

Governing Body Annual Planner

Autumn Action Points	Spring Action Points	Summer Action Points
<p>Key tasks</p> <ul style="list-style-type: none"> • Set dates of meeting for the year • Set objectives for the governing body for the year • Review SATs/national tests/public examination results • Approve School Improvement Plan • Receive and review teacher/governor reports/SIP update • Receive Headteacher's report • Consider Pupil Performance targets • Consider and confirm the school's <ul style="list-style-type: none"> • Vision, Values and objectives • Pupil Premium Action Plan • Sports Premium Action Plan • Agree clerking arrangements for full governing board and committee meetings • Review governing board skills audit. <p>Statutory tasks</p> <ul style="list-style-type: none"> • Elect chair and vice chair (according to your governing body procedure) • Agree committee structure, membership and terms of reference for all committees and working groups • Make sure your school is compliant with the latest Keeping Children Safe in Education (the updated guidance comes into effect on 2 September 2019) • Make sure that governor details are up to date on Get Information About Schools • Make sure that any required information is updated and published to the school website • Make sure that Governors have current DBS checks and section 128 checks • Update and publish register of interests 	<p>Key Tasks</p> <ul style="list-style-type: none"> • Provisional budget approval [budget received from LA in March] • Discuss unspent balances • Agree curriculum plans for academic year • Review School Improvement Plan progress • Review Equal Opportunities policy • Receive and review teacher/governor reports/SIP update • Receive RAISEonline and analyse data • Receive Headteacher's report • Finalise and publish admission arrangements for September 2021 (applicable only to schools that are their own admission authority) • Publish your admissions arrangements on your website (applicable to schools that are their own admission authority) OR • Publish a link to where parents can find your admission arrangements on the local authority's website (applicable to schools that aren't their own admission authority) • Complete the School Financial Value Standard (SFVS) • Make sure equality information (and objectives, where necessary) are reviewed, and the school website updated • Make sure gender pay gap information is published, where applicable • Review any changes to the school's staffing structure <p>Statutory Tasks</p> <ul style="list-style-type: none"> • Review pay policy • Agree budget and staffing structure • Review clerk's pay • Publish proposals and admission 	<p>Key Tasks</p> <ul style="list-style-type: none"> • Revise budget and submit to LA [end of May] • Review arrangements for parents to receive reports about pupil performance in National Curriculum subjects • Review of governing bodies' performance/procedures • Review attendance of pupils/staff and governors • Review pupil exclusions for the year • Review School Improvement Plan progress • Review governors' visits • Review careers advice/guidance • Receive and review teacher/governor reports/SIP update • Receive Headteacher's report • Convene an admission appeals panel, if needed (applicable to primary schools that are their own admission authority) • Review the impact of: <ul style="list-style-type: none"> • Pupil premium • PE and sport premium (primary schools) • Conduct a Governing board self-evaluation • Conduct a Governing board skills audit • Review attendance of pupils, staff and governors for the year • Review behavior incidence and pupil exclusions for the year <p>Statutory tasks</p> <ul style="list-style-type: none"> • Review the pay of teachers and staff • Make sure that governor details are up to date on Get Information About Schools

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<ul style="list-style-type: none"> • Review Capability and Appraisal policies • Review headteacher performance • Draw up admissions policy for the next school year (Voluntary Aided and Foundation Schools) • Sign Governor's code of conduct <p>Full Governors Agenda:</p> <ul style="list-style-type: none"> • Review committees, appoint chairs • Review Governing Body Code of Practice • Review effectiveness of behaviour policy • Review progress on SDP/Action Plan/ RAP² • Arrange for completion of the School Profile • Approve prospectus • Admission arrangements • Racist incident reporting • Educational Visit arrangements (EVC and school arrangements) • Review school performance data <p><u>Finance Requirements</u></p> <ul style="list-style-type: none"> • Review internal financial regulations • Present and discuss latest Budget Monitoring; Formula and Devolved Capital Review Budget • Review expenditure on Standards Fund • Review school charging policy e.g. School trips • Review of Benchmarking comparisons • Consider long-term financial plan for the next three years. 	<p>arrangements for the following Autumn</p> <ul style="list-style-type: none"> • Review Special Educational Needs policy • Make sure that governor details are up to date on Get Information About Schools • Make sure that any required information is updated and published to the school website • Make sure that Governors have current DBS checks and section 128 checks • Update and publish register of interests <p>Non-Statutory:</p> <ul style="list-style-type: none"> • Conduct Governor Monitoring Visits to the school and share findings with the board. • Organise support and training for Governors. • Receive reports from school leaders on key areas and discuss • Organise induction for any new governors • Monitor the school improvement plan and review progress • Analyse and challenge the self-evaluation form (SEF) and any updates • Review the impact of: <ul style="list-style-type: none"> • Pupil Premium • PE and sport premium <p>Full Governors Agenda:</p> <ul style="list-style-type: none"> • Review further school performance data • Review progress on SDP/Action Plan/ RAP² • Evaluation of previous term's educational visits • Approve new SDP • Approve budget • Approve school profile • Review financial policies 	<ul style="list-style-type: none"> • Make sure that any required information is updated and published to the school website • Make sure that Governors have current DBS checks and section 128 checks • Update and publish register of interests <p>Full Governors Agenda:</p> <ul style="list-style-type: none"> • Review performance management policy and arrangements for headteacher review • Review progress on SDP/Action Plan/ RAP¹ • Pay/ISR progression • Review attendance, exclusions and racist incidents • Arrangements for prospectus • Evaluation of previous term's educational visits <p>Agree budget</p> <p><u>Finance Requirements</u></p> <ul style="list-style-type: none"> • Review analysis of year-end budget figures. • Review expenditure on Standards Fund and other Funding sources. • Present and discuss latest Budget Monitoring; Formula and Devolved Capital • Approve Statement of Internal Control • Internal financial controls Self Evaluation • Review of School Asset Register
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¹ For secondary schools in the specialist college status there should also be a termly review of progress against specialist college plans and targets.

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Finance Requirements

- Present and discuss latest Budget Monitoring; Formula and Devolved Capital
- Provisional budget approval [budget received from LA in March]
- Discuss cost-effectiveness of last year's spending decisions and review 'Best Value' statement.
- Agree expenditure from Standards Fund
- Review Staffing Structure
- Review of pay of non-teaching staff
- Review and discuss the Schools Financial Value Standard (SFVS) return (return by 31st March)

N.B Items in blue text are Finance requirements

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On a Regular Basis	Any Time of Year
<p>Key Tasks</p> <ul style="list-style-type: none"> • Complete/review School Self Evaluation / receive updates of SIP priorities • Organise support and training for governors • Curriculum area reports • Arrange governors' monitoring visits to school • Review Health and Safety items (report from HT 3X year) • Best Value monitoring <p>Statutory tasks</p> <ul style="list-style-type: none"> • Review policies • Complete SEN report • Action planning following OfSTED inspection <p>Publish and update on school website</p> <ul style="list-style-type: none"> • Pupil Premium allocation • Curriculum year by year and subject • Admissions • Behaviour policy • Charging policy • SEN and disability • Links to Ofsted • Links to performance data 	<p>Key Tasks</p> <ul style="list-style-type: none"> • Review of School Asset Register • Induction new governors • Review Safeguarding Policy <p>Statutory tasks</p> <ul style="list-style-type: none"> • Review committee structures • Review delegation and terms of reference for committees • Review Governors Allowances Policy • Review Business Continuity Plan • Update Register of Business Interest <p><u>Finance Requirements</u></p> <ul style="list-style-type: none"> • Review Finance Policy regularly (no longer an annual requirement) • 'Standards Questionnaire Keeping Your Balance' – • Review 'Whistle Blowing' Policy • Review Lettings Policy • Review of LA contracts i.e. Finance and Personnel • Review of Quotes and Tenders • Presentation of Voluntary Fund Audit Certificate to the Governing Body • Review Governor Self Evaluation of Competencies Matrix • Benchmarking Comparison • Review of Banking signatories <p><u>Finance Best Practice</u></p> <ul style="list-style-type: none"> • Opportunity to declare Business Interests at every meeting • Completion of Governing Body Decision Planner (delegation of governing body responsibilities) • Ensure all decisions are made according to 'best value'

N.B Items in blue text are SFVS requirements