

	AUTUMN TERM	SPRING TERM	SUMMER TERM
GOVERNING BODY	Mandatory	Mandatory	Mandatory
	Election of Chair and Vice Chair	Admission Arrangements - Determine (where school is its own admission authority) - • VA and foundation schools: ensure admissions arrangements are published on the school website.	Safeguarding Training - To check all new govs have received and plans for 'regular' board update
	Register of Governors' Interests	Publish local authority admissions arrangements on the school website	School Meal standards
	Review committees, panels & delegation of responsibility & membership & Terms of Reference - all committees	Equality information and data to publish - Review	
	Website Compliance (published documents and accessibility)	SFVS - to adopt and Chair of Governors to sign and submit to LA by 31st March	
	Headteacher performance appraisal	Set term dates (NOT Community Schools)	
	Agree Pupil premium report (for publication on website)	Make arrangements for the approval of next years budget	
	Receive report on statutory gender pay gap information ahead of publication (where required)		
	POLICIES - Review and adopt the following documents annually (see Statutory Policies tab)		
	Child Protection Policy		
	Pay Policy - Will be update from HR		
	Appraisal Policy		
	SEN Information Report		
	Financial Scheme of Delegation		
	Consider Admission Arrangements (where school is admissions authority)		
	Attendance policy		
	Behaviour Policy		
	Complaints Policy		
	The Worker Protection (Amendment of Equality Act 2010) Act 2023 is due to come into force on 26 October 2024. Guidance to follow		
	Good Practice	Good Practice	Good Practice
	Governing body membership & vacancies	Headteacher's Report (with update on Safeguarding)	Headteacher's Report (with update on Safeguarding)
	Review Instrument of Government and GB membership.	Receive Senior Advisor visit reports	End of Financial year report
	Committee meeting minutes and report back on delegated functions	Review of staff training	Receive Senior Advisor visit reports
	Review meeting attendance for previous year	Review parent, staff & pupil survey results	• Agree strategy for 2024-2025– incl. vision and strategic goals.
	Agree Link Governors roles and visit schedule.Link Governor Visit Reports	External Funding Opportunities	Set meeting dates for next academic year
	Annual Governance Statement	Online Safety audit report	Make arrangements for Headteacher's performance management
	Adopt Code of Conduct	Southwark Stands Together	Self review of Governing Body
	Review and adopt annual work planner		Review of Sports premium funding (must be published on website by end of summer term)
	Headteacher's Report (with update on Safeguarding)		Annual GDPR Report/Cyber security report/Data Protection Officer report (Annually and if not already covered)
	Review assessment and progress data		External Funding Opportunities
	Receive Senior Advisor visit reports		Safeguarding Audit
	Adopt updated School Improvement Plan		Southwark Stands Together - Workforce diversity monitoring
Review and agree SDP Priorities			
Review Website compliance			
Report on GDPR Compliance			
Review and update the school's risk register.			
Southwark Stands Together			
External funding opportunities			
Review vision and ethos of school			
EDI SURVEY- complete survey and publish info.			
Undertake a skills audit and agree board development priorities			

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Ongoing tasks/Items	Ongoing tasks/Items	Ongoing tasks/Items
review and approve policies in accordance with your policy review cycle		
receive headteacher reports of progress against strategic priorities and the development plan		
receive budget monitoring reports		
review and update the school's risk register		
conduct governance visits in accordance with the agreed schedule and report back to full board		
*approve and retain governing board meeting minutes (and make available)		
ensure Get Information About Schools (GIAS) and the school website are updated with governing board membership		
organise induction for new governors		
ensure *DBS checks (and any other required checks) are carried out for new governors		
monitor and maintain governor training and development		
monitor pupil and staff wellbeing		
monitor provision for pupils with special educational needs and disabilities (SEND)		

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Resources	Mandatory	Mandatory	Mandatory
	Election of committee Chair	SFVS - to consider	Review end of year budget
	Pay - review staff salaries		Review three-year budget forecast.
			Approve the budget for the next financial year
			Ensure that the consistent financial reporting (CFR) framework is completed and submitted *
	Good Practice	Good Practice	Good Practice
	Review committee Terms of Reference	Finance update	Pupil Premium and Sports Premium Expenditure
	Agree Committee Annual Work Plan.	Budget monitoring -• Review progress against budget.	Staffing update
	Finance update	Pupil Premium and Sports Premium Expenditure	Review Staffing Structure
	Budget monitoring -• Review progress against budget.	Review value for money and benchmarking data	Pay update
	Staffing update - • Review Staffing Structure	Staffing update	Review arrangements to support Early Career Teachers
	Premises update	Review staff attendance	Premises update
	Health and Safety review/audit	Premises update	Review School Improvement /Development Plan progress
	Fire Risk	Review School Improvement /Development Plan progress	Sign off School Journey accounts.
	Scheme of Financial Delegation	Feedback from Headteacher's Performance Management Review	
Review School Improvement /Development Plan progress			
Review Staff Performance Management outcomes			
Review HT & senior leaders' pay.			
CURRICULUM & STANDARDS	Mandatory	Mandatory	Mandatory
	Election of committee Chair		Pupil Premium
	Review and approve special educational needs information report ahead of publication (for full GB approval)		Agree sports premium report.
			Behaviour Policy - Should now be reviewed annually
	Good Practice	Good Practice	Good Practice
	Review committee Terms of Reference	Safeguarding incl review on filtering and monitoring as part of online safety audit	Safeguarding
	Agree Committee Annual Work Plan.	Review Pupil Progress	Review Pupil Progress
	Review Pupil Progress	Review Quality of Teaching	Review Quality of Teaching
	Review Quality of Teaching	Review School Improvement /Development Plan progress	Review School Improvement /Development Plan progress
	Review School Improvement Plan progress	Review pupil attendance, behaviour and exclusions	Review EYFS (Primary settings only)
	Review pupil attendance, behaviour and exclusions	Monitor/evaluate Behaviour Policy	Review Published information - schools
	Safeguarding	Review Curriculum Offer.	Extended school offer
	Evaluate pupil outcomes using relevant performance data from the previous academic year	Pupil Voice	Promoting community cohesion
		Pupil Wellbeing	Annual review of pupil exclusions data
	Review and agree pupil premium report/strategy statement (publish by Dec 31 st)	Review Destination of School Leavers	Annual review of pupil attendance data
Evaluate links with relevant external stakeholders i.e., diocese, community groups.	Review careers education (Secondary settings)	Review behaviour incidence	
Review any stakeholder survey feedback	Parental Engagement & Communication	review overview of stakeholder feedback (such as pupil voice, staff survey results and parent feedback)	
succession planning: engage in team building and conversations that support effective and continuing governance	Receive report on community engagement.		