Governing Body - **Annual CYCLE of Tasks and Responsibilities**

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| **Standing agenda items / regular tasks:** | **Annual tasks:** |
| * Declaration of interests must be an agenda item for ALL FGB and committee meetings
* Review policies in accordance with GB’s agreed policy review cycle which meets the requirements of the [DfE Guidance](https://www.gov.uk/government/publications/statutory-policies-for-schools)

**Full Governing Body:*** Receive written HT report (at least termly)
* Monitor and evaluate progress against school improvement plan
* Review feedback from governor visits
* Discuss impact of governor training attended
* Forward plan to fill vacancies and officer posts with people that have the right skills and experience

**Committees:*** Ensure termly H&S audit is undertaken (H&S/Resources Committee)
* Review termly internal pupil progress and assessment data (Standards and Curriculum Committee)
* Receive curriculum reports (Standards and Curriculum Committee)

**Other regular tasks:*** Ensure 1 member of GB (in addition to the HT) has completed safer recruitment training
* Ensure GB details are accurate on the school website
* Ensure compliance with School Information Regulations regarding the information that must be included on the school website
* Ensure DBS checks for new governors are requested within 21 days of election /appointment
* Check contact details / email addresses for governors on regular basis and ensure membership on Edubase is kept up to date
 | * Review governor visits policy
* Receive report on implementation of the Headteacher’s Pay Review Group policy (suggested template available in the Manual of Personnel Practice)
* Carry out governing body Self Evaluation (GBSE), using outcomes to feed into school self evaluation and GB development plan
* Undertake skills audit to determine skills / experience required to fill vacancies and to help with development of GB training plan
* Contribution to school self evaluation
* Assess impact of GB’s work on school improvement
* Review and agree any formal collaboration arrangements
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| **Autumn** |
| **Full Governing Body*** Election of chair, vice-chair
* Update register of interests
* Ensure governor details (including attendance) updated on website
* Agree structure, membership & terms of reference for all committees and panels
* Agree delegated powers
* Confirm meeting dates & times for the year
* Appoint key governor roles (e.g. DTG, Forum Rep, Governor to act if there is allegation against the HT, Safeguarding, SEND….)
* Review individual governor responsibilities / allocate governor links with class/subject/key issues from school improvement plan
* Agree GB Code of Conduct
* Adopt HCC Governors Good Practice Guide
* Approve / Review School Improvement Plan
* Arrange external advisor for HT performance review
* Review admissions policy (Foundation and VA schools)
* Discuss Published Admissions Number (PAN) arrangements
* Receive and approve plan for off-site visits
* Confirm adoption of Manual of Personnel Practice
* Confirm adoption of Manual of Finance Practice and Procedure
* Approve revised budget by 30 November
* Agree topic for WGB training
* Agree GB development plan
* Identify GB monitoring opportunities and governor visit plan (linked to School Improvement Plan)
* Review Pay Policy and Headteacher’s Pay Review Group Policy
* Complete safeguarding audit by 31 October
* Agree SEN information report
 | **Committees*** Election/appointment of committee chair and appointment of committee clerk

**Headteacher’s Pay Review Group*** Review last year’s objectives with HT (legal requirement for External Advisor to be present) and report outcome to Pay Committee
* Agree objectives for the current year with HT (legal requirement for External Advisor to be present)

**Resources Committee*** Review / monitor spending against current budget plan
* Consider budgetary implications of number on roll for current year
* Propose budget revisions to GB to approve before 30 November
* Consider benchmarking data / DfE school efficiency metric tool
* Review emergency / disaster recovery plans

**Standards and Curriculum Committee*** Elect Committee Chair
* Review Committee’s Terms of Reference
* Review SATs results against targets
* Monitor SDP progress
* Update by Subject Leader
* Update on SEN Issues
* Review policies on Collective Worship, Attendance, Child Protection, Sex Education, EYFS, Supporting Pupils with Medical Conditions, and Drug Education.
* Discuss RAISE online data & Fischer Family Trust data
* Receive report on internal assessment & performance data
* Consider issues arising from Sidney data (primary only)

**Pay and Personnel Committee*** Agree performance related pay progression for teaching staff
* Receive report from HT Headteacher’s Pay Review Group Panel and make decision regarding HT pay progression
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| **Spring** |
| **Full Governing Body** * Discuss and agree priorities for next financial year based on school improvement priorities
* Receive report on issues arising from strategic financial planning
* Agree budget for staff training & development
* Discuss predicted pupil numbers & budget implications
* Evaluate resource and budget control of SEN provision
* Agree decision regarding subscription to Governor Services
* Agree decision about LA clerking service & agree contracted hours
* Consider RAISE online / FFT data (if not carried out last term)
* Review Inspection Dashboard & School Comparison Tool
* Ensure WGB training is booked by 31 January
* Discuss LLP annual report (due between October and April)
* Agree updated equalities information and progress against equality objectives for publishing (and every 4 years agree new objectives)
* Consider pupil premium, PE sport premium, Year 7 catch up premium spending and SEN funding and the impact of this additional funding
* Complete & approve Schools Financial Value Statement (SFVS) return for LA by 31 March
* Review progress against GB development plan
 | **Committees****Headteacher’s Pay Review Group*** Review progress against HT objectives

**Resources Committee (including Buildings)*** Review / monitor spending against current budget plan
* Budget planning for next financial year/s to meet
* School Improvement Priorities
* Review implications of school census for funding
* Review any outstanding invoices not yet paid

**Standards and Curriculum Committee*** Review PANDA Report, Data Drops and school targets
* Monitor and evaluate SDP progress
* Update by Subject Leader
* Update on SEN Issues
* Review Exclusion/Attendance Data
	+ - Review policies on School Behaviour, Home School Agreement, and SEN
		- Review RaiseOnline and Fischer Family Trust value added Data(if not available during the previous term)
		- Review outcomes for all vulnerable groups

**Pay and Personnel Committee*** Discuss staff structure & management plan for the following year
* Review staff development plan for current year and evaluate impact
* Receive staff development plan for new year

**Pay and Personnel Committee*** Agree performance related pay progression for support staff
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| **Summer** |
| **Full Governing Body** * Approve budget plan by 31 May (and return to LA)
* Approve 3 year strategic plan by 31 May
* Plan and approve capital spend
* Review attendance data (pupils, staff and governor)
* Monitor and evaluate behaviour
* Review racist incidents data
* Review home-school agreement (if applicable)
* Review governor training and receive report from DTG on value for money
* Agree governor training & development plan
* Review arrangements for induction of new governors
* Ensure training is booked for new members of HT Headteacher’s Pay Review Group panel
* Review transition arrangements
* Agree election arrangements for GB officers
* Discuss officers for the following academic year
* Consult on schedule for GB meetings next year
* Review child protection / safeguarding arrangements (audit to be completed by 31 Oct)
* Receive report from designated teacher for Children in Care
* Consider pupil premium, PE sport premium, Year 7 catch up premium spending and SEN funding and the impact of this additional funding
* Note and agree Professional Day Closure dates for the new academic year
* Review progress against GB development plan
 | **Committees*** Review terms of reference and propose amendments to the GB
* Provide the GB with proposals for school improvement priorities for the new academic year

**Headteacher’s Pay Review Group*** Review progress against HT objectives

**Resources Committee (including Buildings)*** Review / monitor spending against current budget plan
* Consider budgetary implications of staffing structure for new academic year
* Evaluate value for money
* Review out turn from previous financial year and ensure any significant variances are understood

**Standards and Curriculum Committee*** Review Data Drops and school targets
* Monitor and evaluate SDP progress
* Update by Subject Leader
* Update on SEN Issues
* Plan Meetings for following year

**Pay and Personnel Committee*** Review and approve staffing structure for new academic year
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