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|  | **Maintained Schools**  **Year Planner – AUTUMN TERM** | Notes |
| **ADMISSIONS** |  |
| * 01 Sept: secondary application process for 2020 opens |  |
| * 1st meeting: governors to decide whether to consult for 2021 admission; draft the proposed 2021 admissions policy for consultation if so |  |
| * From 1 Oct: consultation for 2021 can commence, to last at least 6 weeks and must finish no later than 31 Jan 2020 |  |
| * 31 Oct: national secondary closing date for 2020 entry |  |
| * 4 Nov: primary application process for 2020 opens |  |
| * Between 06 Dec and 07 Jan 2020: secondary governors of non-buyback own admission authority schools to apply their admissions criteria to 2020 applicants in order to rank them |  |
| * By end of autumn term: consultation for 2021 must have commenced, in order to last at least 6 weeks and have finished no later than 31 Jan 2020 |  |
| \*For community and voluntary controlled schools, there are no annual duties for governors with regard to the admissions cycle. |  |
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| **EDUCATIONAL VISITS** |  |
| * To consider school visits and in particular higher risk/residential visits for approval |  |
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| **FINANCE** |  |
| £ Present and discuss latest budget monitoring and review cash flow |  |
| £ Review school charging and remissions policy\* |  |
| £ Update and approve School Development Plan\* |  |
| £ Update Register of Pecuniary Interests\* |  |
| £ Review Whistleblowing policy\* |  |
| £ Review changes to and approve/adopt Financial Regulations (Scheme for Financing Schools) |  |
| £ Approve Financial procedures\* |  |
| £ Consider Benchmarking reports \* |  |
| £ See also Staffing section for consideration of the Headteacher’s and Staff pay considerations |  |
| £ Prepare to complete Schools Financial Value Standard (see below) |  |
| £ Review school funding consultation proposals |  |
| £ Submission of draft budget for next year 30 November |  |
| \*These items may be dealt with in a different term, as best suits the school |  |
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| **GDPR** |  |
| * GDPR - Monitor compliance |  |
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| **GOVERNING BODY ARRANGEMENTS** |  |
| * Chair and Vice Chair - elect if appropriate in accordance with your terms of office |  |
| * Constitution / Committees - review the constitution, membership and terms of reference of any committees |  |
| * Link governors - appoint to specific roles e.g. Safeguarding, SEND, Pupil Premium, Training (Link) governor etc. and areas of the School Development/ Improvement Plan |  |
| * Governor Clearance Checks - ensure all governors have a satisfactory DBS check and Section 128 check |  |
| * Governors 'Code of Conduct' - review, adopt and sign on a regular basis |  |
| * Get Information About Schools' (GIAS) - Ensure all school governance information is published on the DfE database and updated regularly to reflect governing body membership (see also School Website information required) |  |
| * School Website - Ensure all school governance information is published on the school website, DfE database and updated regularly to reflect governing body membership |  |
| * Skills Audit - review to ensure the governing body has the correct skills mix for the year ahead |  |
| * Succession Planning - consider future arrangements for the governing body going forward |  |
| * Minutes - consider minutes of FGB meetings and all committee minutes and ratify any decisions as necessary |  |
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| **GOVERNOR TRAINING** |  |
| * Training needs - to identify and address appropriate professional development |  |
| * Feedback - to receive feedback from governors who have been on courses and to consider how current practice can be improved |  |
| * Impact - consider what impact training has had on improving the effectiveness of the governing body |  |
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| **INTERESTS** |  |
| * Interests - Declaration of any interests in relation to any matters to be considered during a meeting |  |
| * Register of Interests - Governors to complete Register of Interest forms and publish governance information online (see also School website section below) |  |
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| **POLICIES** |  |
| * Policies - agree a schedule for updating policies. Please refer to DfE guidance on Statutory policies for schools and academy trusts <https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts> |  |
| * Policies - consider draft policies for approval and evaluate the impact of those in place |  |
| * Review any policies for approval e.g. Appraisal and Pay |  |
| **PUPILS** |  |
| * Public examination and national test results (Early Years Foundation Stage (EYFS), phonics, SATs results of KS1,KS2 (infant/primary schools) and GCSE and A level results (secondary schools) - Analyse results including Analyse School Performance Data, Ofsted’s Inspection Data Summary Report (IDSR), school’s internal tracking data and other sources of external data such as Fisher Family trust data (if the school subscribes), local authority data etc. |  |
| * Pupil Performance targets - challenge and approve (non –statutory) |  |
| * Impact of Funding - review and ensure that the school has published information online about their strategy for use of the funding and the impact it has had in relation to –Pupil Premium, PE and Sport premium (primary schools), –Year 7 Catch up premium (secondary schools) |  |
| * Equality information - ensure information and objectives where necessary are reviewed, and the school website updated |  |
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| **SAFEGUARDING** |  |
| * 'Keeping Children Safe in Education' - ensure the school is compliant with the latest version and that all governors have read the document and all staff have at least read Part one. |  |
| * To confirm the school has registered with Surrey County Council’s Section 157/175 online audit of safeguarding arrangements being launched in the Autumn term 2019 |  |
| * Safeguarding update - consider a report and any particular issues or policies arising from it |  |
| * Ensure arrangements are in place for the school to complete and submit their autumn term safeguarding data via the new online tool |  |
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| **SCHOOL WEBSITE** |  |
| * Publish - the structure and responsibilities of the governing body and its committees, list of individual governing body members and associate members, terms of office, who appointed them, responsibilities, attendance, governance roles in other educational establishments and other interests on the school website (including those who have left in the past twelve months) see [DfE guidance](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#governors-information-and-duties) <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#governors-information-and-duties> |  |
| * Statutory Required Information - ensure all information is published on the school website (see DfE guidance) https://www.gov.uk/guidance/what-maintained-schools-must-publish-online |  |
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| **STAFFING** |  |
| * Review Appraisal, Pay, CPD and any other policies as required |  |
| * Appraisal of Headteacher - Appoint 2-3 governors and an External Adviser to carry out the annual appraisal. Review and determine the Headteacher’s salary in accordance with the school appraisal/pay policy. |  |
| * Appraisals of teaching staff - receive an anonymised report and ensure that the pay committee has made/confirmed pay decisions on all teachers. |  |
| * Appraisal of support staff - to consider arrangements (non statutory) |  |
| * Succession Planning arrangements - consider for school staff going forward |  |
| * Ensure Equality information (and objectives where necessary) are reviewed, and the school website updated for schools with 150 employees |  |
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| **STRATEGIC WORKING/ MONITORING AND EVALUATION** |  |
| * School's vision, values, objectives and strategic direction - review and agree |  |
| * School Self Evaluation - consider and approve |  |
| * School Development/Improvement Plan (SDP/SIP) - approve and allocate aspects to committees /link governors to monitor |  |
| * Governing Body Evaluation - consider arrangements for a self - review or commission an external review |  |
| * Governor Monitoring Visits (Learning Walks) - agree schedule of focussed visits and receive and evaluate any reports from governors who have undertaken this monitoring role |  |
| * Headteacher’s report - consider and question the HT report including key information e.g. attendance, safeguarding, SEND, exclusions, racist incidents, homophobic incidents, LAC progress etc. |  |
| * Review any external reports e.g. commissioned reviews, LA visits etc. |  |