

	AUTUMN TERM		SPRING TERM		SUMMER TERM	
	Mandatory		Mandatory		Mandatory	
GOVERNING BODY	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		PE and School Sport Partnerships Network/Transition fund	
	Review committees, panels & delegation of responsibility & membership & Terms of Reference - all committees		Equality information and objectives statement			
	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)		School Meal Standards			
	Review Website compliance		PE and School Sport Partnerships Network/Transition fund			
	Health and Safety Policy Statement					
	Inclusion Measure Fund (IMF)/Inclusion Strategy					
	POLICIES - Review and adopt the following documents annually (see Statutory Policies tab)					
	Safeguarding Policy					
	Pay Policy -from HR					
	Appraisal Policy					
	SEND policy <u>and</u> SEN Information Report					
	Financial Scheme of Delegation					
	Admissions Policy (Foundation and Voluntary Aided Schools only)					
	Attendance policy					
	Behaviour Policy					
	Mobile Phone Policy					
	Complaints Policy					
	Allergy Safety Policy/Procedures					
	School Uniform					
	PE and School Sport Partnerships Network/Transition fund					
	Good Practice		Good Practice		Good Practice	
	Review vision and ethos of school		Headteacher's Report (with update on Safeguarding)		Headteacher's Report (with update on Safeguarding)	
	Governing body membership & vacancies		Receive Senior Advisor visit reports		End of Financial year report	
	Review Instrument of Government and GB membership.		Review of staff training		Receive Senior Advisor visit reports	
	Committee meeting minutes and report back on delegated functions		Review parent, staff & pupil survey results		• Agree strategy for 2024-2025– incl. vision and strategic goals.	
	Review meeting attendance for previous year		External Funding Opportunities		Set meeting dates for next academic year	
	Agree Link Governors roles and visit schedule.Link Governor Visit Reports		Online Safety audit report		Make arrangements for Headteacher's performance management	
	Annual Governance Statement		Southwark Stands Together		Self review of Governing Body	
	Adopt Code of Conduct					
	Review and adopt annual work planner					
	Undertake a skills audit and agree board development priorities				Annual GDPR Report/Cyber security report/Data Protection Officer report (Annually and if not already covered)	
	Headteacher's Report (with update on Safeguarding)				External Funding Opportunities	
	Review assessment and progress data				Safeguarding Audit	
	Receive Senior Advisor visit reports				Southwark Stands Together - Workforce diversity monitoring	
	Adopt updated School Improvement Plan				Review and agree any staffing structure changes.	
	Review and agree SDP Priorities					
	Climate Change action plan - review					
	Report on GDPR Compliance					
	Cyber security update and assurance of 'cyber-attack contingency plan'					
	Review and update the school's risk register.					
	Southwark Stands Together					
	EDI SURVEY- complete survey and publish info.					

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GOVERNIN	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	School Meal Standards	Review three-year budget forecast.
	Inclusion Measure Fund (IMF)/Inclusion Strategy	Pupil Premium and PE and School Sport Partnerships Network/Transition fund	Approve the budget for the next financial year
	PE and School Sport Partnerships Network/Transition fund		Ensure that the consistent financial reporting (CFR) framework is completed and submitted *
			Pupil Premium and PE and School Sport Partnerships Network/Transition fund
	Good Practice	Good Practice	Good Practice
	Review committee Terms of Reference	Finance update	
	Agree Committee Annual Work Plan.	Budget monitoring -• Review progress against budget.	Staffing update
	Finance update		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.
	Review financial procedures and documentation- approval of Scheme of Financial Delegation	Staff wellbeing	
	Review School Improvement /Development Plan progress	Impact of the school's professional learning programme	
	Review Staff Performance Management outcomes		
	Review HT & senior leaders' pay.		

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CURRICULUM & STANDARDS	Mandatory	Mandatory	Mandatory
	Election of committee Chair	monitor provision for pupils with special educational needs and disabilities (SEND)	Pupil Premium
	monitor provision for pupils with special educational needs and disabilities (SEND)		monitor provision for pupils with special educational needs and disabilities (SEND)
	Review and approve special educational needs information report ahead of publication (for full GB approval)		PE and School Sport Partnerships Network/Transition fund Behaviour Policy - Should now be reviewed annually
	Inclusion Strategy		
	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
	Review and agree pupil premium report/strategy statement (publish by Dec 31 st)	Pupil Wellbeing	Annual review of pupil exclusions data
	Evaluate links with relevant external stakeholders i.e., diocese, community groups.	Review Destination of School Leavers	Annual review of pupil attendance data
	Review any stakeholder survey feedback	Review careers education (Secondary settings)	Review behaviour incidence
	succession planning: engage in team building and conversations that support effective and continuing governance	Parental Engagement & Communication	review overview of stakeholder feedback (such as pupil voice, staff survey results and parent feedback)
		Receive report on community engagement.	