

GOVERNING BODY ANNUAL PLANNER

| AUTUMN TERM | | |
|--|--|---|
| Full Governing Body | Committees | Individual Governors |
| <ul style="list-style-type: none"> • Delegation of specific functions, including: <ul style="list-style-type: none"> ○ committee membership ○ terms of reference ○ financial ○ specific governor roles • Elect Chair and Vice Chair (depending on length of term of office and when appointed) • Agree programme of governor visits • Feedback on governor visits • Receive annual Safeguarding Report • Through headteacher report monitor data on: <ul style="list-style-type: none"> • Attendance/absence • SEN • Pupil exclusion • Racist incidents • Overview of Public examination/National test result • Review School Development Plan | <ul style="list-style-type: none"> • Submit revised budget by LA deadline • Timetable for policy review and adoption taking account of legal changes and likely Ofsted inspection – see policy list • Chair or representative to take part in annual review of school with School Improvement Partner. H/T and Chair to agree how this to be reported back to governors • Carry out performance management of headteacher • Agree performance targets for pupils KS 2-4 and report to full governing body at next meeting • Review admissions policy if governing body an admissions authority • Review public examination/national test results including in-depth analysis of impact of any interventions taken • Review RAISE-online data and LA data • School Profile to be updated • Agree School Visits • Agree Performance Management Policy | <ul style="list-style-type: none"> • Complete and update Pecuniary Interest Register |

GOVERNING BODY ANNUAL CYCLE

| SPRING TERM | |
|--|---|
| Full Governing Body | Committees |
| <ul style="list-style-type: none"> • Through headteacher report monitor data on: <ul style="list-style-type: none"> • Attendance/absence • SEN • Pupil exclusion • Racist incidents • Feedback on governor visits • Agree budget (unless delegated to committee) | <ul style="list-style-type: none"> • Receive report of curriculum options to be offered for KS4 and post 16 (if applicable) • Update on pupil performance • Monitoring of evidence for performance management review for headteacher • Agree budget (provided delegated to committee otherwise GB to agree) • Review/agree pay policy for teaching staff • Review school prospectus • Review staffing structure in light of budget and other known changes • Make purchasing decisions for services from external providers where appropriate |

| SUMMER TERM | |
|--|---|
| Full Governing Body | Committees |
| <ul style="list-style-type: none"> • Agree procedure for electing Chair and Vice Chair (if change required) • Approve term dates (Foundation/VA schools) and INSET days • Agree programme of governing body and committee meetings for next academic year • Through headteacher report monitor data on: <ul style="list-style-type: none"> • Attendance/absence • SEN • Pupil exclusion • Racist incidents • Feedback on Governor Visits | <ul style="list-style-type: none"> • Teachers' salary notification/review salaries • Governors Self Evaluation Review |

GOVERNING BODY ANNUAL CYCLE

REGULAR (ie throughout the academic year as appropriate)

| Full Governing Body | Committees |
|--|---|
| <ul style="list-style-type: none"> • Agree procedure and timetable for governor visits into school (not compulsory) suggest autumn term | <ul style="list-style-type: none"> • SEF updates • School website updates • Financial and asset monitoring • Monitor school improvement plan progress • Receive curriculum area reports including careers advice (for secondary schools) |

ANNUALLY

| Full Governing Body | Committees |
|---|---|
| <ul style="list-style-type: none"> • Approve School Improvement Plan (not a legal requirement) • Receive School Improvement Partner Report • Assess governing body training needs and plan governing body training sessions • Governing body self review exercise • Agree school visits and journeys | <ul style="list-style-type: none"> • Receive gender equalities report • Receive and approve audit of school fund • Nursery schools only – Annual Report to parents • Review and advertise behaviour policy • Receive report on performance management of staff within school and review performance management policy • Complete school profile • Review school aims and vision statements (not necessarily an annual task – final approval of any change –governing body) • Receive Safeguarding Report and review Safeguarding Policy • Receive SEN Report |