

## Model Governing/Trust Board Year Planner

School Term	Core Function 1: Ensuring clarity of vision, ethos and strategic direction	Core Function 2: Holding the headteacher to account for the educational performance of the school and its pupils	Core Function 3: Overseeing the financial performance of the school and making sure its money is well spent	Governing/Trustee Board's organisational efficiency and effectiveness
Autumn	<ul style="list-style-type: none"> <li>Evaluate what was achieved last year – overview of public examination/national test results</li> <li>Review the aims/vision statement</li> <li>Agree focus priorities for the year – review the SDP/SIP</li> <li>Approve the SDP/SIP</li> </ul>	<ul style="list-style-type: none"> <li>Review headteacher and deputy performance and pay</li> <li>Ensure every teacher has an appraisal and salary review</li> <li>Review performance data, including SATs/GCSE/A Level results and Ofsted and FFT dashboards</li> <li>Agree school performance targets including attendance (good practice)</li> <li>Monitor data on attendance/absence, pupil exclusion, racist incidents etc. (usually in the second part of the term)</li> <li>Receive report on safeguarding through headteacher's report (designated governor/trustee report – annual requirement but not statutory; it may not be this</li> </ul>	<ul style="list-style-type: none"> <li>Publish details of use of pupil premium and its impact (sports premium – primary schools only)</li> <li>Review whole school pay policy</li> <li>Publish admissions arrangements for autumn of the next year (schools which are admission authorities)</li> <li>Prepare income and expenditure returns</li> <li>Receive budget monitoring reports</li> <li>Complete asset management plan and school capacity review</li> <li>Review charging and letting policy</li> <li>Benchmarking</li> </ul>	<ul style="list-style-type: none"> <li>Elect chair and vice chair (committee chairs can be elected at the Governing/Trustees Board meeting or at individual committees)</li> <li>Appoint clerk (review arrangements for clerking)</li> <li>Appoint clerks to committees or agree to delegate this to each committee</li> <li>Review the Scheme of Delegation and committee structure (including terms of reference) and membership</li> <li>Update register of pecuniary interests</li> <li><b>Ensure school website includes all information required by DfE including governance arrangements</b></li> </ul>

		<p>term)</p> <ul style="list-style-type: none"> <li>• <b>Ensure that the Governing/Trustees Board directed the school staff to read the updated version of Keeping Children Safe in Education (KCSiE)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Consideration of Financial Regulations and Scheme of Delegation (it may not be this term but must be annually)</li> <li>• <b>Familiarise yourself with the Academies Financial Handbook (academies only)</b></li> <li>• Appoint Auditors (academies only)</li> <li>• Approve year end accounts (academies only)</li> <li>• Agree internal audit programme (academies only)</li> <li>• Receive internal audit reports (academies only)</li> <li>• Receive external auditors report (academies only)</li> <li>• Report on Health &amp; Safety</li> <li>• Review risk register (academies only)</li> <li>• Submit academy trusts' audited financial statements and auditor's management letter to EFA by 31 December (academies only)</li> </ul>	<p><b>(applies to maintained schools and academies)</b></p> <ul style="list-style-type: none"> <li>• Plan the induction of new governors/trustees</li> <li>• Review Code of Conduct for Governors/Trustees</li> <li>• Review Standing Orders (if in place, not statutory)</li> <li>• <b>Review Scheme of Delegation (SoD) for Local Governing Bodies and publish it on the trust's website (Multi Academy Trusts only)</b></li> <li>• Agree calendar of meetings against school calendar events (unless done in summer term)</li> <li>• Review roles and responsibilities of individual governors/trustees</li> <li>• Agree programme of governor/trustee visits</li> <li>• Set objectives for the Governing/Trustees Board linked to SDP/SIP</li> <li>• Review and plan to meet governors'/trustees' training needs</li> <li>• Ensure schedule in place to review all relevant policies throughout the year</li> </ul>
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<b>Spring</b>	<ul style="list-style-type: none"> <li>• Review progress of the SDP/SIP</li> <li>• Feedback on governors'/trustees' visits</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor pupil performance</li> <li>• Monitor performance management of the headteacher</li> </ul>	<ul style="list-style-type: none"> <li>• Complete SFVS and send to the LA by 31 March (maintained schools only)</li> <li>• Review staff structure</li> <li>• Publish admissions appeals timetable (schools that are admissions authorities only)</li> <li>• Start drafting budget for the coming year (first part of the term; maintained schools only)</li> <li>• Receive budget monitoring reports</li> <li>• Approve budget (unless delegated to committee; maintained schools only)</li> <li>• Publish financial statements on the website by 31 January (academies only)</li> <li>• Review insurance</li> <li>• Review catering accounts</li> <li>• Make purchasing decisions for services from external providers where appropriate</li> <li>• Receive internal audit</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor Governing/Trustees Board performance</li> <li>• Review impact of Equality Objectives and update equality information</li> <li>• Approve residential trips</li> </ul>

			reports (academies only) • Monitor Health & Safety	
<b>School Term</b>	<b>Core Function 1: Ensuring clarity of vision, ethos and strategic direction</b>	<b>Core Function 2: Holding the headteacher to account for the educational performance of the school and its pupils</b>	<b>Core Function 3: Overseeing the financial performance of the school and making sure its money is well spent</b>	<b>Governing/Trustee Board's organisational efficiency and effectiveness</b>
<b>Summer</b>	<ul style="list-style-type: none"> <li>• Review progress of SDP/SIP</li> <li>• Start preparing/reviewing the SDP/SIP for the next academic year</li> <li>• Feedback on governors'/trustees' visits</li> </ul>	<ul style="list-style-type: none"> <li>• Report to parents on the policy for children with SEN (not special schools)</li> <li>• Review appraisal policy (maintained schools – advisory for academies)</li> <li>• Review: <ul style="list-style-type: none"> <li>i. Admissions and destinations of school leavers</li> <li>ii. Attendance of pupils and staff</li> <li>iii. Pupil exclusions for the year</li> <li>iv. Child protection policy and procedure</li> </ul> </li> <li>• Receive report on safeguarding (unless done in autumn term)</li> <li>• Appoint governors/trustees to conduct headteacher's performance review – ensure appropriate training has been completed</li> <li>• Appoint an external adviser for headteacher's performance management (advisory for academies)</li> </ul>	<ul style="list-style-type: none"> <li>• Agree and approve budget for the new school year (academies only by 31 July)</li> <li>• Complete and return budget template and Best Value statement (maintained schools only)</li> <li>• Complete and return Consistent Financial Report (CFR) declaration (maintained schools only)</li> <li>• Audit school fund</li> <li>• Review staff pay</li> <li>• Receive budget monitoring reports</li> <li>• Receive internal audit reports (academies only)</li> <li>• Consider proposals for writing off bad debts</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct self-review of the Governing/Trustees Board effectiveness</li> <li>• Prepare and publish an annual statement taking account of the outcomes of the self-review and including: <ul style="list-style-type: none"> <li>i. The governance arrangements that are in place, including the remit of any committees;</li> <li>ii. The attendance record of individual governors at board and committee meetings;</li> <li>iii. An assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen;</li> </ul> </li> <li>• Review composition of Governing/Trustees Board for coming academic year and publish details of governance</li> </ul>

				<p>arrangements on the website</p> <ul style="list-style-type: none"> <li>• Approve term dates (if applicable) and INSET/non-pupil days</li> <li>• Agree calendar of meetings against the school calendar events (unless done in autumn term)</li> </ul>
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**Things to consider:**

- Appointment of governors/trustees and local governors (as and when required)
- Annual General Meeting (AGM) – if stated in the Articles of Association (academies only)
- Appointment of replacement/additional Members (academies only)
- Skills audit