

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 <p>Statutory tasks</p> <ul style="list-style-type: none"> • Elect chair and vice chair (according to your governing body procedure); Code of Conduction; Completion of Pecuniary Interest Forms • Agree committee structure, membership and terms of reference for all committees and working groups + Governor Positions/Monitoring Areas, Pupil and Staff Discipline Panels; Exclusion Panels • Review Instrument of Government • Review Capability and Appraisal policies • Review headteacher performance • Draw up admissions policy for the next school year (Voluntary Aided and Foundation Schools) <p><u>Finance Requirements</u></p> <ul style="list-style-type: none"> • Present and discuss latest Budget Monitoring; Formula and Devolved Capital • Review school charging policy e.g. School trips | <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 <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 arrangements for the following Autumn • Review Special Educational Needs policy <p><u>Finance Requirements</u></p> <ul style="list-style-type: none"> • Present and discuss latest Budget Monitoring; Formula and Devolved Capital • Provisional budget approval [budget received from LA in March] • Review Staffing Structure • Review of pay of non-teaching staff • Review and discuss the Schools Financial Value Standard (SFVS) return (return by 31st March) | <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 <p>Statutory tasks</p> <ul style="list-style-type: none"> • Review the pay of teachers and staff <p><u>Finance Requirements</u></p> <ul style="list-style-type: none"> • Review analysis of year-end budget figures. • 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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- Review of Benchmarking comparisons

N.B Items in blue text are Finance requirements

On a Regular Basis

Any Time of Year

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Key Tasks

- 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](#)

Statutory tasks

- Review policies
- Complete SEN report
- Action planning following OfSTED inspection

Publish and update on school website

- Pupil Premium allocation
- Curriculum year by year and subject
- Admissions
- Behaviour policy
- Charging policy
- SEN and disability
- Links to Ofsted
- Links to performance data

Key Tasks

- [Review of School Asset Register](#)
- Induction new governors
- Review Safeguarding Policy

Statutory tasks

- Review committee structures
- Review delegation and terms of reference for committees
- Review Governors Allowances Policy
- Review Business Continuity Plan
- Update Register of Business Interest

Finance Requirements

- 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

Finance Best Practice

- 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](#)