

Governing Body Annual Planner (Maintained Schools) 2024/25

Full Governing Body	Autumn term	Spring term	Summer term
	Review and update register of business interests (new forms should be completed or existing entries re-signed and dated)		
	Review and adopt governing body code of conduct		
	Confirm all governors have read the revised version Keeping Children Safe in Education.		
	Determine term of office and elect chair and vice-chair of governing body <i>(if applicable)</i>	Determine term of office and elect chair and vice-chair of governing body <i>(if applicable)</i>	Determine term of office and elect chair and vice-chair of governing body <i>(if applicable)</i>
	Review and publish governor attendance at meetings for the previous academic year		
	Receive a report from the headteacher including school self-evaluation and School Improvement Plan (SIP)	Receive a report from the headteacher including school self-evaluation and review of SIP	Receive a report from the headteacher including school self-evaluation and review of SIP
	Appoint headteacher external appraisal adviser (if not completed during the summer term)	Review progress towards achieving objectives	Review progress towards achieving objectives. Agree who will support the appraisal governors in conducting the headteacher's appraisal process (External appraisal adviser)
	Confirm arrangements for headteacher's appraisal process and ensure appraisal governors have appropriate training		
	Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations for all staff. Review Appraisal policy in line with recommended changes from HR Provider.	Ensure termly appraisal reviews are in place.	Ensure termly appraisal reviews are in place.

	Ensure effective appraisal arrangements for all staff are in place. Ensure timetable in place for termly review.		
	Approve scheme of delegation, committee structure and membership and appoint link/monitoring governors (including Link Governor for Information Governance).	Confirm Instrument of Government is fit for purpose	Review and update governing body annual planning and delegation <ul style="list-style-type: none"> Approve scheme of delegation, committee structure and membership and appoint link/monitoring governors, including IG governor Policy checklist Annual planner
			Conduct an evaluation of governing board diversity
	Undertake a skills audit and agree board development priorities		Based on the skills audit and ending of terms of office, consider recruitment and succession planning for next year
	Complete Safeguarding Children in Education Audit (Statutory requirement) and return to the LA. Complete Governor compliance checklist and agree any action required (non-statutory).	Review child protection and safeguarding recording and reporting management systems. Outcomes of review to be reflected in next academic year's safeguarding audit.	
	Review behaviour and pupil attendance policy (including anti-bullying policy and physical restraint policy).		
	Evaluate pupil outcomes using relevant performance data from the previous academic year		
	Headteacher/ Snr DSL to provide a report to governors informing on the data for child protection and safeguarding activity during the year. Governors to consider whether sufficient time and resources are	Headteacher/ Snr DSL to provide a report to governors informing on the data for child protection and safeguarding activity during the year.	Headteacher/ Snr DSL to provide a report to governors informing on the data for child protection and safeguarding activity during the year.

	available for the DSL(s) to carry out role and responsibilities effectively.		
	Decide which policies need to be reviewed, who will review them and when (see policy checklist)	Decide which policies need to be reviewed, who will review them and when (see policy checklist)	Decide which policies need to be reviewed, who will review them and when (see policy checklist)
	Consider health and safety issues	Consider health and safety issues	Consider health and safety issues
	Receive report from the designated LAC teacher (minimum of once per year) The full confidential report from the Designated Teacher would only go to the link governor with responsibility for LAC	Receive report from the designated LAC teacher (minimum of once per year) The full report from the Designated Teacher would only go to the link governor with responsibility for LAC	Receive report from the designated LAC teacher (minimum of once per year) The full report from the Designated Teacher would only go to the link governor with responsibility for LAC
	Review and approve SEN information report ahead of publication		
	Evaluate communication methods with relevant external stakeholders such as diocese, community groups, sponsors (where applicable)	Receive report on community engagement	Receive overview of stakeholder feedback (including pupil voice, staff survey results and parent feedback)
	Receive report from DPO and IG governor	Receive report from DPO and IG governor	Receive report from DPO and IG governor
Governor Accountability	Autumn Term	Spring Term	Summer Term
	Review governor training requirements and allocate according to budget Review safeguarding training for staff/governors	Review governor training requirements and allocate according to budget Review safeguarding training for staff/governors	Review governor training requirements and allocate according to budget Review safeguarding training for staff/governors
	Governing body self-review update		Complete self-evaluation to show evidence of governing body impact on school improvement
			Approval of in-service training days
	Plan governor visits for the term and include these in the school's QA schedule.	Plan governor visits for the term and include these in the school's QA schedule.	Plan governor visits for the term and include these in the school's QA schedule.
		Review information demonstrating compliance with the Public Sector Equality Duty annually and publish equality objectives at least every four years	

			Agree meeting dates for following academic year
Financial matters	Autumn Term	Spring Term	Summer Term
	Monitoring of budget comparing expenditure to date/latest projection to original budget set.	Monitoring of budget comparing expenditure to date/latest projection to original budget set	Monitoring of budget comparing expenditure to date/latest projection to original budget set
	Approval of virements in line with level of delegation set	Approval of virements in line with level of delegation set	Approval of virements in line with level of delegation set
	Review completed mid-year re-forecast return		
		Discuss and minute forecast level of surplus/deficit balances at the financial year end and plans for use/recovery of this	Discuss and minute level of surplus/deficit balances at the financial year end and plans for use/recovery of this
	Review and discuss findings of annual financial benchmarking exercise from the DfE website	Discuss Local Authority Services for Schools or external support services and make recommendations	Discuss external support services and make recommendations (if not completed in spring)
	Review any multi-year financial plans produced and assess impact of these on improvement/development plans	Review any multi-year financial plans produced and assess impact of these on improvement/development plans	Review and submit 3 year financial plans produced and assess impact of these on improvement/development plans
		Review staffing structure in line with projected budget. Ensure all support staff grades are appropriately paid and assessed within the Local Authority JE scheme.	
	Audit school fund and retain copies of audited accounts (depending when financial cycle is)	Audit school fund and retain copies of audited accounts (depending when financial cycle is)	Audit school fund and retain copies of audited accounts (depending when financial cycle is)
	Complete School Financial Value Standard (SFVS)	Complete School Financial Value Standard (SFVS) – if not done in Autumn Term	
			Receive CFR (consistent financial reporting) Governor out-turn statement (benchmarking). Complete and submit annual Committed Balances Return (CBR)
		Approve school multi-year budgets and set staffing complement.	Approve school multi-year budgets and set staffing complement (if

		Commence process to manage any staffing reductions	not completed during spring term)
	Review and approve finance policy (should be done annually but can be done in any term)	Review and approve finance policy (should be done annually but can be done in any term)	Review and approve finance policy (should be done annually but can be done in any term)
Strategic Development	Autumn Term	Spring Term	Summer Term
	<p>Receive and comment on draft School Improvement Plan ensuring it is focused on the correct priorities and includes measurable milestones.</p> <p>Identify whole school priority to be included in the school's appraisal process.</p>	Undertake strategy review	Undertake strategy review
			Review and agree the vision and ethos of the school
	Receive and review draft: Pupil Premium Strategy Sports Premium Strategy		Review the impact of the: Pupil Premium Strategy Sports Premium Strategy
	Monitor progress made towards addressing priorities in the SIP and evaluate impact on school improvement.	Monitor progress made towards addressing priorities in the SIP and evaluate impact on school improvement.	Monitor progress made towards addressing priorities in the SIP and evaluate impact on school improvement.
	Receive and review school's QA schedule calendar, identifying the governors' role in the schedule aligned to priorities in SIP.	Receive and review school's QA schedule calendar, identifying the governors' role in the schedule aligned to priorities in SIP.	<ul style="list-style-type: none"> Receive and review school's QA schedule calendar, identifying the governors' role in the schedule aligned to priorities in SIP.
	Receive and review: <ul style="list-style-type: none"> governor visit reports school's monitoring reports external reports 	Receive and review: <ul style="list-style-type: none"> governor visit reports school's monitoring reports external reports 	Receive and review: <ul style="list-style-type: none"> governor visit reports school's monitoring reports external reports
	Receive and review leaders' evaluation of data: <ul style="list-style-type: none"> attainment and progress, including impact of pupil premium spend attendance exclusions 	Receive and review leaders' evaluation of data: <ul style="list-style-type: none"> attainment and progress, including impact of pupil premium spend attendance exclusions 	Receive and review leaders' evaluation of data: <ul style="list-style-type: none"> attainment and progress, including impact of pupil premium spend attendance exclusions
		Review pupil welfare information to identify priorities for next year,	

		including safeguarding, careers guidance and pupil premium provision.	
	Receive and review the SEF to ensure it provides an accurate view of the school's current position that is well evidenced.	Receive and review the SEF to ensure it provides an accurate view of the school's current position that is well evidenced.	Receive and review the SEF to ensure it provides an accurate view of the school's current position that is well evidenced.
	Review school website to ensure compliance.		Review school website to ensure compliance.
	Review and evaluate the school's approach to the curriculum and its impact on all learners including PP and SEND.	Review and evaluate the school's approach to the curriculum and its impact on all learners including PP and SEND.	Review and evaluate the school's approach to the curriculum and its impact on all learners including PP and SEND.
			Review compliance with minimum expectation on length of school week (32.5 hours)
Staff Survey and Parent Survey			Write and disseminate at beginning of Summer Term.
Personnel Functions and Pay	Autumn Term	Spring Term	Summer Term
Appraisal	Ensure that appraisal governors are appointed and effectively managing the headteacher's appraisal process and monitoring headteacher's progress towards objectives. Findings from the annual safeguarding in education audit should be linked the headteacher's appraisal.	Ensure that appraisal governors are monitoring headteacher's progress towards objectives and are providing additional support where required and feedback.	Ensure that appraisal governors are monitoring headteacher's progress towards objectives and are providing additional support where required and feedback.
	Ensure the headteacher has securely put in place arrangements to quality assure appraisal objectives for all teaching staff	Receive short updates from the headteacher on appraisal progress for all teachers.	Receive short updates from the headteacher on appraisal progress for all teachers.
	Ensure review meeting arrangements are in place to monitor/review progress of appraisal objectives for all teachers	Ensure review meeting arrangements are in place to monitor/review progress of appraisal objectives	Ensure review meeting arrangements are in place to monitor/review progress of appraisal objectives and pay decisions
Pay	Review policies in line with agreed governing body timescale	Review policies in line with agreed governing body timescale	Review policies in line with agreed governing body timescale
	Review staffing structure in line with budget Ensure all teaching staff grades are paid and assessed in line with the governing body agreed		

	structure, STPCD and JE scheme		
	Ensure all Support Staff Posts (existing, changed and new) have been subject to NCC Job Evaluation Process		
	Receive report from the headteacher on applications of the appraisal process during previous academic year and recommendations for pay progression from 1 September		
Safer working	<p>Review policies in line with agreed timetable and statutory changes.</p> <p>Ensure that agreed policy is in place and reviewed as appropriate. Ensure regular review of SCR and statutory compliance. Ensure staff understanding of professional expectations. Provide required training requirements to comply with statutory expectations.</p>	Review policies in line with agreed timetable.	Review policies in line with agreed timetable.
Code of Conduct (Staff)	Review Code of Conduct and any updates / share with staff.		
Disciplinary Procedures (Conduct and Managing Allegations, including low-level concerns)	Review and refresh of statutory requirements and ensure staff understanding of key changes, including how to report "low level concerns".		
Staff Attendance Issues	Remind all GB and staff of reporting expectations and receive overarching anonymised report on staff attendance	Receive updates on overarching anonymised report on staff attendance	Receive updates on overarching anonymised report on staff attendance
General Data Protection Regulations (GDPR)	Autumn Term	Spring Term	Summer Term
	To review and update where necessary GDPR policies, procedures and practice to ensure compliance.	To review and update where necessary GDPR policies, procedures and practice to ensure compliance.	To review and update where necessary GDPR policies, procedures and practice to ensure compliance.
		Allocate SIRO and DPO roles within school	

	Ensure training / briefings have taken place for staff and governors as appropriate so that all staff are aware of their responsibilities under GDPR.		
Admissions	Autumn Term	Spring Term	Summer Term
		To consider any own admission authority school determined admission arrangements and raise any objections with the Office of the Schools Adjudicator.	
	Local Authority's and other own admission authority schools may carry out consultation on admission arrangements for admission applications the following year (2024-2025) (2026-2027) . Review any consultation and comment if relevant	All schools to be aware of Local Authority's and other own admission authorities determined admissions arrangements. Community and Voluntary controlled schools to link to the determined admission arrangements on the school website.	
			Community and voluntary controlled schools to consider whether the published admission number (PAN) remains appropriate. If changes are required notify the Local Authority
	Own admission authority schools to consider any changes to their admission arrangements for admission applications the following year. Including any amendments to catchment area or published admission number. Consult on any changes for a minimum of 6 weeks between 1 October and 31 January. Consultation must be carried out every seven years even if no change to arrangements.	Own admission authority schools must determine admission arrangements by 28 February for the following year (2024-2025) (2026-2027) . even if not changed. Send copy of determined admission arrangements to Local Authority by 15 March	Own admission authority schools to consider whether any changes are proposed to their admission arrangements and if there is a requirement to consult
	Own admission authority secondary schools to verify and rank applications for the following academic year according to the	Own admission authority primary schools to verify and rank applications for the following academic year according to the	

	determined admission arrangements.	determined admission arrangements.	
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