

Governing Body and Committee Year Planner

This planner suggests agenda items for meetings throughout the year of your main governing body and its committees. Some are items which you are legally required to undertake, others are recommendations which may help you in organising your work.

Autumn term

Meeting 1

Legal matters

- Hold elections for chair and vice chair, guided by the clerk, having decided in the summer term the election process and the terms of office.
- Ensure the register of governors' business interests is up to date.
- Review the appointment of governors with responsibility for special educational needs, literacy, numeracy and other responsibilities.
- Appoint governors for the headteacher's performance management (the PM governors), and confirm arrangements for the head's performance management review process with the school's Self Evaluation Partner, (visit 2) to take place before the end of term.
- Review your committee structure, including terms of reference and membership, and your standing orders.
- Confirm any policies needed to meet new legislative requirements and consider statutory policies due for review. Assign the development or review of policies to the head or the relevant committee.

Other recommendations

- Confirm the school's aims or agree a process of review.
- Set dates for the year for meetings of the full governing body.
- Confirm governing body priorities for the year in light of priorities identified in the school development plan.
- Review governor recruitment and training and terms of office.
- Agree and implement an induction programme for new governors.
- Agree governors' visits arrangements for the term or year.
- Review the school's self evaluation form (SEF) and update as necessary.
- Publish the annual summary of accounts on the school website by half term.
- Remember that consultations with school over financial matters for the next financial year take place in October or November.

Meeting 2

Legal matters

- Confirm statutory and non-statutory targets (head/school development group).
- Receive the SEP's Visit 1 report (data and results) from the school's Self Evaluation Partner.

Other recommendations

- Consider the implications of summer's SATs or exam results, including their relevance to statutory and other targets (report from the head and curriculum committee).
- Consider the implications of the RAISEonline report for future planning (report from the head and curriculum committee).
- Receive a report on the current year's finances (report from the head and finance committee).
- Receive the preliminary budget for the next financial year from the head and finance committee.
- Receive a report on the progress of the school development plan from the head and the school development group.
- Receive feedback from the school's Self Evaluation Partner to the full governing body
- Receive a report on the school's self-evaluation procedures from the head and chair.

- ❑ Confirm acceptance of the school's self evaluation form (SEF), if not already done.

Spring term

Legal matters

- ❑ Agree the delegated budget for the forthcoming financial year: return to LA by 15 May.
- ❑ Decide on the purchase of services, on recommendation from the head and the finance committee: this to include LA services, including governor services.
- ❑ Monitor progress of the Head's performance management objectives (PM governors).
- ❑ Receive a report on SEN provision from the Head, SEN co-ordinator and SEN governor.
- ❑ Confirm powers delegated to the head, both financial (including agreeing the limit for virements) and non-financial (such as appointment of staff).
- ❑ Receive the Visit 3 report (annual review) from the school's Self Evaluation Partner.

Other recommendations

- ❑ Receive a report on Standards Fund priorities from the head and CPD co-ordinator.
- ❑ Receive from the head and the finance committee a three-year financial plan.
- ❑ Consider evaluation of the school development plan and recommendations for new or revised priorities (head and school development group).
- ❑ Receive a curriculum update (National Curriculum requirements, etc) from the head and the curriculum committee.
- ❑ Consider recommendations for new year's budget from the head and finance committee.
- ❑ Finalise the programme of governor visits for the remainder of the academic year.
- ❑ Consider the published governor training programme and agree attendance at appropriate courses for governing body members; perhaps consider also the option of applying to host a course at your school.
- ❑ Receive the audit report for the school's unofficial funds (PTA, etc).
- ❑ Ensure that the school's inventory check is up to date.
- ❑ Confirm acceptance of the school's self evaluation form (SEF), if not already done.

Summer term

Legal matters

- ❑ Consider whether to appoint associate members to the governing body and, if so, whom to appoint and for which committees and terms of office.
- ❑ Agree the election process for chair and vice chair and their terms of office, in preparation for next term's formal elections.

Other recommendations

- ❑ Commission a review of policies in order to prepare recommendations for the first meeting of the governing body in autumn.
- ❑ Consider the governing body self review programme (the Body Building file).
- ❑ Receive from the chair and clerk a report on governors' terms of office and any recruitment implications: agree any necessary action.
- ❑ Consider the effectiveness of the current committee structure and produce a summary report with recommendations in preparation for the first meeting in autumn.
- ❑ Consider the governing body's and committees' priorities for the next academic year in light of school development plan priorities.
- ❑ Consider and adopt, or confirm, standing orders – written rules clarifying how your governing body has decided to conduct its business. Produce copies for all governors. (*Model standing orders are available on the governor services website.*)
- ❑ Prepare the annual summary of accounts for publication on the school website next term.
- ❑ Confirm acceptance of the school's self evaluation form (SEF), if not already done.