

## **Planning the Year**

The planner below should help you plan your activities for the coming year. It consists of lists of the main governing body tasks, organised by term, together with blanks for each month for you to use as a diary of governing body business. The lists of tasks are divided into the four categories that cover most governing body activity: financial (including premises), curriculum, communications and personnel.

Governing bodies in England may delegate a great range of their decision-making powers either to committees or to individuals, within certain restraints. Those things that cannot be delegated to an individual, only to a committee, are the alteration or discontinuance of the school, a change of category of school, approval of the first formal budget plan of the financial year, the determination of admission arrangements or the admission of a particular child, school discipline policies and the exclusion of pupils. On the other hand, governing bodies must delegate to panels or committees the hearing of appeals on pupil discipline, staff dismissals or decisions on staff pay and promotion.

Where delegation is to an individual, in practice this will probably mean the headteacher, or to one or two governors, possibly including the headteacher.

The only items that can only be dealt with by the full governing body are those which relate to the constitution of the governing body itself, such as the election or removal of the chair or vice chair, co-option of governors, choice and terms of references of committees, appointment of the clerk, suspension of governors and amending the Instrument of Government. The governing body may also decide whether to have associate members on committees and whether they can attend full governing body meetings.

### **Autumn term**

#### **Full governing body**

##### **First meeting**

Elect chair and vice chair, if their term of office has expired

Appoint clerk

Review the range of committees in place and their terms of reference. Elect members.

Appoint clerks to committees and either elect chairs or agree to delegate this to each committee

Appoint governors to specific responsibilities as required: training and links with LA governor services, child protection, gifted and talented pupils, SEN

Review individual governors' curriculum/faculty/class responsibilities

Update register of pecuniary interests

Note: Ofsted and Fischer Family Trust (if the school subscribes to FFT) dashboards and consider what they say about the school

Discuss operating guidelines for the governing body

Set objectives of the governing body for the year, linked to SD/IP

Issue statement on use of Pupil Premium

Agree a programme of meetings for the year, including committees

##### **Second meeting**

If the school is an admissions authority (foundation and VA schools) draw up admissions policy for the next school year

Initiate review of the School Development/Improvement Plan

#### **Committees**

##### **All Committees**

Elect chair (if not done by full governing body)

Examine School Development/Improvement Plan

## **Finance**

Monitor budget  
Review charging policy  
Appoint governor(s) for Health & Safety

## **Staffing**

Review Performance Management Policy  
Conduct head's appraisal  
Review and determine the head's salary (backdated to 1 September)  
Receive report on teacher appraisal process and ensure that pay panel has made/confirmed pay decisions on all teachers

## **Curriculum and achievement**

Agree pupil targets  
Review National Curriculum test, GCSE and other exam results

## **Children, families and the community**

Receive annual report on safeguarding children  
Review net capacity of the school

## **Spring term**

### **Full governing body**

Finalise School Development/Improvement Plan  
Issue statement on use of PE and Sport Premium (primary schools)  
Publish proposed admissions arrangements for autumn of the next year (schools which are admission authorities)

## **Committees**

### **Finance**

Review whole school pay policy (together with S committee)  
Start work on drafting budget for the coming year  
Review charging and letting policy (together with CFC committee)  
Review insurance

### **Staffing**

Review whole school pay policy (together with F committee)  
Review staff structure

### **Curriculum and achievement**

SEN report  
Report on curriculum developments  
Review effectiveness of Pupil Premium funding

### **Children, families and the community**

Revise prospectus information on the school's website (or in summer term)  
Review charging and letting policy (together with Finance committee)  
Receive and discuss report on the working of the new SEN system

## **Summer term**

### **Full governing body**

Conduct self-review of governing body effectiveness

### **Committees**

#### **Finance**

Agree budget for the new financial year (generally the advice is that the committee draws up the budget and submits it to the full governing body for approval)

Audit school fund

#### **Staffing**

Review Appraisal policy

Review job descriptions

Review staff attendance

Appoint governors to conduct head's performance review in the autumn

#### **Curriculum and achievement**

Review and monitor specified curriculum area

Review progress with the School Development/Improvement Plan

#### **Children, Families and the Community**

Report to parents on the SEN policy (not special schools)

Review child protection policy and procedures

Review attendance of pupils

Review pupil exclusions for the year

Receive report on progress in implementing accessibility plan

#### **Items that that should be done on a regular basis**

Monitor School Development/Improvement Plan (all coms.)

Write new policies/review existing policies. Draw up framework for policy review (all coms.)

Consider support and training for governors (full GB)

Receive reports:

- from the headteacher (termly) (full GB)
- from committees (full GB)
- on governors' visits to the school (full GB)
- on parental complaints (without details) and outcomes (CFC com.)
- on incidents of bullying and racism, and the responses (CFC com.; a report on racist incidents must be received at least annually)
- from the governor/committee with responsibility for SEN (CFC com.)
- from individual governors and staff on their curriculum areas (Curr. com.)
- from the designated teacher for looked-after children (CFC com.)

Review pupil progress and attainment (Curr. com.)

#### **Items that should be included on each agenda**

- Declaration of pecuniary interests
- Receive and consider apologies