Autumn Term

**Full Governing Body Meeting Tasks**

* Elect Chair and Vice Chair, agree length of term of office and date term of office will end
* Complete Register of Business Interests
* Review committee structure, membership, terms of reference and “lead” governors
* Review Governing Body Code of Conduct
* Review Governors’ Allowances/Expenses Policy
* Consider collaborative working arrangements
* Receive Headteacher’s report
* Receive/review governor visit reports
* Review Capability and Appraisal policies
* Review Pay Policy
* Review Child Protection and Safeguarding Policy

**Other Tasks**

* Review school website to ensure compliance with statutory requirements
* Agree Pupil Premium strategy, PE and Sports Premium strategy (primary schools) and Covid-19 catch-up premium and publish on the school’s website.
* Undertake Headteacher performance management
* Set GB objectives for the year
* Approve/review School Improvement Plan (SIP)
* Review national tests / public examination results
* Consider pupil performance targets
* Receive annual report on looked after children from Designated Teacher
* Update governance publication requirements for website and Get Information about Schools
* Receive annual report on appraisal arrangements/ staff training and development needs
* Draw up and consult on Admissions Policy for next school year (VA and Foundation schools)

**Pay Committee**

* Undertake annual salary reviews following teaching staff performance management (by 31st October)
* Undertake annual salary reviews following Headteacher performance management (by 31st December)

**Financial/SFVS Requirements**

* Present/discuss latest Budget Monitoring reports
* Review Charging Policy (for school trips etc.)

Spring Term

**Full Governing Body Meeting Tasks**

* Agree budget
* Receive Headteacher’s report

**Other Tasks**

* Review clerking arrangements/clerk’s pay
* Review Special Educational Needs and Disability (SEND) Policy and approve the SEN Information Report (to be published on the school’s website)
* Publish proposals and admission arrangements for following Autumn (VA/F schools only)
* Provisional budget approval
* Discuss plans for unspent balances
* Review impact of pupil premium funding
* Agree curriculum plans for academic year
* Review school improvement plan progress
* Review Equal Opportunities Policy
* Receive and review reports/ governor visit reports / School Improvement Plan update
* Receive and analyse validated data
* Receive a report on the school’s careers provision (secondary schools)

**Financial/SFVS Requirements**

* Present and discuss latest Budget Monitoring reports (could be via update from Finance Committee)
* Undertake financial benchmarking exercise
* Review staffing structure
* Review support staff pay
* Review and discuss the Schools Financial Value Standard (SFVS) return (complete and return to LA by 31st March)
* Review and agreement buy-back of services/contracts
* Audit of Private School Fund (if applicable)

Summer Term

**Full Governing Body Meeting Tasks**

* Complete and return the Annual Safeguarding Report to the LA
* Review Complaints Procedure/Policy
* Review governors’ visits
* Agree dates of GB meetings for the year
* Receive Headteacher’s report

**Other Tasks**

* Complete Safeguarding Audit and Report
* Review/update school website to ensure compliance with Regulations
* Revise budget and submit to LA (by end of May)
* Review membership of Pay Committee
* Review governing body’s performance/ procedures
* Review impact of governor training activities on governing body effectiveness
* Review attendance – pupils/staff and governors
* Review pupil exclusions for the year
* Review careers advice/guidance
* Receive and review teacher/ governor reports/ School improvement plan update
* Review School Evaluation Form (SEF)

**Financial/SFVS Requirements**

* Review analysis of year-end budget figures
* Present and discuss latest Budget Monitoring reports (could be via update from Finance Committee)
* Review School Asset register

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

* 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 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/SFVS Requirements**

* 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
* Presentation of private school fund account audit certificate to the governing body
* 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”