



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	<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, working parties Publish list of governing board members, associate members and responsibilities on the school website Publish the governors' attendance record at governing board and committee meetings over the last academic year, 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 GIAS. Update and publish register of pecuniary interests Agree schedule for update of statutory policies Confirm Whistle-blowing procedures are in place Ensure all governors have completed a DBS check and section 128 check Agree clerking arrangements for FGB and committees 	<p>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>https://www.gov.uk/government/publications/school-governance-regulations-2013</p> <p>https://www.gov.uk/government/publications/statutory-policies-for-schools</p> <p>https://get-information-schools.service.gov.uk/schools.service.gov.uk/</p> <p>https://www.gov.uk/guidance/what-maintained-schools-must-publish-online</p> <p>https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online</p> <p>https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online</p> <p>https://www.gov.uk/government/publications/governance-handbook</p> <p>https://www.gov.uk/disclosure-barring-service-check/overview</p> <p>https://www.nga.org.uk/Guidance/Legislation/policies-and-procedures/Compliance.aspx</p>

<http://schools.oxfordshire.gov.uk/cms/content/news>



	<ul style="list-style-type: none"> • Ensure governors have read the latest version of Keeping Children Safe in Education (this is updated annually on September 2nd) • Receive School Safeguarding audit form. Note required actions and monitor OR end of Summer Term • Monitor safeguarding in school by visiting in school day: talk to staff and children / monitor policies in practice OR end of Summer term • Decide panel membership – Exclusions, HR, HT PM, Admissions. 	<p>trustees?utm_source=3a3a9690-17df-4715-b432-95ff3f8336c8&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate trustees?utm_source=3a3a9690-17df-4715-b432-95ff3f8336c8&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p> <p>https://www.gov.uk/government/publications/school-census-2018-to-2019-guide-for-schools-and-las https://www.gov.uk/government/publications/school-census-2018-to-2019-guide-for-schools-and-las</p>
Resources (Staffing, Finance & Premises)	<ul style="list-style-type: none"> • Conduct Headteacher's appraisal (Performance Management Governors) 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 Headteacher's salary (backdated to 1st September) • Receive report on teacher appraisal process and ensure that pay panel has made/confirmed pay decisions on all teachers • Monitor budget • Complete asset management plan and costings. 	<p>https://www.gov.uk/education/school-and-academy-financial-management-and-assurance https://www.gov.uk/education/school-and-academy-financial-management-and-assurance https://www.gov.uk/education/school-and-academy-financial-management-and-assurance</p> <p>https://www.gov.uk/government/publications/academies-financial-handbook https://www.gov.uk/guidance/schools-financial-efficiency-top-10-planning-checks-for-governors https://www.gov.uk/guidance/schools-financial-efficiency-top-10-planning-checks-for-governors https://www.gov.uk/guidance/schools-financial-efficiency-top-10-planning-checks-for-governors</p> <p>https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers</p>
Curriculum & Achievement	<ul style="list-style-type: none"> • Plot monitoring visits for governors: consider school's own monitoring timetable • Review pupil progress and attainment • Review National Curriculum test, GCSE and other exam results • Review quality of teaching through using HT report, making visits and by accessing external reports • Ensure relevant up to date information is on the website. • Review Curriculum for Intent, Implementation and Impact. 	<p>https://www.gov.uk/government/publications/school-performance-tables-how-to-interpret-the-data https://www.gov.uk/government/publications/school-performance-tables-how-to-interpret-the-data https://www.gov.uk/government/publications/school-performance-tables-how-to-interpret-the-data https://www.gov.uk/government/publications/school-performance-tables-how-to-interpret-the-data https://www.gov.uk/government/publications/school-performance-tables-how-to-interpret-the-data</p> <p>https://www.gov.uk/government/publications/school-performance-tables-how-to-interpret-the-data https://www.gov.uk/government/publications/school-performance-tables-how-to-interpret-the-data https://www.gov.uk/government/publications/school-performance-tables-how-to-interpret-the-data https://www.gov.uk/government/publications/school-performance-tables-how-to-interpret-the-data</p> <p>https://www.gov.uk/government/publications/primary-school-accountability</p>



		https://www.gov.uk/government/publications/progress-8-school-performance https://www.gov.uk/government/publications/progress-8-school-performance-measure https://www.gov.uk/topic/schools-colleges-childrens-services/exams-testing-assessment/latest https://www.gov.uk/topic/schools-colleges-childrens-services/exams-testing https://www.gov.uk/topic/schools-colleges-childrens-services/exams-testing-assessment/latest
Notes for Autumn September: Start of new financial year for academies 30 th September – Headteachers who wish to leave at the end of the autumn term must have handed in their resignation by this date. 31 st 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 style="list-style-type: none"> Publish proposed admissions arrangements for subsequent academic years in good time to ensure transparent process Receive and scrutinise the Head teacher's report Review progress with School Development Plan Revise prospectus information on the school's website if a prospectus is published 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 	https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools
Resources (Staffing, Finance, Premises)	<ul style="list-style-type: none"> Review Staff Pay Policy Review Charging and Letting Policy Review insurance arrangements Review staff structure Monitor budget (<i>Please note best practise of at least 6 monitoring sessions per year</i>) 	http://schools.oxfordshire.gov.uk/cms/content/schools-hr https://www.gov.uk/education/teacher-pay-pensions-and-conditions https://www.gov.uk/education/teacher-pay-pensions-and-conditions https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs



Curriculum & Achievement	<ul style="list-style-type: none"> Review pupil progress and attainment, including for groups and nongroups 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: 31 st 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 28 th 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 style="list-style-type: none"> Receive and scrutinise the headteacher'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 Review Skills Audit to ensure Governing Board has correct skills mix for year ahead Evaluate current Governance action plan, particularly impact Review the governing board succession plan and governing board training needs – Refer to Hertfordshire Governor Training Review progress of the School Development Plan Appoint governors to conduct headteacher's appraisal in the autumn; ensure they are or will be trained; appoint External Adviser Approve the SEND Information Report Review child protection policy and procedures Review behaviour principles written statement/behaviour policy Review attendance of pupils 	<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>



	<ul style="list-style-type: none"> Review pupil exclusions for the year Receive report on progress in implementing the accessibility plan Draw up the admissions policy for the next year Summer Plan for collecting staff, family and pupils' voices and opinions throughout the year Review SWOT analysis and update as necessary. Review, update as necessary and endorse the school's 'Values' as shown on website. Revisit, update as necessary and endorse the school's 'Vision' (i.e. 2-5 year look-ahead of where the school wants to be). Revisit, update as necessary and endorse the school's key strategic actions required to enable the school's 'Vision' to be achieved. 	<p>The-Governing-Body/Governance-Tools/Skills-Audit.aspxAudit.aspx</p> <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> <p>https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance- forhttps://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance-for-governing-bodiesgoverning-bodies</p>
Resources (Staffing, Finance, Premises)	<ul style="list-style-type: none"> Draft budget for new school year Monitor budget Audit voluntary funds / school private funds Agree purchase of external services Review Appraisal Policy Receive Headteacher'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. Appoint governor for Health & Safety and plan in visit this term 	<p>https://www.gov.uk/guidance/key-stage-1-andhttps://www.gov.uk/guidance/key-stage-1-and-key-stage-2-test-dates key-stage-2-test-dates</p> <p>https://www.gov.uk/topic/schools-colleges-childrens-services/exams-testing-assessment/latest childrens-services/exams-testing-assessment/latest testinghttps://www.gov.uk/topic/schools-colleges-childrens-services/exams-testing-assessment/latest assessment/latest</p>
Curriculum & Achievement	<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 headteacher's report, making visits and by accessing external reports Review progress with the School Development Plan Review effectiveness of Pupil Premium funding Report to parents on the SEND policy 	
<p>Notes for Summer April - Updated information on meeting an objective under the Equalities Act to be published</p>		



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 resign by 31st May.

SATs testing.

May and June: GCSE and A Level exams

August: GCSE and A Level results published.