

Annual Schedule of Governing Board Business 2017-2018

What is the Annual Schedule?

The main focus of the work of the Governing body must be to secure school improvement. Governors must create robust accountability for executive leaders and be well equipped to ask the right questions. Governors need to have a clear understanding of the strengths and weaknesses of the school, they need to be influential in determining priorities for school improvement and have a clear role in monitoring progress and evaluating impact. The schedule is intended to give an overview of governing board responsibilities and help plan the year's work. Some activities need to be completed by a specific date and suggestions have been made. **Items in bold font are a statutory requirement.**

** Maintained Schools: Governing bodies of maintained schools may delegate most of their decision-making powers either to committees or individuals. **With the exception of the restrictions listed on the final page**, the governing board can assign any task to any committee or individual.*

** Academies: Governors of academies should refer to their Articles of Association and Schemes of Delegation when deciding which of the items listed in this schedule relate to their work; items specific to academies are included and have been identified.*

How should we use the Annual Schedule?

Ensure that all statutory requirements are included as agenda items. Use the schedule to help plan both agendas and work tasks each term, focusing on school improvement. Consider using the template to tailor the schedule, for example: add details of Governor monitoring visits each term, linking these to the School Development Plan. Ensure all sections are covered, even if your committees are structured differently to the categories mentioned.

Helpful links:

The DfE produce three helpful Guidance documents that apply to all schools – included in them are useful links to further information. They are:

- Governance Handbook
- A Competency Framework for Governance
- Clerking Competency Framework

For the latest editions, click on the link below:

<https://www.gov.uk/government/publications/governance-handbook>

There are many documents useful to Governing bodies on the DfE website: <https://www.gov.uk/education/school-governance>

You may find it useful to use this schedule in conjunction with our Toolkit, *Managing the Work of the Governing Body* which can be downloaded from the OCC Governor Services Website <http://schools.oxfordshire.gov.uk/cms/node/374>

Autumn Term

	Item	Supporting Information
<p>Full Governing Board: Organisational efficiency and fitness for purpose</p>	<ul style="list-style-type: none"> • Elect Chair and Vice Chair (if their term of office has ended). Agree the length of their term of office. • Review the range of committees in place. Agree their Terms of Reference • Appoint Committee Members • Appoint Chairs of Committees or delegate that task to each Committee • Agree if any tasks will be delegated to individuals • Publish list of governing board members, associate members and responsibilities on the school website for 2017-2018 • Publish the governors' attendance for previous years on the website, including that of those who have left in the last 12 months • Ensure all required information is published on the school website • Ensure details held about people involved in governance are provided to the Secretary of State via Edubase. • Update and publish register of pecuniary interests • Agree schedule for update of statutory policies • Confirm Whistle-blowing procedures are in place and consider appointing a Whistle-blowing Governor • Ensure all governors have completed a DBS check • Agree clerking arrangements for FGB and committees • Appoint Link Governors to specific roles as required: Child protection; Health & Safety; SEND; Pupil Premium; training. • Appoint Governors to monitoring roles – link to the School Development Plan • Map out monitoring visits for Governors • Note the Governors' Code of Conduct • Review DfE Publications to ensure all Governors and Clerks aware of current Guidance • Review Skills Audit to ensure Governing Board has correct skills mix for year ahead 	<p>Constitution; register of interests; removal of governors. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459032/The_Constitution_of_Governing_Bodies_of_Maintained_Schools_Stat_Guidance....pdf</p> <p>Roles and responsibilities: https://www.gov.uk/government/publications/school-governance-regulations-2013</p> <p>Statutory school policies: https://www.gov.uk/government/publications/statutory-policies-for-schools</p> <p>Website requirements: https://www.gov.uk/guidance/what-maintained-schools-must-publish-online https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online</p> <p>DfE Publications: https://www.gov.uk/government/publications/governance-handbook https://www.gov.uk/disclosure-barring-service-check/overview</p>

<p>Full Governing Board: School Improvement</p>	<ul style="list-style-type: none"> • Approve statement on use of Pupil Premium • If the school is an admissions authority (academies, foundation and VA schools) draw up the admissions policy for the next year • Receive and scrutinise the head teacher’s report • Update the SEF (Self-evaluation form) • Review the School Development Plan • Set governing board objectives for the year – linked to the SDP • Consider creating a Governance action plan • Consider making links with other Governing bodies to offer peer review • Review Ofsted, Fischer Family Trust data (if the school subscribes to FFT) and Analyse School Performance Data sources - consider implications for the school • Complete the annual safeguarding report and submit to the LA (including the anti-bullying appendix) 	<p>http://schools.oxfordshire.gov.uk/cms/content/safeguarding</p>
<p>Resources Committee (Finance, Staffing, Premises)</p>	<ul style="list-style-type: none"> • Conduct head teacher’s appraisal (Performance Management Governors) (advisable for an academy) Consider timing this early in the academic year to ensure that Headteacher objectives can be linked into the performance management cycle of other staff. • Review and determine head teacher’s salary (backdated to 1st September) (advisable for an academy) • Receive report on teacher appraisal process and ensure that pay panel has made/confirmed pay decisions on all teachers • Monitor budget • Appoint governor for Health & Safety and plan in visits • Complete asset management plan 	<p>https://www.gov.uk/education/school-and-academy-financial-management-and-assurance</p> <p>https://www.gov.uk/government/publications/academies-financial-handbook</p> <p>https://www.gov.uk/guidance/schools-financial-efficiency-top-10-planning-checks-for-governors</p>
<p>Curriculum & Achievement Committee</p>	<ul style="list-style-type: none"> • Plot monitoring visits for governors: consider school’s own monitoring timetable • Review pupil progress and attainment, including for groups and non-groups • Review National Curriculum test, GCSE and other exam results • Review quality of teaching through using HT report, making visits and by accessing external reports 	<p>https://www.gov.uk/government/publications/school-performance-tables-how-to-interpret-the-data/school-performance-tables-how-to-interpret-the-data</p> <p>https://www.gov.uk/government/publications/primary-school-accountability</p> <p>https://www.gov.uk/government/publications/progress-8-school-performance-measure</p> <p>https://www.gov.uk/topic/schools-colleges-childrens-services/exams-testing-assessment/latest</p>

Pupils, families and community Committee	<ul style="list-style-type: none"> • Receive School Safeguarding audit form. Note required actions and monitor • Monitor safeguarding in school by visiting in school day: talk to staff and children / monitor policies in practice • Review net capacity of the school • Plan for collecting staff, family and pupils' voices and opinions throughout the year 	http://schools.oxfordshire.gov.uk/cms/content/safeguarding https://www.gov.uk/government/publications/school-census-2017-to-2018-guide-for-schools-and-las
<p>Notes for Autumn:</p> <p>September: Start of new financial year for academies</p> <p>30 September – Head teachers who wish to leave at the end of the autumn term must have handed in their resignation by this date.</p> <p>31 October - Deputy head teachers who wish to leave at the end of the autumn term must have handed in their resignation by this date.</p> <p>October: Admissions applications to secondary schools close – check dates with Admissions Authority</p> <p>End of Autumn term – statutory requirement to submit safeguarding report to LA (reporting on previous year)</p>		

Spring Term

	Item	Supporting information
Full Governing Board	<ul style="list-style-type: none"> • Issue statement on use of PE and Sport Premium (primary schools) • Publish Proposed admissions arrangements for subsequent academic years (schools that are admissions authorities) in good time to ensure transparent process • Receive and scrutinise the head teacher's report • Review progress with School Development Plan 	
Resources Committee (Finance, Staffing, Premises)	<ul style="list-style-type: none"> • Revise Staff Pay Policy • Review Charging and Letting Policy • Start work on drafting budget for the coming year (maintained schools) • Review insurance arrangements • Review staff structure • Monitor budget 	http://schools.oxfordshire.gov.uk/cms/content/schools-hr https://www.gov.uk/education/teacher-pay-pensions-and-conditions
Curriculum & Achievement Committee	<ul style="list-style-type: none"> • Review pupil progress and attainment, including for groups and non-groups • Receive and discuss report on curriculum developments, especially in relation to teaching the national curriculum • Review quality of teaching through using HT report, making visits and by accessing external reports • Review and monitor specified curriculum areas based on Governor reports 	

	<ul style="list-style-type: none"> • Review effectiveness of Pupil Premium funding • Review impact of sports premium funding 	
Pupils, Families and Community Committee	<ul style="list-style-type: none"> • Revise prospectus information on the school's website if a prospectus is published • Receive and discuss SEND information report • Monitor any actions from safe-guarding audit • Monitor safeguarding in school by visiting in school day: talk to staff and children and monitor policies in practice 	
<p>Notes for Spring:</p> <p>January: Admissions applications to primary schools close – check dates with Admissions Authority 31 January - Head teachers who wish to leave at the end of the spring term must have handed in their resignation by this date.</p> <p>February: LAs (local authorities) confirm budgets for maintained schools. EFA confirms academies' budgets – confirm dates with EFA 28 February - Deputy head teachers who wish to leave at the end of the spring term must have handed in their resignation by this date.</p> <p>March: National offer day for secondary school places - check dates with Admissions Authority Schools Financial Value Standard (maintained schools) to be submitted to LA by end of the month.</p>		

Summer Term

	Item	Supporting information
Full Governing Board	<ul style="list-style-type: none"> • Agree budget for new financial year (maintained schools) • Receive and scrutinise the head teacher's report • Agree a programme of meetings for the next academic year, including committee meetings • Conduct self-review of governing board effectiveness – consider an external review • Evaluate current Governance action plan, particularly impact • Review the governing board succession plan and governing board training needs – Refer to Oxfordshire CPD Online for Governor Training • Review progress of the School Development Plan • Appoint governors to conduct head's appraisal in the autumn; ensure they are or will be trained; appoint External Adviser • Approve the SEND Information Report 	<p>Governance Competency framework: https://www.gov.uk/government/publications/governance-handbook</p> <p>Twenty questions every governing board should ask itself (NGA): http://www.nga.org.uk/Guidance/Workings-Of-The-Governing-Body/Governance-Tools/Twenty-Questions.aspx</p> <p>NGA skills audit: http://www.nga.org.uk/Guidance/Workings-Of-The-Governing-Body/Governance-Tools/Skills-Audit.aspx</p>
Resources Committee (Finance, Staffing, Premises)	<ul style="list-style-type: none"> • Draft budget for new school year (academies) • Monitor budget • Audit voluntary funds / school private funds (SFVS question 24) • Agree purchase of external services • Review Appraisal Policy • Receive Head teacher's report on performance management • Review staff job descriptions • Review staff attendance • Review pay policy ASAP after publication of pay and conditions document in time to inform pay decisions in the autumn term. 	<p>Oxfordshire CPD Online for Governor Training: https://www.oxfordshireschoolscpd.org.uk/courses/bookings/default.asp?ccid=5&ds=1</p> <p>https://www.gov.uk/government/publications/school-teachers-pay-and-conditions</p>
Curriculum & Achievement Committee	<ul style="list-style-type: none"> • Review pupil progress and attainment • Review and monitor specified curriculum areas based on Governor reports • Review quality of teaching through using HT report, making visits and by accessing external reports • Review progress with the School Development Plan • Review effectiveness of Pupil Premium funding 	<p>https://www.gov.uk/guidance/key-stage-1-and-key-stage-2-test-dates</p> <p>https://www.gov.uk/topic/schools-colleges-childrens-services/exams-testing-assessment/latest</p>

<p>Pupils, families and community Committee</p>	<ul style="list-style-type: none"> • Report to parents on the SEND policy (not special schools) • Review child protection policy and procedures • Review behaviour principles written statement/behaviour policy • Review attendance of pupils • Review pupil exclusions for the year • Receive report on progress in implementing the accessibility plan • Receive the annual report from the Designated teacher for looked-after children (LAC) 	<p>https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance-for-governing-bodies</p>
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<p>Notes for Summer:</p> <p>April: Updated information on meeting an objective under the Equalities Act to be published National offer day for places at primary schools - check dates with Admissions Authority Head teachers who wish to leave at the end of the summer term 2017 must have handed in their resignation by 30th April</p> <p>May: 31st is the last date for announcing any proposed redundancies to take place from September. SATs testing</p> <p>May and June: GCSE and A Level exams July: SATs results reported to schools August: GCSE and A Level results published</p>
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<p>Items that should be discussed on a regular basis</p>		
	<p>Receive reports:</p> <ul style="list-style-type: none"> • From external advisors / school improvement partners / system leaders • From committees • From governors who have visited school in order to monitor and report on their areas of particular responsibility / aspects of the SDP • From Special Educational Needs and Disability Co-ordinator (SEN) • From Designated teacher for looked-after children (LAC) • From the Designated Safeguarding Lead About parental complaints and outcomes (without details of individuals) • About bullying and racist incidents and the school's response • Policy review on a rolling programme 	<p>https://www.oxfordshire.gov.uk/cms/content/governors-virtual-school</p>

Delegation		
Items that MUST be dealt with by the Full Governing Board	<ul style="list-style-type: none"> • Reconstitution of the governing board • Election of the chair and vice chair • Removal of the chair or vice chair • Co-option of governors • Appointment of associate members • Choice and terms of reference for committees • Length of terms of office (within prescribed limits) • Appointment of the clerk • Appointment of the head teacher or deputy head teacher 	
Items that CANNOT be delegated an individual	<ul style="list-style-type: none"> • Alteration of discontinuance of the school • A change to the category of the school • Approval of the first formal budget plan of the financial year • The determination of admission arrangements or the admission of a particular child • The decision to appoint a new head teacher or deputy head teacher (although the appointment process must be delegated) • The suspension of a governor 	
Items that MUST be delegated to panels	<ul style="list-style-type: none"> • Pupil Discipline Appeals • Staff Dismissal Appeals • Decisions on staff pay and promotion • Admissions Appeals • Complaints Panels 	