

## **Kings Langley School Governing Board Annual Planner**

Please note whilst this workflow is planned some points may move to the nature of when information is released externally such as performance tables or pay scales.

Autumn Term		
Full Board	Item	Supporting information
Board Business	Elect Chair and Vice Chair (if their term of office has ended). Agree the length of their term of office.	https://www.gov.uk/government/uploads/ system/uploads/attachment_data/file/459 032/The Constitution of Governing Bodi es of Maintained Schools Stat Guidancepdf
	<ul> <li>Review the range of committees in place. Agree their Terms of Reference</li> <li>Appoint Committee Members</li> </ul>	https://www.gov.uk/government/publicati ons/school-governance-regulations-2013
	Appoint Chairs of Committees or delegate that task to each Committee	https://www.gov.uk/government/publicati ons/statutory-policies-for-schools  https://get-information-
	Agree if any tasks will be delegated to individuals, working parties	Schools.service.gov.uk/schools.service.gov.uk/
	Publish list of governing board members, associate members and	https://www.gov.uk/guidance/whathttps://www.gov.uk/guidance/what-maintained-schools-must-publish-onlinemaintained-schools-must-publish-
	<ul> <li>responsibilities on the school website</li> <li>Publish the governors' attendance record at governing board and committee meetings over the last academic</li> </ul>	<u>online</u>
	year, including that of those who have left in the last 12 months	https://www.gov.uk/guidance/whathttps://www.gov.uk/guidance/what- academies-free-schools-and-colleges-should-publish-
	Ensure all required information is published on the school website	onlineacademies-free-schools-and-collegeshttps://www.gov.uk/guidance/what-academies-free-schools-
	Ensure details held about people involved in governance are provided to the Secretary of State via GIAS.	and-colleges-should-publish-onlineshould-publish-online  https://www.gov.uk/government/publicati ons/governance-handbook
	Update and publish register of pecuniary interests     Agree schedule for update of statutory policies	https://www.gov.uk/disclosure-barringhttps://www.gov.uk/disclosure-barring-
	<ul> <li>Confirm Whistle-blowing procedures are in place</li> <li>Ensure all governors have completed a DBS check and section 128 check</li> </ul>	Service-check/overviewservice-check/overview  https://www.nga.org.uk/Guidance/Legislati on.policies-and-
	Agree clerking arrangements for FGB and committees	procedures/Compliance.aspx

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		Militage posted MVM
	Appoint Link Governors to specific roles as required: Child	http://schools.oxfordshire.gov.uk/cms/cont ent/news
	protection; Health & Safety; SEND; Pupil Premium; training.	
	Appoint Governors to monitoring roles – link to the School	
	Development Plan	
	Discuss/arrange programme of monitoring visits for Governors	
	Discuss Governance Code of Conduct (with Minimum	
	Commitment) and ensure all are aware of implications. Sign.	
	Review new DfE Publications to ensure all Governors and	
	Clerks aware of current guidance	
	Review subscription to Governor Services / other support –	
	ensure all GB board members, HT and Clerk are aware of	
	training / online training / toolkit / Governor Hub/ helpdesk	
	available. Agree and book governance training.	
	Ensure Governing Board is GDPR compliant. Put monitoring	
	in place to ensure GDPR compliance of school.	
Full Board	Approve strategy statement on use of Pupil Premium	https://www.gov.uk/guidance/pupilhttps://www.gov.uk/guidance/pupil-
Other	additional funding and publish on website	premium-information-for-schools-and-alternative-provision-
	Complete evaluation of spend on Pupil Premium pupils in	SettingSpremium-information-for-schools-
	previous academic year and publish on website	andhttps://www.gov.uk/guidance/pupil-premium-information-for-
	Receive annual report from the Designated teacher for	schools-and-alternative-provision-settingsalternative-provision-settings
	looked-after children (LAC)	*
	Agree content and format of HT report (scrutinise termly)	https://www.gov.uk/government/publicati ons/the-service-pupil-
	Review Ofsted (Inspection Data Report Summary), Fischer	premium/servicehttps://www.gov.uk/government/publications/the-
	Family Trust data (if the school subscribes to FFT) and Analyse	service-pupil-premium/service-pupil-premium-what-you-need-to-
	School Performance Data sources - consider implications for	knowpupil-premium-what-you-need-to-know
	the school	
	Update the SEF (Self-evaluation form)	https://educationendowmentfoundation.or g.uk/public/files/Publications/Pupil_Premiu m_Guidance_iPDF.pdf
	Review the School Development Plan (SDP) and allocate link     The formal state of the second state o	m Guidance iPDF.pdi
	roles for monitoring	https://www.gov.uk/government/publicati ons/understanding-your-data-a-guide-
	Ensure that current year actions from the school's strategic      Planning are reflected in the SDD.	forhttps://www.gov.uk/government/publications/understanding-
	planning are reflected in the SDP.	your-data-a-guide-for-school-governors-and-academy-
	Consider how the board's work will be evaluated at the end of the year.	trustees?utm_source=3a3a9690-17df-4715-b432-
	the year  Complete and review the annual safeguarding report and	95ff3f8336c8&utm_medium=email&utm_campaign=govuk-
	submit to the LA	notifications&utm content=immediateschool-governors-and-
	Submit to the EA	academyhttps://www.gov.uk/government/publications/understanding-
		your-data-a-guide-for-school-governors-and-academy-

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		Ordelay pound for the
	Ensure governors have read the latest version of Keeping	trustees?utm_source=3a3a9690-17df-4715-b432-
	Children Safe in Education (this is updated annually on	95ff3f8336c8&utm_medium=email&utm_campaign=govuk-
	September 2nd)	notifications&utm_content=immediatetrustees?utm_source=3a3a9690-17df-
	Receive School Safeguarding audit form. Note required actions	<u>4715-b432-</u>
	and monitor OR end of Summer Term	95ff3f8336c8&utm_medium=email&utm_c ampaign=govuk- notifications&utm_content=immediate
	Monitor safeguarding in school by visiting in school day: talk to	notifications&utifi_content=infinediate
	staff and children / monitor policies in practice OR end of	https://www.gov.uk/government/publicati ons/keeping-children-safe-in-education2
	Summer term	
	Decide panel membership – Exclusions, HR, HT PM,	https://www.gov.uk/government/publications/keeping-children-safe-in-education2
	Admissions.	https://www.gov.uk/government/publicati ons/school-census-2018-to-2019-guide-
		forhttps://www.gov.uk/government/publications/school-census-
		2018-to-2019-guide-for-schools-and-lasschools-and-las
Resources	Conduct Headteacher's appraisal (Performance	https://www.gov.uk/education/school-
(Staffing,	Management Governors)	andhttps://www.gov.uk/education/school-and-academy-financial-
Finance &	Consider timing this early in the academic year to ensure that	management-and-assuranceacademy-financial-management-
Premises)	Headteacher objectives can be linked into the performance	andhttps://www.gov.uk/education/school-and-academy-financial-
,	management cycle of other staff.	management-and-assuranceassurance
	Review and determine Headteacher's salary (backdated to	
	1 <sup>st</sup> September)	https://www.gov.uk/government/publicati ons/academies-financial-handbook https://www.gov.uk/guidance/schools-
	Receive report on teacher appraisal process and ensure	financial-efficiency-top-10-planning-checks-for-governors/inancial-
	that pay panel has made/confirmed pay decisions on all	
	teachers	efficiency-top-10-planning-checkshttps://www.gov.uk/guidance/schools-
	Monitor budget	financial-efficiency-top-10-planning-checks-for-governorsfor-governors
	Complete asset management plan and costings.	governors
		https://www.gov.uk/government/publicati ons/national-standards-of-excellence-
		forhttps://www.gov.uk/government/publications/national-standards-
		of-excellence-for-headteachersheadteachers
Curriculum &	Plot monitoring visits for governors: consider school's own	https://www.gov.uk/government/publicati ons/school-performance-tables-how-
Achievement	monitoring timetable	tohttps://www.gov.uk/government/publications/school-
	Review pupil progress and attainment	performance-tables-how-to-interpret-the-data/school-performance-
	Review National Curriculum test, GCSE and other exam	tables-how-to-interpret-the-datainterpret-the-data/school-
	results	performancehttps://www.gov.uk/government/publications/school-
	Review quality of teaching through using HT report, making	performance-tables-how-to-interpret-the-data/school-performance-
	visits and by accessing external reports	tables-how-to-interpret-the-datatables-how-to-interpret-the-data
	Ensure relevant up to date information is on the website.	https://www.gov.uk/government/publicati ons/primary-school-accountability
	Review Curriculum for Intent, Implementation and Impact.	Integration accountability
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https://www.gov.uk/government/publications/progress-8-school-performance-measuremeasure

https://www.gov.uk/topic/schools-tolleges-childrens-services/exams-testing-assessment/latestcolleges-childrens-services/exams-testing-topic/schools-colleges-childrens-services/exams-testing-assessment/latestass

## **Notes for Autumn**

September: Start of new financial year for academies

30th September – Headteachers who wish to leave at the end of the autumn term must have handed in their resignation by this date.

31st October – Deputy Headteachers who wish to leave at the end of the autumn term must have handed in their resignation by this date.

**October:** Admissions applications to secondary schools close – check dates with Admissions Authority End of Autumn term – statutory requirement to submit safeguarding report to LA (reporting on previous year)

Spring Term		
Full Board	Item	Supporting Information
	<ul> <li>Publish proposed admissions arrangements for subsequent academic years in good time to ensure transparent process</li> <li>Receive and scrutinise the Head teacher's report</li> <li>Review progress with School Development Plan</li> <li>Revise prospectus information on the school's website if a prospectus is published</li> <li>Monitor any actions from safe-guarding audit</li> <li>Monitor safeguarding in school by visiting in school day: talk to staff and children and monitor policies in practice</li> </ul>	https://www.gov.uk/guidance/pe-and-sporthttps://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schoolspremium-for-primary-schools
Resources (Staffing, Finance, Premises)	<ul> <li>Review Staff Pay Policy</li> <li>Review Charging and Letting Policy</li> <li>Review insurance arrangements</li> <li>Review staff structure</li> <li>Monitor budget (Please note best practise of at least 6 monitoring sessions per year)</li> </ul>	http://schools.oxfordshire.gov.uk/cms/content /schools-hr  https://www.gov.uk/education/teacher- payhttps://www.gov.uk/education/teacher-pay- pensions-and-conditionspensions-and-conditions  https://www.gov.uk/government/publications/ schools-financial- value-standard-sfvs

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		Stating power for the
Curriculum &	Review pupil progress and attainment, including for groups and nongroups	•
Achievement	Receive and discuss report on curriculum developments, especially in relation to teaching the national curriculum and Quality First Teaching	
	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     Receive and discuss SEND information report	
	Review effectiveness of Pupil Premium funding	
	Review impact of sports premium funding	

## **Notes for Spring**

Headteacher mid-year review should take place this term.

January: 31st January – Headteachers who wish to leave at the end of the spring term must have handed in their resignation by this date.

FA confirms academies' budgets - confirm dates with EFA

28th February – Deputy Headteachers who wish to leave at the end of the spring term must have handed in their resignation by this date.

March: National offer day for secondary school places – check dates with Admissions Authority.

Summer Term		
Full Board	Item	Supporting Information
	<ul> <li>Receive and scrutinise the headteacher's report</li> <li>Agree a programme of meetings for the next academic year, including committee meetings</li> <li>Conduct self-review of governing board effectiveness – consider an external review</li> <li>Review Skills Audit to ensure Governing Board has correct skills mix for year ahead</li> <li>Evaluate current Governance action plan, particularly impact</li> <li>Review the governing board succession plan and governing board training needs – Refer to Hertfordshire Governor Training</li> <li>Review progress of the School Development Plan</li> <li>Appoint governors to conduct headteacher's appraisal in the autumn;</li> <li>ensure they are or will be trained; appoint External Adviser</li> <li>Approve the SEND Information Report</li> <li>Review child protection policy and procedures</li> <li>Review behaviour principles written statement/behaviour policy</li> <li>Review attendance of pupils</li> </ul>	Governance Competency framework: https://www.gov.uk/government/publications/g overnance-handbook  Twenty questions every governing board should ask itself (NGA): http://www.nga.org.uk/Guidance/Workings- ofhttp://www.nga.org.uk/Guidance/Workings-Of-The- Governing-Body/Governance-Tools/Twenty- Questions.aspxThe-Governing-Body/Governance- Tools/Twentyhttp://www.nga.org.uk/Guidance/Workings-Of- The-Governing-Body/Governance-Tools/Twenty- Questions.aspxQuestions.aspx  NGA skills audit: http://www.nga.org.uk/Guidance/Workings- ofhttp://www.nga.org.uk/Guidance/Workings- Ofhttp://www.nga.org.uk/Guidance/Workings- Governing-Body/Governance- Tools/Skills-Audit.aspxThe- Governing-Body/Governance- Tools/Skillshttp://www.nga.org.uk/Guidance/Workings-Of-

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		Unlocking Potential for
	<ul> <li>Review pupil exclusions for the year</li> <li>Receive report on progress in implementing the accessibility plan</li> <li>Draw up the admissions policy for the next year Summer Plan for collecting staff, family and pupils' voices and opinions throughout the year</li> <li>Review SWOT analysis and update as necessary.</li> <li>Review, update as necessary and endorse the school's 'Values' as shown on website.</li> <li>Revisit, update as necessary and endorse the school's 'Vision' (i.e. 2-5 year look-ahead of where the school wants to be).</li> <li>Revisit, update as necessary and endorse the school's key strategic actions required to enable the school's 'Vision' to be achieved.</li> </ul>	The-Governing-Body/Governance-Tools/Skills-Audit.aspxAudit.aspx  Oxfordshire CPD Online for Governor Training: https://www.oxfordshireschoolscpd.org.uk/courses/bookings/default.asp?ccid=5&ds=1  https://www.gov.uk/government/publications/sc hool-teachers-pay-and-conditions  https://www.gov.uk/government/publications/b ehaviour-and-discipline-inschools-guidance-forhttps://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance-for-governing-bodiesgoverning-bodies
Resources (Staffing, Finance, Premises)	<ul> <li>Draft budget for new school year</li> <li>Monitor budget</li> <li>Audit voluntary funds / school private funds</li> <li>Agree purchase of external services</li> <li>Review Appraisal Policy</li> <li>Receive Headteacher's report on performance management Review staff job descriptions</li> <li>Review staff attendance</li> <li>Review pay policy ASAP after publication of pay and conditions document in time to inform pay decisions in the autumn term.</li> <li>Appoint governor for Health &amp; Safety and plan in visit this term</li> </ul>	https://www.gov.uk/guidance/key-stage-1- andhttps://www.gov.uk/guidance/key-stage-1-and-key- stage-2-test-dateskey-stage-2-test-dates  https://www.gov.uk/topic/schools- collegeshttps://www.gov.uk/topic/schools-colleges- childrens-services/exams-testing- assessment/latestchildrens-services/exams- testinghttps://www.gov.uk/topic/schools-colleges-childrens- services/exams-testing-assessment/latestassessment/latest
Curriculum & Achievement	<ul> <li>Review pupil progress and attainment</li> <li>Review and monitor specified curriculum areas based on Governor reports</li> <li>Review quality of teaching through using headteacher's report, making visits and by accessing external reports</li> <li>Review progress with the School Development Plan</li> <li>Review effectiveness of Pupil Premium funding</li> <li>Report to parents on the SEND policy</li> </ul>	
Notes for Summ April - Updated in	er nformation on meeting an objective under the Equalities Act to be published	

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Headteachers who wish to leave at the end of the summer term must have handed in their resignation by 30th April.

**May -** 31st is the last dates for announcing any proposed redundancies to take place from September.

Deputy Headteacher/Teachers who wish to leave at the end of the summer term must resingn by 31st May.

SATs testing.

**May and June:** GCSE and A Level exams **August:** GCSE and A Level results published.

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