



ANNUAL GOVERNANCE PLANNER: 2025-26

Statutory expectations are highlighted

Area of Focus	Autumn	Spring	Summer
Strategy and compliance	• Undertake annual strategy review following governors' skills audit • HT update and review compliance with minimum expectation on length of school week.	• Publish local authority admissions arrangements on the school website	
Accountability	• 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	• 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 premium spending and impact	• Annual review of pupil exclusions data. • Annual review of pupil attendance data • Annual review of staff attendance



Area of Focus	Autumn	Spring	Summer
		report	
Financial & resource oversight	• Receive report on statutory gender pay gap information ahead of publication (where required) • Review estates management strategy and plans	• 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)	• Ensure that the consistent financial reporting (CFR) framework is completed and submitted
Stakeholder engagement	• Evaluate communication methods with relevant external stakeholders	• Receive report on community engagement	• Review overview of stakeholder feedback (such as staff survey results and parent feedback)
Governance Procedures and effectiveness	• 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 reference	• Annual review of instrument of government • Carry out annual appraisal of governance professional	• 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
	• Conduct an evaluation of governing board diversity • Undertake a skills audit and agree board development priorities • Agree clerking arrangements		
Ongoing tasks			
• 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			