**YEARLY PLANNER FOR GOVERNING BODIES/TRUST BOARDS 2020/2021**

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| **Area** | **Task**  | **When** |
| **Strategy** | Review the trust or school’s success at delivering the vision and values over the past year and whether these should be adapted in any way for the forthcoming year.  | **Autumn Term** |
| Evaluate the year’s progress against the 5-year strategy (Trusts) and SDPs (single academies and maintained schools) and TDPs (Trusts).  | **When appropriate** |
| Contribute to, discuss and approve the 5-year strategy (Trusts) and SDPs and TDPs for the next academic year. | **Autumn Term** |
|  | Review risk register and discuss whether any additional risks should be added, whether the current risks require regrading, what has been done in terms of mitigation and what is going to be done in the next period in terms of mitigation.  | **Every Term** |
| Review and approve school term dates and inset days at least two years ahead. | **Spring Term** |
| Recruit school leaders for the forthcoming academic year.  | **When appropriate** |
| Ratify any school leader recruitment decisions.  | **As above** |
| **Additional item:** discuss the school’s strategy for preparing children to come back to school; including transition to new classes, curriculum content catch-up, and staffing plans.  | **Especially Autumn Term** |
| **Governance structures** | Conduct self-review of the Governing Board/Board of Trustees effectiveness | **Autumn Term** |
| Review governor training and development needs and forthcoming training sessions that may be of interest.  | **Autumn Term** |
| Each governor to conduct a self-audit of their skills and the outcomes to be discussed.  | **Autumn Term and new Govs** |
| Review composition of governing body/board of trustees for coming academic year and publish updated details of governance arrangements on the website and on GIAS. | **Autumn Term and when appropriate** |
| Agree calendar of meetings based upon key school reporting dates. | **Summer Term** |
| Prepare and publish annual governance statement. For academies and MATs this goes into the annual accounts in autumn term. For maintained schools it is published on website.  | **Autumn Term** |
| Organise review of governor handbook. Delegate review and update of sections to governors, staff, or clerk.  | **Autumn Term** |
|  | Check whether there are any vacancies arising on the governing body or board and form an action plan for addressing this.  | **Every Term** |
|  | If there are any new governors, plan their induction. |  |
|  | Appoint Clerk [Trust Boards MUST appoint a Clerk] | **When appropriate** |
| **Monitoring** | Review school performance data (including attendance). Discuss any changes to targets, any risks to the targets not being achieved and potential mitigation.  | **Every Term** |
| Review what milestones are due to be reached in the SDP/TDP this term and how progress will be reported.  | **Every Term** |
| Receive monitoring reports on key areas of the SDP/TDP from governors and discuss these. | **Every Term** |
| Review specific monitoring reports or a headteacher’s report, as per your school or trust’s annual governance plan.  | **Every Term** |
| Monitor safeguarding measures in place for vulnerable children, and the progress and measures in place for children with EHCPs and SEND.  | **Every Term** |
| Monitor incidents of bullying, harassment and racial incidents | **Every Term** |
| Monitor pupil numbers including trends | **Every Term** |
| Monitor staff changes and vacancies | **Every Term** |
| Evaluate impact of intervention programmes  | **Every Term** |
| Review delivery of curriculum (Intent, Implementation and Impact) over the past year, any changes to be made for the following year, and what this means in terms of staffing, professional development,  | **Autumn Term** |
| Review safeguarding practices in light of *Keeping Children Safe in Education*  - Governors to acknowledge receipt of document and having read at least Parts 1 and 2 | **Autumn Term** |
| Review impact of Equality Objectives and update equality information (to be published a year after last publication – usually in April | **Spring Term** |
| Review available end of year data (including unvalidated assessments), compare with targets and identify any immediate action when planning for next year | **Summer Term** |
| Rewards standards in light of ASP, FFT and LA data reports as well as internal tracking, with particular focus on accelerating the progress of under-achieving groups and as external validation of school’s tracking data (including IDSR) | **Autumn Term** |
| Appoint governors/trustees to conduct head teacher’s performance review – ensure appropriate training has been completed. Appoint an external adviser for head teacher’s performance management. | **Summer Term** |
| Conduct headteacher’s performance review and report decision to Pay Committee | **Autumn Term** |
| Receive a report on how teaching staff performance reviews are being carried out in this term, how objectives are being set, how the objectives are related to the school’s/trust’s strategic objectives, and how the senior leadership team have assurance that all performance reviews are being conducted to a baseline standard, and any pay recommendations are made fairly across staff.  | **Autumn Term** |
| Receive report on outcome of teaching staff performance reviews including pay recommendations and provision for professional development | **Autumn Term** |
| **Additional item:** understand the school’s approach to awarding levels without any national examinations. Consider the robustness of the approach and ensure that the school’s or trust’s complaints policy is relevant to any complaints in this area.  | **Autumn Term and when appropriate** |
| **Additional item:** review a revised safeguarding policy and discuss how the governing body will monitor the delivery of the procedures within it. Ensure that identification and tracking of vulnerable pupils is included with it, and if virtual lessons or home visits are taking place, ensure that there are procedures for safeguarding during these detailed.  | **Autumn Term and when appropriate** |
|  | **Additional item:** ensure that there is a policy or procedure amendment for health and safety on site considering social distancing measures, cleaning and deep cleaning schedules, and site security.  | **Autumn Term and when appropriate**  |
| **Compliance** | Review and publish SEN Information Report. | **Summer Term** |
| Carry out a check of the school/trust website. Ensure it includes all information required by DfE (applies to maintained schools and academies). Report this to the board/governing body.  | **Every Term and/or when appropriate** |
| Review policies that are up for renewal as per the policy schedule.  | **Every Term and/or when appropriate** |
| Discuss any potential changes to admissions arrangements so that any amendments can be made to admissions policies ready for consultation between October and January.  | **Autumn Term** |
| Discuss and agree estates management strategy. Identify priorities for maintenance and development for the following year. Review potential additional income streams for estates maintenance and agree who will take responsibility for applying for these and approving the applications.  | **Autumn Term** |
| Discuss and agree asset management plan for following year.  | **Autumn Term** |
|  | Approve any residential trips (check your policy on trips and visits for delegation details). | **Spring Term or when appropriate** |
|  | Publish admission policy for entry in September 2022 and admission appeals timetable by 28 February. Send copy to LA by 15 March.  | **Spring Term**  |
|  | Complete Safeguarding Audit [when appropriate) and agree any actions from the outcome | **Spring Term** |
|  | Review of GDPR compliance monitoring and reporting of subject access requests, Freedom of Information requests, security and data breaches | **Every Term** |
| **Finance - maintained** | Prepare and agree staffing structure and annual budget. Return completed budget and best value statement to LA by 1st May.  | **Summer Term** |
| Monitor spending plan and school budget.  | **Every term** |
| Discuss and publish data on Gender Pay Gap (schools with 250 employees or more only) by 31st March | **Spring Term** |
| Complete, approve and submit SFVS by 31 March.  | **Spring Term** |
| Prepare and agree staffing structure and budget. Balanced budget to be submitted to LA by 1st May. | **Spring Term** |
| If school fund year ends 31st March, finalise accounts and send for audit. Audited accounts to be received by 30th June | **Spring Term** |
| Month 9 monitoring reports to LA by 31st January. | **Spring Term** |
| External bank schools year end returns submitted to LA by first week April. | **Spring Term** |
| Carry out benchmarking exercise | **Spring Term** |
| Primary schools only. Review and publish details of amount of sport premium received, what the money was spent on this year, the impact on pupils’ PE and sport participation and attainment the school has seen as a result of this spend, and how the improvements will be sustainable in the future. | **Autumn Term** |
| Secondary schools only. Review and publish details of amount of year 7 catch up funding received, what the money was spent on this year and what impact there has been on the children that the funding was received for as a result of the spend. | Yr7 catch-up funding no longer available |
| **Finance and audit – academies**  | Submit Budget Forecast Return 3 Year  | **Deadline moved to 29.9.20** |
| Monitor implementation of actions arising from internal audit reports. | **Whenever relevant** |
| Review and approve staff pay scales and pay policy.  | **Autumn Term** |
| Submit audited accounts to ESFA by 31 December | **Autumn Term** |
| Submit audited financial statements for previous year to Companies House by 31st May.  | **Summer Term** |
| Receive management accounts. Monitor cash flow, spend, and budget.  | **On a monthly basis** |
| Primary schools only. Publish details of amount of sport premium received, what the money was spent on this year, the impact on pupils’ PE and sport participation and attainment the school has seen as a result of this spend, and how the improvements will be sustainable in the future. | **Autumn Term** |
| Secondary schools only. Publish details of amount of year 7 catch up funding received, what the money was spent on this year and what impact there has been on the children that the funding was received for as a result of the spend. | Yr7 catch-up funding no longer available |
|  | Discuss and publish data on Gender Pay Gap (schools with 250 employees or more only) by 31st March. | **Spring Term** |
|  | Publish financial statements on the website by 31 January. | **Spring Term** |
|  | Submit audited accounts return by 20 January. | **Spring Term** |
|  | Review insurance arrangements. | **Spring Term** |
|  | Discuss outcome of Condition Improvement Fund (CIF) bid. | **Spring Term** |
|  | Agree internal audit programme for the year  | **Spring Term or when relevant** |
|  | Appoint external auditors and agree audit dates for Autumn term – External auditors to be approved by Members | **Spring Term** |
|  | Check whether any letters to the accounting officer have been released by the ESFA and discuss the contents at the next available board meeting. | **Whenever appropriate** |
|  | Agree and approve budget for the new school year including 3 year forecast. | **Summer Term** |
|  | Submit Budget Forecast Return: Outturn (BFRO) by end of May. | **Summer Term** |
|  | Submit the Budget Forecast Return (BFR) by end of July. | **Summer Term** |