Nottinghamshire County Council

Governing Body Annual Planner (Maintained Schools) 2026-2027
Termly tasks for FGBs and committees to support with agendas

Full Governing Body	Autumn term	Completed
	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.	
	Review Child Protection Policy in line with revisions from KCSIE	
	Determine term of office and elect chair and vice-chair of governing body *(if applicable)*	
	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)	
	Appoint headteacher external appraisal adviser (if not completed during the summer term)	
	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 in line with the pay policy.	
	Review Appraisal policy in line with recommended changes from HR Provider.	
	Ensure effective appraisal arrangements for all staff are in place and minuted.	
	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).	
	Undertake a skills audit and agree board development priorities	
	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 available for the DSL(s) to carry out role and responsibilities effectively.	
	Ensure timetable for which policies need to be reviewed, who will review them and when (see policy checklist) is in place and agreed.	
	Consider and review 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	
	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 from DPO and Information Governor	
	Review governor training requirements and allocate according to budget	

	Review safeguarding training for staff/governors in line with statutory requirements	
	Governing body self-review update	
	Plan governor visits for the term and include these in the school's QA schedule.	
Financial matters		
	Monitor budget comparing expenditure to date/latest projection to original budget set	
	Approve virements in line with level of delegation set	
	Review completed mid-year re-forecast return	
	Review and discuss findings of annual financial benchmarking exercise from the DfE website	
	Review any multi-year financial plans produced and assess impact of these on improvement/ development plans	
	Audit school fund and retain copies of audited accounts (depending when financial cycle is)	
	Complete School Financial Value Standard (SFVS)	
	Review and approve finance policy (should be done annually but can be done in any term)	
Strategic Development		
	Review school website to ensure compliance with DFE requirements.What maintained schools must or should publish online - GOV.UK	
	Review the SEF to ensure it provides an accurate view of the school's current position that is well evidenced and being used to inform priorites	
	Receive and comment on the draft School Improvement Plan (SIP), ensuring it is focused on the correct priorities and includes measurable milestones.	
	Work with leaders to identify the whole school priority to be included in the school's appraisal process.	
	Receive and review school's Quality Assurance/Monitoring and Evaluation schedule, identifying the governors' role in the schedule aligned to priorities in SIP	
	Review the previous and agree on the new academic year's: • Pupil Premium Strategy • Sports Premium Strategy	
	Review progress made towards addressing priorities in the SIP and evaluate impact on school improvement from the previous year	
	Receive and review for impact: • governor visit reports • school's monitoring reports, including impact of interventions taking place • extra curricular activities, including all groups external reports	
	Receive and review leaders' evaluation of data: • achievement - including attainment, and the impact of pupil premium and sports premium spend on all groups • attendance • exclusions and behaviour baseline assessment (EYFS)	
	Review and evaluate the school's approach to the curriculum and its impact on all learners, especially disadvantaged pupils, those with SEND or previously known to social care and those who may face barriers to their learning.	
HR Personnel Functions and Pay		

Appraisal	Ensure that appraisal governors are appointed and are 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 the headteacher has securely put in place arrangements to quality assure appraisal objectives for all teaching staff and that timelines are met	
	Ensure review meeting arrangements are in place to monitor/review progress of appraisal objectives for all teachers	
Pay	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 NCC Job Evaluation Scheme	
	Ensure all Support Staff Posts (existing, changed and new) have been evaluated and 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 in line with the Appraisal Regulations 2012	
Safer working	Review policies in line with agreed timetable and statutory changes 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	
Code of Conduct (Staff)	Review School Employee Code of Conduct and any updates / share with staff (staff to sign)	
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, including that of the Headteacher.	
General Data Protection Regulations (GDPR)		
	To review and update where necessary GDPR policies, procedures and practice to ensure compliance	
	Ensure training / briefings have taken place for staff and governors as appropriate so that all staff are aware of their responsibilities under GDPR	
Admissions		
	Local Authority's and other own admission authority schools may carry out consultation on admission arrangements for admission applications the following year **(2028-2029)**. Review any consultation and comment if relevant	
	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 secondary schools to verify and rank applications for the following academic year according to the determined admission arrangements	

Full Governing Body	Spring term	
	Determine term of office and elect chair and vice-chair of governing body *(if applicable)*	
	Receive a report from the headteacher including school self-evaluation and review of SIP	
	Review progress towards achieving appraisal objectives	
	Ensure termly appraisal reviews are in place and clarify dates.	
	Confirm Instrument of Government is fit for purpose	
	Review child protection and safeguarding recording and reporting management systems. Outcomes of review to be reflected in next academic year's safeguarding audit	
	Complete Safeguarding Children in Education Audit (Statutory requirement) and return to the LA. Complete Governor compliance checklist and agree any action required (non-statutory).	
	Headteacher/ Snr DSL to provide a report to governors informing on the data for child protection and safeguarding activity during the year	
	Agree which policies need to be reviewed, who will review them and when (see policy checklist)	
	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 on community engagement	
	Receive report from DPO and IG governor	
Governor Accountability		
	Review governor training requirements and allocate according to budget Review safeguarding training for staff/governors	
	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	
Financial matters		
	Monitor budget comparing expenditure to date/latest projection to original budget set	
	Approve virements in line with level of delegation set	
	Discuss and minute forecast level of surplus/deficit balances at the financial year end and plans for use/recovery of this	
	Discuss Local Authority Services for Schools or external support services and make recommendations	
	Review any multi-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)	
	Complete School Financial Value Standard (SFVS) – if not done in Autumn Term	

	Approve school multi-year budgets and set staffing complement. Commence process to manage any staffing reductions	
	Review and approve finance policy (should be done annually but can be done in any term)	
Strategic Development		
	Undertake strategy review	
	Monitor progress made towards addressing priorities in the SIP and evaluate impact on school improvement, including predicted outcomes..	
	Review school's Quality Assurance/Monitoring and Evaluation schedule, identifying the governors' role in the schedule aligned to priorities in SIP. Evaluate impact of work undertaken, to date.	
	Receive and review: • governor visit reports • school's monitoring reports • extra curricular activities, including all groups • external reports	
	Receive and review leaders' evaluation of data, including impact of any actions taken: • attainment and progress, including impact of pupil premium spend *(If not reviewed in the autumn term)* • attendance • exclusions and behaviour	
	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	
	Review and evaluate the school's approach to the curriculum and its impact on all learners, especially disadvantaged pupils, those with SEND or previously known to social care and those who may face barriers to their learning.	
Personnel Functions and Pay		
Appraisal	Ensure that appraisal governors are monitoring headteacher's progress towards objectives and are providing additional support where required and feedback	
	Receive short updates from the headteacher on appraisal progress for all teachers	
	Ensure review meeting arrangements are in place to monitor/review progress for all staff of appraisal objectives	
Pay	Review policies in line with agreed governing body timescale	
Safer working	Review policies in line with agreed timetable	
Staff Attendance Issues	Receive updates on overarching anonymised report on staff attendance	
Other HR Policies	Ensure all updates are reviewed and approved as required	
General Data Protection Regulations (GDPR)		
	To review and update where necessary GDPR policies, procedures and practice to ensure compliance Allocate SIRO and DPO roles within school	
Admissions		
	To consider any own admission authority school determined admission arrangements and raise any objections with the Office of the Schools Adjudicator	

	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 Own admission authority schools must determine admission arrangements by 28 February for the following year (**2028-2029**). even if not changed. Send copy of determined admission arrangements to Local Authority by 15 March Own admission authority primary schools to verify and rank applications for the following academic year according to the determined admission arrangements	

Full Governing Body	**Summer term**	
	Determine term of office and elect chair and vice-chair of governing body *(if applicable)*	
	Receive a report from the headteacher including school self-evaluation and review of SIP	
	Review progress towards achieving appraisal objectives. Agree who will support the appraisal governors in conducting the headteacher's appraisal process (External appraisal adviser)	
	Ensure termly appraisal reviews are in place and arrangements made for Headteacher appraisal in the autumn term.	
	Review and update governing body annual planning and delegation • 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	
	Based on the skills audit and ending of terms of office, consider recruitment and succession planning for next year	
	Headteacher/ Snr DSL to provide a report to governors informing on the data for child protection and safeguarding activity during the year	
	Agree which policies need to be reviewed, who will review them and when (see policy checklist)	
	Consider health and safety issues	
	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 overview of stakeholder feedback (including pupil voice, staff survey results and parent feedback)	
	Receive report from DPO and IG governor	
Governor Accountability	**Summer Term**	
	Review governor training requirements and allocate according to budget Review safeguarding training for staff/governors	
	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.	
	Agree meeting dates for following academic year	
Financial matters	**Summer Term**	
	Monitor budget comparing expenditure to date/latest projection to original budget set	
	Approve virements in line with level of delegation set	
	Discuss and minute level of surplus/deficit balances at the financial year end and plans for use/recovery of this	
	Discuss external support services and make recommendations (if not completed in spring)	
	Review and submit 3 year financial plans produced and assess impact of these on improvement/ development plans	
	Audit school fund and retain copies of audited accounts (depending when financial cycle is)	
	Receive CFR (consistent financial reporting) Governor out-turn statement (bench-marking). Complete and submit annual Committed Balances Return (CBR)	
	Approve school multi-year budgets and set staffing complement (if not completed during spring term)	
	Review and approve finance policy (should be done annually but can be done in any term)	
Strategic Development	**Summer Term**	
	Undertake strategy review	
	Review and agree the vision and ethos of the school	
	Review the impact of the: • Pupil Premium Strategy to date • Sports Premium Strategy	
	Review the SEF to ensure it provides an accurate view of the school's current position that is well evidenced	
	Monitor progress made towards addressing priorities in the SIP and evaluate impact on school improvement	
	Receive and review school's Quality Assurance/Monitoring and Evaluation schedule, identifying the governors' role in the schedule aligned to priorities in SIP. Evaluate impact of work undertaken, to date.	
	Receive and review: • governor visit reports • school's monitoring reports • external reports	
	Receive and review leaders' evaluation of data, including impact of any actions taken: • attainment and progress, including impact of pupil premium spend • attendance • exclusions and behaviour	
	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 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	**Summer Term**	
Appraisal	Ensure that appraisal governors are monitoring headteacher's progress towards objectives and are providing additional support where required and feedback	
	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 and pay decisions	
Pay	Review policies in line with agreed governing body timescale	
Safer working	Review policies in line with agreed timetable	
Staff Attendance Issues	Receive updates on overarching anonymised report on staff attendance	
Other HR Policies	Ensure all updates are reviewed and approved as required	
General Data Protection Regulations (GDPR)	**Summer Term**	
	To review and update where necessary GDPR policies, procedures and practice to ensure compliance	
Admissions	**Summer Term**	
	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 whether any changes are proposed to their admission arrangements and if there is a requirement to consult	