governing Body Meeting |
| At any time in the year | <ul style="list-style-type: none"> ▪ Induction of new governors ▪ Preparation for inspection ▪ Receive Friends / Parents Association report ▪ Review child protection policy | <ul style="list-style-type: none"> ▪ Set date for annual report and meeting if required ▪ Draft/issue annual report and hold annual meeting if required ▪ Appoint Clerk |
| Autumn Term | <ul style="list-style-type: none"> ▪ Set dates of meetings for the year ▪ Set objectives for the governing body for the year ▪ Review Teacher Assessments / public examination results ▪ Approve School Development Plan ▪ Receive Headteacher's report ▪ Review School Development Plan progress ▪ Discuss finance ▪ Inspection Action Plan | <ul style="list-style-type: none"> ▪ Elect chair and vice-chair ▪ Decide committee structure, membership and terms of reference ▪ Review performance management policy ▪ Review Headteacher & Deputy's performance (Salaries) ▪ Review school charging policy, e.g. school trips ▪ Set Pupil Performance Targets ▪ Review General Complaints Procedures |
| Spring Term | <ul style="list-style-type: none"> ▪ Agree curriculum plans ▪ Review School Development Plan progress ▪ Review equal opportunities policy / racial equalities policy ▪ Receive and review teacher / governor report ▪ Receive Headteacher's report ▪ Discuss finance ▪ Inspection Action Plan | <ul style="list-style-type: none"> ▪ Review pay policy ▪ Agree budget and staffing structure ▪ Agree school prospectus ▪ Publish proposals and admission arrangements for the following autumn ▪ Review Special Educational Needs policy |
| Summer Term | <ul style="list-style-type: none"> ▪ Review of governing body's performance / procedures ▪ Review attendance of pupils / staff / governors ▪ Review pupil exclusions for the year ▪ Review School Development Plan progress ▪ Approve Self-evaluation report ▪ Review governors' visits ▪ Receive Headteacher's report ▪ Discuss finance | |