

**Governing Body Annual Planner
(Maintained Schools 2016/17)**

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)		
	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>
	Receive a report from the headteacher including school self-evaluation and development plan update	Receive a report from the headteacher including school self-evaluation and development plan update	Receive a report from the headteacher including school self-evaluation and development plan update
	Receive and approve pupil targets (could be delegated)		
	Appoint headteacher external appraisal adviser (if not completed during the summer term) Confirm arrangements for headteacher's appraisal meeting and ensure appraisal governors have appropriate training		Agree who will support the appraisal governors in conducting the headteacher's appraisal process (External appraisal adviser)
	Receive headteacher's annual report on whole school appraisal process and consider/ratify headteacher pay recommendations		
	Approve decision planner, committee structure and membership and appoint link/monitoring governors		Review and update governing body annual planning and delegation <ul style="list-style-type: none"> Approve decision planner, committee structure and membership and appoint link/monitoring governors Policy checklist Annual planner
	Complete Safeguarding	Review behaviour and	

Full governing Body	Autumn term	Spring term	Summer term
	Children in Education governor compliance checklist and agree any action required	pupil attendance policy (including anti-bullying policy)	
	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)
	Approve governors CFR (consistent financial reporting) out-turn statement		Approve governors CFR (consistent financial reporting) out-turn statement
		Approve school budget and Local Authority Services for Schools or external support service buy back and set staffing complement	Approve school budget and Local Authority Services for Schools or external support service buy back and set staffing complement (if not completed during spring term)
	Approve updated finance policy (can be done in any term)	Approve updated finance policy (can be done in any term)	Approve updated finance policy (can be done in any term)
		Own admission authority schools to set ('determine') their admission arrangements annually	
	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
Governor Accountability	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 evaluation to show evidence of governing body impact on school improvement
			Approval of in-service training days
	Plan governor visits for the term	Plan governor visits for the term	Plan governor visits for the term
			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		
	Consider proposed changes to the Local Authority Scheme for Financing Schools and respond if appropriate	Review the updated Local Authority Scheme for Financing Schools and note changes made	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 Local Authority Services for Schools or 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 staffing structure in line with projected budget Ensure all support staff grades are appropriately assessed and paid within the Local Authority JE scheme	
			Audit school fund and retain copies of audited accounts
	Consider health and safety issues and receive a summary of the School's risk assessments to ensure these are up to date and actions have been addressed	Consider health and safety issues and receive a summary of the School's risk assessments to ensure these are up to date and actions have been addressed	Consider health and safety issues and receive a summary of the School's risk assessments to ensure these are up to date and actions have been addressed
	Consider School's position against 'Top 10 Planning Checks for Governors' to inform budget setting in Spring Term	Review policies Finance Policy Lettings Policy update	Consider a review of the School's 'Supplies and Services' costs and 'income'
	Consider a review of the School's 'Premises' and 'Capitation' costs		
	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

Strategic Development	Autumn term	Spring term	Summer term
	Monitor progress against action plan, school development plan and pupils' targets	Monitor progress against action plan, school development plan and pupils' targets	Monitor progress against action plan, school development plan and pupils' targets
	Set appropriate targets for pupil progress and pupil attendance	Receive and comment on draft school development plan ensuring that agreed priorities are available to be included in school's appraisal process meeting in autumn term	
		Monitor progress against the governing body section of the School Development Plan (self-audit and evidence of governing body impact on school improvement)	
	Analyse performance data (NFER tests, SATs, GCSEs, ALs etc)	Further analysis of pupil performance data including RAISEonline	Analyse pupil performance data <ul style="list-style-type: none"> • attendance • curriculum • exclusions
		Finalise any curriculum plans for following year	
	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

Personnel Functions and Pay	Autumn term	Spring term	Summer term
	Ensure that appraisal governors are effectively managing the headteacher's appraisal process and monitoring headteacher's progress towards objectives	Ensure that appraisal governors are monitoring headteacher's progress towards objectives	Ensure that appraisal governors are monitoring headteacher's progress towards objectives
	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 applications of appraisal	
	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
	Where significant changes take place. review and re-determine the headteacher's IPR range (backdated		Arrange the headteacher's appraisal meeting for autumn term

Personnel Functions and Pay	Autumn term	Spring term	Summer term
	September 1)		
	Review staffing structure in line with budget Ensure all teaching staff grades are paid and assessed in line with the governing body agreed structure		
	Receive report from the headteacher on applications of the appraisal process during previous academic year and recommendations for pay progression from 1 September		
	Review policies in line with agreed timetable	Review policies in line with agreed timetable	Review policies in line with agreed timetable

Admissions	Autumn term	Spring term	Summer term
	All schools consider Local Authority's consultation and other own admission authority schools on admission arrangements for admission applications the following year	All schools to note Local Authority's determined admissions arrangements	
	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 Consult on any changes for a minimum of 6 weeks between 1 October and 31 January	Own admission authority schools to determine admission arrangements by 28 February for the following year 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	Own admission authority primary schools to verify and rank applications for the following academic year	Own admission authority schools to consider arrangements for in-year admission applications (ie whether to participate in the Local Authority's non-statutory co-

			ordinated in-year scheme
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