**GOVERNORS ANNUAL PLANNER**

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|  |  | **Governor Open Day \*\*\***  |
| **Full Governing Board Meeting** | **School Development Committee** | **Resources Committee** |
| **AUTUMN TERM** | **Meeting Date:**  | **Meeting Date:**  |
| Elect Chair & Vice Chair – to seek nominationsDeclaration of pecuniary & business interest form Publish Governors Details & Register of Interests on website Renew Governors’ Code of PracticeReview Committee Structure, membership, terms of reference, delegation structure & specific governor roles.SDP – to ratifyAgree programme of governor visits based on SDP priorities Review School Website Governors monitoring planReview Information Governance ManagementReview policies as required \*\*Feedback governor training, committee reports & individual visit reports - ratify decisions as necessary & identify next steps. | Declaration of pecuniary & business interest form Scrutiny of Subject action plansLearning walk with identified SDP focusAssessment data for start of yearComparison of national & local data for all groups-StandardsThe current year’s assessment arrangementsMonitoring & review of SDPTeaching & Learning reviewAgree school performance targets including attendanceReceive report on quality and standards of teaching & learning Anti- bullying Policy review in National A-B weekSafeguarding Audit submit by 31st DecMedical Needs Audit submit by 31st DecSENDLooked After ChildrenGifted & TalentedReview annual attendance, exclusion, racist incident data for the term | Declaration of pecuniary & business interest form PM check for staff completed by 31st OctHT PM targets set by 31st OctSalary notifications completed by 31st OctHR informed of pay decisionsPersonnel reviewReview premises monitoring and asset management plansCurrent budget status- Financial reports Publish PP premium & Sports Premium spendingReceive audited School Fund account (31 Aug)Review Admissions Policy H & S visit + review of maintenance & accessibility plansSingle Central Record CheckCPD Safeguarding & Child Protection record check |
| **SPRING TERM** | **Meeting Date:**  | **Meeting Date:**  |
| Elect Chair & Vice ChairDeclaration of pecuniary & business interest form Governors Annual Performance Assessment GAPS form & Self review of GB effectivenessAgree programme of governor visits based on SDP priorities 360 chair assessmentUpdate skills auditReview school websiteReview Information Governance Management Review policies as required \*\*Feedback governor training, committee reports & individual visit reports - ratify decisions as necessary & identify next stepsClerking/training SLA | Declaration of pecuniary & business interest form Learning walk with SDP focusAssessment Data for mid -year progress-StandardsMonitoring & review of SDPReceive Raise on line and analyse data for trends/anomaliesReceive report on quality and standards of teaching & learning SEND-information report on website by 31st of MarchLooked After ChildrenGifted & TalentedReview annual attendance, exclusion, racist incident data for the term | Declaration of pecuniary & business interest form Finalise end of year budgetSet new budgetReview & approve SLAsBenchmarking exercise - SFVS submit by 31st March Mid-term PM reviewsCurrent budget status- Financial reports PP premium & Sports Premium spendingH & S visit + review of Fire ProceduresReview evacuation & emergency procedures & policy \* Single Central Record Check CPD Safeguarding & Child Protection record check |

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| **SUMMER TERM** | **Meeting Date:**  | **Meeting Date:**  |
| Declaration of pecuniary & business interest form Visioning Day – to review impact of governance, Governors Annual Performance Assessment (GAPS) form & self review of GB effectivenessUpdate skills audit and identify training requirements360 chair assessmentPrepare governing board development section of SDPAgree programme of governor visits based on SDP priorities Update SEF documentationAgree calendar of meetings against school events & HT/SLT monitoring scheduleReview policies as required \*\*Review school websiteReview Information Governance ManagementFeedback governor training, committee reports & individual visit reports - ratify decisions as necessary & identify next steps. | Declaration of pecuniary & business interest form SDP review & evaluation, identifying priorities for next academic yearLearning walk with identified SDP focusAssessment data end of yearReceive report on quality and standards of teaching & learning Cyber SafetyReview annual attendance, exclusion, racist incident data for the year.SENDLooked After ChildrenGifted & Talented | Declaration of pecuniary & business interest form Review Staffing structure and personnel for next academic yearCurrent budget status- financial reports PP premium & Sports Premium spendingH & S visitSingle Central Record Check CPD Safeguarding & Child Protection record check |

\* dependant on governing board cycle

\*\* can be delegated to relevant committees

\*\*\* Open Day agenda to include:

* autumn term – SDP approval, committees, link visits, governor training
* spring term – committees, link visits, sample of anonymised teacher appraisals
* summer term – committees, setting the SDP, link visits, training

***NB: Full board of governors meetings must be held for: headship/deputy headship arrangements and ratification, changing the name of the school, school session changes and clerking SLA***