**Annual Planner – Academies**

This planner should be read in conjunction with the Trust’s Articles of Association, Scheme of Delegation and Academy Financial Handbook.

This planner is based on the example of academy cycle in The National Co-ordinators of Governor Services’ (NCOGS) *Clerking Handbook.*

**Autumn Term**

**Trust Board Tasks**

* Approve a written scheme of delegated powers and terms of reference for committees and local governing bodies (if appropriate). Trusts with income over £50m must have an audit committee
* Review and confirm committee membership
* Agree arrangements for the performance management of the principal(s)/chief executive officer
* Review any policies as required by the annual cycle

**Finance**

* Agree virements/contracts limits
* Level of delegation to the principal
* Authorise staff responsibilities for signing orders and invoices
* Ensure accounts are externally audited and receive confirmation that an annual report and accounts will be submitted to ESFA by 31 December
* Monitor monthly accounts/budget report
* Receive report on strategic risks
* Receive reports on government grant funding – pupil premium, PE and sports funding (primary), 16-19 bursary and year 7 catch up funding (secondary), Covid-19 catch-up funding and SEND top up funding.
* Receive internal scrutiny reports and review strategic risks and GDPR compliance.

**Other Tasks**

* Approve the Child Protection Policy
* Approve Charging and remissions policy
* Approve HR policies
* Adopt the guidance document Keeping Children Safe in Education
* Approve the Teacher Pay Policy/determine teachers’ pay and conditions of service.
* Review and approve the complaints policy and ensure it is published on the academy website.

**Local Governing Board Tasks – depending on delegation**

* Ensure all local governors have completed the annual register of business interests
* Elect Chair and Vice Chair of the Local Governing Board
* Arrangements for Headteacher Performance Management
* Receive report on government grant funding and ensure reports are published on the school website - pupil premium, P.E and sports funding (primary), 16-19 bursary and year 7 catch up funding (secondary), Covid-19 catch-up funding and SEND top up funding.
* Review governor responsibilities as per the scheme of delegation and statutory responsibilities
* Review and approve (if approval has been delegated to LGB level) the arrangements and policy for Supporting Pupils at School with Medical Conditions and ensure that statutory guidance is followed.

**Spring Term**

**Trust Board Tasks**

* Receive confirmation audited accounts are available on the website and will be filed with Companies House by 31 May
* Consider monthly management accounts and KPI reports.
* Approve the SEND Information Report (to be updated annually).
* Approve the academy calendar for the next academic year
* Approve admissions policy
* Receive a report from the accounting officer
* Review any policies as required by the annual cycle

**Finance**

* Monitor monthly accounts/budget report
* Ensure school has in place an inventory of non-capital assets.
* Ensure robust controls are in place in relation to fraudulent or improper use of public funds.
* Complete a self-assessment against the Schools Resource Management Statutory Assessment Tool by 15th March
* Draft a budget for the following financial year for approval by the Trust Board
* Receive internal scrutiny reports and review strategic risks and GDPR compliance.

**Other Tasks**

* Ensure there is an annual inspection of premises and priorities for maintenance and development are identified

**Local Governing Board Tasks – depending on delegation**

* Review the school’s career information (secondary)

**Summer Term**

**Trust Board Tasks**

* The approval of a balanced budget must be minuted by 31 August.
* Receive a report from the accounting officer
* Update and publish the Annual Governance Statement on the website.
* Review any policies as required by the annual cycle

**Finance**

* Monitor monthly accounts/budget report
* Receive internal scrutiny reports and review strategic risks and GDPR compliance.
* Draft a budget for the following financial year for approval by the Trust Board

**Other Tasks**

* Review, approve and implement a Health and Safety policy
* Ensure statutory guidance is followed and review and approve the Sex, Relationships and Health Education policies.
* Approve an accessibility plan.

**Local Governing Board Tasks – depending on delegation**

* Receive and approve the draft budget

**On a Regular Basis/At Any Time of the School Year**

**Trust Board**

* Trustees should receive evidence of how each academy will implement a broad and balanced curriculum including English, mathematics, science and religious education.
* Ensure statutory information is published on the Trust website and also on each academy website in the case of MATs

**Other Tasks – Trust Board or Local Governing Board (depending on delegation)**

* Induction of new governors
* Undertake Governor skills audit
* Organise support and training for governors
* Review other statutory/school policies as per governing body schedule
* Action planning following Ofsted inspection/LA Review
* Complete/review school self-evaluation
* Monitor safeguarding policies and procedures in school including Single Central Record (SCR)
* Monitor and evaluate pupil progress
* Monitor and evaluate the quality of teaching
* Receive curriculum subject areas/ faculty reports
* Arrangements for governors’ visits to school
* Review health and safety issues/ audit report
* Ensure all current governors have a current DBS check
* Ensure all new governors have applied for a DBS check within 21 days of appointment if they do not already hold one.
* Ensure that the governing body fulfils its responsibilities in relation to safeguarding, in line with the current “Keeping Children Safe in Education” DfE guidance document.

**Financial**

* Review governing body financial skills/competency re budget management and value for money
* Review Business Continuity/Disaster Recovery Plan
* Review Whistleblowing Policy
* Review Lettings Policy
* Benchmarking comparison

**Financial Best Practice**

* Opportunity to declare business/pecuniary interests at every meeting
* Ensure all decisions are made in line with securing “value for money”