**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 nominations  Declaration of pecuniary & business interest form  Publish Governors Details & Register of Interests on website  Renew Governors’ Code of Practice  Review Committee Structure, membership, terms of reference, delegation structure & specific governor roles.  SDP – to ratify  Agree programme of governor visits based on SDP priorities  Review School Website  Governors monitoring plan  Review Information Governance Management  Review 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 plans  Learning walk with identified SDP focus  Assessment data for start of year  Comparison of national & local data for all groups-Standards  The current year’s assessment arrangements  Monitoring & review of SDP  Teaching & Learning review  Agree school performance targets including attendance  Receive report on quality and standards of teaching & learning  Anti- bullying Policy review in National A-B week  Safeguarding Audit submit by 31st Dec  Medical Needs Audit submit by 31st Dec  SEND  Looked After Children  Gifted & Talented  Review annual attendance, exclusion, racist incident data for the term | Declaration of pecuniary & business interest form  PM check for staff completed by 31st Oct  HT PM targets set by 31st Oct  Salary notifications completed by 31st Oct  HR informed of pay decisions  Personnel review  Review premises monitoring and asset management plans  Current budget status- Financial reports  Publish PP premium & Sports Premium spending  Receive audited School Fund account (31 Aug)  Review Admissions Policy  H & S visit + review of maintenance & accessibility plans  Single Central Record Check  CPD Safeguarding & Child Protection record check |
| **SPRING TERM** | **Meeting Date:** | **Meeting Date:** | |
| Elect Chair & Vice Chair  Declaration of pecuniary & business interest form  Governors Annual Performance Assessment GAPS form & Self review of GB effectiveness  Agree programme of governor visits based on SDP priorities  360 chair assessment  Update skills audit  Review school website  Review Information Governance Management  Review policies as required \*\*  Feedback governor training, committee reports & individual visit reports - ratify decisions as necessary & identify next steps  Clerking/training SLA | Declaration of pecuniary & business interest form  Learning walk with SDP focus  Assessment Data for mid -year progress-Standards  Monitoring & review of SDP  Receive Raise on line and analyse data for trends/anomalies  Receive report on quality and standards of teaching & learning  SEND-information report on website by 31st of March  Looked After Children  Gifted & Talented  Review annual attendance, exclusion, racist incident data for the term | Declaration of pecuniary & business interest form  Finalise end of year budget  Set new budget  Review & approve SLAs  Benchmarking exercise - SFVS submit by 31st March  Mid-term PM reviews  Current budget status- Financial reports  PP premium & Sports Premium spending  H & S visit + review of Fire Procedures  Review 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 effectiveness  Update skills audit and identify training requirements  360 chair assessment  Prepare governing board development section of SDP  Agree programme of governor visits based on SDP priorities  Update SEF documentation  Agree calendar of meetings against school events & HT/SLT monitoring schedule  Review policies as required \*\*  Review school website  Review Information Governance Management  Feedback 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 year  Learning walk with identified SDP focus  Assessment data end of year  Receive report on quality and standards of teaching & learning  Cyber Safety  Review annual attendance, exclusion, racist incident data for the year.  SEND  Looked After Children  Gifted & Talented | Declaration of pecuniary & business interest form  Review Staffing structure and personnel for next academic year  Current budget status- financial reports  PP premium & Sports Premium spending  H & S visit  Single 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***