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|  | **Maintained Schools**  **Year Planner – SPRING TERM** |  |
|  | **ADMISSIONS** |  |
|  | SURREY - Spring term 2020   * 07 Jan: secondary governors of non-buyback own admission authority schools must have finished their ranking of 2020 applicants * 15 Jan: national primary closing date for 2020 entry * Jan / Feb meeting: if have consulted on 2021 arrangements, governors to consider consultation responses and minute this * Between 10 Feb and 02 Mar: primary governors of non-buyback own admission authority schools to apply their admissions criteria to 2020 applicants in order to rank them * 28 Feb: latest date to determine 2021 arrangements, whether the school has consulted or not * 02 Mar: primary governors of non-buyback own admission authority schools must have finished their ranking of 2020 applicants * 02 Mar: national secondary offer day * 15 Mar: deadline for schools to publish their 2021 arrangements on their website and to send a copy to Surrey admissions |  |
|  | \*For community and voluntary controlled schools, there are no annual duties for governors with regard to the admissions cycle. |  |
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|  | **FINANCE** |  |
|  | £ Review budget monitoring, virements and year-end forecast |  |
|  | £ (provisional) Budget Approval |  |
|  | £ Review progress on School Development Plan, School Asset Plan and Capital Plan |  |
|  | £ Authorise expenditure as per scheme of delegation |  |
|  | £ Review Service Level Agreements / Contracts (for inclusion in budget and considering implications for GDPR) |  |
|  | £ Update and approve statements of roles and responsibilities / Scheme of delegation and financial terms of reference |  |
|  | £ Consider the latest Internal Audit report and any actions |  |
|  | £ Pay review for non-teaching staff |  |
|  | £ Ensure Review of Financial Controls initiated |  |
|  | £ Review Staffing Structure (see also Staffing Section)) |  |
|  | £ Ensure School Fund Audit arranged |  |
|  | £ Review Pay Policy (should this be Autumn term |  |
|  | £ Review and agree the School’s Lettings Policy and specified charges |  |
|  | £Approve Level of Balances - consider whether the level of revenue and capital balances on the 3 year budget forecast are adequate to meet the needs of the school |  |
|  | £Lettings annual accounts - receive a copy of the lettings memorandum account and approve any required transfer of funds to ensure the delegated budget is fully compensated for lettings activities. |  |
|  | £Governors fund (Voluntary aided schools) - accept or review/challenge |  |
|  | £Review and approve the annual SFVS – **LA schools to** Return **by 16** March 2020 |  |
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|  | **GOVERNING BODY ARRANGEMENTS** |  |
|  | * 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 |  |
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|  | **POLICIES** |  |
|  | * Policies - consider draft policies for approval and evaluate the impact of those in place |  |
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|  | **PUPILS** |  |
|  | * Monitor pupil progress in relation to internal tracking data and progress towards targets |  |
|  | * Consider the curriculum and ensure it meets national requirements including: * having a shared curriculum intent; * breadth of and access to the curriculum particularly for pupils with SEND and disadvantaged pupils as well as reporting as required; * how leaders are monitoring the impact of the curriculum; * how senior leaders are supporting inexperienced subject leaders   Also, ensure the Curriculum meets other legislation including for Early Years, RE and Relationships education, relationships and sex education (RSE) and health education. |  |
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|  | **SAFEGUARDING** |  |
|  | * Confirm the school has completed and submitted their autumn term safeguarding data via the new online tool |  |
|  | * Safeguarding update – using information from the safeguarding data and safeguarding audit online, consider a report, action plan and any particular issues or policies the school has identified to ensure that all are addressed promptly and with rigour. |  |
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|  | **STAFFING** |  |
|  | * Gender Pay Gap - ensure information is published where the school has over 250 employees |  |
|  | * Staffing Structure - review and approve any changes (See also Finance) |  |
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|  | **STRATEGIC WORKING/ MONITORING AND EVALUATION** |  |
|  | * School Development/ Improvement Plan (SDP/SIP) - monitor progress |  |
|  | * Governor Monitoring Visits to School (Learning Walks) - 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. |  |