



ANNUAL GOVERNANCE PLANNER: 2024-25

Statutory expectations are highlighted

Area of Focus	Autumn	Spring	Summer
Strategy and compliance	<ul style="list-style-type: none">• Undertake annual strategy review following governors' skills audit• HT update and review compliance with minimum expectation on length of school week.	<ul style="list-style-type: none">• Publish local authority admissions arrangements on the school website	
Accountability	<ul style="list-style-type: none">• Conduct headteacher's performance and pay review• Review staff appraisal arrangements• Review safeguarding arrangements and procedures• Evaluate pupil outcomes using relevant performance data from the previous academic year• Review and approve special educational needs information report ahead of publication	<ul style="list-style-type: none">• Review information demonstrating compliance with the Public Sector Equality Duty annual and publish equality objectives at least every four years (FGB Meeting 2).• Receive a report on school website compliance (in line with DfE publication requirements)• Review draft pupil premium strategy statement• Review PE and sports	<ul style="list-style-type: none">• Annual review of pupil exclusions data.• Annual review of pupil attendance data• Annual review of staff attendance



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		premium spending and impact report	
Financial & resource oversight	<ul style="list-style-type: none"> Receive report on statutory gender pay gap information ahead of publication (where required) Review estates management strategy and plans 	<ul style="list-style-type: none"> Review the three year budget forecast Approve the budget for the next financial year Review and agree any staffing structure changes Receive and evaluate financial benchmarking data Complete the schools financial values standard (SFVS) 	<ul style="list-style-type: none"> Ensure that the consistent financial reporting (CFR) framework is completed and submitted
Stakeholder engagement	<ul style="list-style-type: none"> Evaluate communication methods with relevant external stakeholders 	<ul style="list-style-type: none"> Receive report on community engagement 	<ul style="list-style-type: none"> Review overview of stakeholder feedback (such as staff survey results and parent feedback)
Governance Procedures and effectiveness	<ul style="list-style-type: none"> Update and publish the governing board's register of interests Elect a chair and vice chair and agree term of office Review and publish governor attendance at meetings for the previous academic year Review and adopt a governing board code of conduct Review committee structure, membership and terms of 	<ul style="list-style-type: none"> Annual review of instrument of government Carry out annual appraisal of governance professional 	<ul style="list-style-type: none"> Conduct governing board self-evaluation Annual review of chair and individual governor contributions Set meeting dates for the next academic year Agree a schedule of governance visits assign/review link governor roles



Area of Focus	Autumn	Spring	Summer
	reference <ul style="list-style-type: none"> • Conduct an evaluation of governing board diversity • Undertake a skills audit and agree board development priorities • Agree clerking arrangements 		
Ongoing tasks			
<ul style="list-style-type: none"> • Review and approve policies in accordance with the 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 the 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) • Succession planning: engage in team building and conversations that support effective and continuing governance 			