

Governing Body - Year Planner

Bolton Governor Services Team

The following lists are suggested key tasks governing bodies may undertake throughout the academic year as part of their agenda planning process. Some of the tasks may be undertaken by the full Governing Body or via Committees. This is intended as a guide only and should be used to facilitate your own governing body planning process. This list has been established using our best practice and is not prescriptive or exhaustive.

Standard Governing Body Agenda Items
Apologies for absence and consent to absence
Declaration of pecuniary interest
Review governing body membership
Minutes of the last meeting and matters arising
Report on the provision for Children Looked After
Report on the provision for disadvantaged children (pupil premium)
Head teacher's report
Reports from committees
Update on self-evaluation
Update on school development and improvement plan
Reports on governor visits / nominated governors
Review governor training and development
Confirm dates of next meeting
Any other business (if required)
Confidentiality (to declare confidential items)

Items for the Autumn Term	Responsibility
Appointment of Chair / Vice-Chair	Governing Body
Review of committee membership and terms of reference including delegation structures	Governing Body/Committees
Review of governing body code of conduct	Governing Body
Register of business interest returns	Governing Body
Approval of school development and improvement Plan	Governing Body
Review governing body strategic plan/self-evaluation	Governing Body/Committees
Financial issues:	
- Ratify/approve revised school spending plan (by 31 October)	Governing Body/Finance Committee
- Review scheme for financing schools (financial regulations)	Finance Committee
- Review office manual (financial procedures)	Finance Committee
- Review whistle-blowing policy	Finance Committee
- Review and approve local authority service level agreements	Finance Committee
- Ratify/approve audited school fund account	Finance Committee/Governing Body
Monitor appraisal procedures for head teacher and teaching staff	Governing Body/Personnel Committee
Review of SATS/national tests/examination results	School Effectiveness Committee
Review of admission policy	Governing Body/Admission Committee
Report on the provision for disadvantaged children (pupil premium)	Finance Committee / School Effectiveness Committee

Items for the Spring Term	Responsibility
Review school information published on website	School Effectiveness Committee
Receive RAISE Online and analysis data	School Effectiveness Committee/Governing Body
Approve school term and holiday dates / occasional & INSET days	Governing Body
Review asset management plan / buildings report	Premises Committee
Financial issues:	
- Approve initial school spending plan	Finance Committee
- Review governors and staff financial management competencies	Finance Committee
- Undertake/review and approve assessment for school financial value standard (SFVS)	Finance Committee/Governing Body
- Review pay policy	Finance/Personnel Committee
Undertake pay review for head teacher, deputy head teacher and staff	Finance/Personnel Committee
Report on the provision for disadvantaged children (pupil premium)	Finance Committee / School Effectiveness Committee

Items for the Summer Term	Responsibility
Review staffing structure	Personnel Committee
Review attendance of pupils and staff	Pupil Welfare Committee
Review pupil exclusions for the school year	Pupil Welfare Committee
Review racist incidents for the school year	Pupil Welfare Committee
Monitor provision for special educational needs	Pupil Welfare/Personnel Committee
Financial issues:	
- Ratify/approve initial school spending plan (if not already completed in spring term – by 30 June)	Governing Body/Finance Committee
- Undertake financial benchmarking exercise	Finance Committee
Agree meeting schedule for governing body and committees for forthcoming school year.	Governing Body/Committees
Report on the provision for disadvantaged children (pupil premium)	Finance Committee / School Effectiveness Committee

Items for Any Time of the Year	Responsibility
Implementation of audit recommendations (whenever audit of school undertaken)	Committee/Governing Body
Receive report from LA Link Professional	School Effectiveness Committee/Governing Body
Preparation for Ofsted inspection / review of action plan following inspection	Committee/Governing Body
Review statutory policies as per governing body schedule	Committee/Governing Body

Items for Consideration Every Term
Monitor and evaluate pupil progress
Monitor and evaluate provision for disadvantaged children
Monitor and evaluate quality of teaching
Monitor and evaluate the school development plan
Update self-evaluation documentation
Monitor spending plan/school budget
Evacuation and Emergency Procedure