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 |
| **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 |