

<b>Maintained Schools Year Planner – SPRING TERM 2021</b>	
<b>ADMISSIONS</b>	
SURREY - Spring term 2021 <ul style="list-style-type: none"> <li>▪ 08 Jan: secondary governors of non-buyback own admission authority schools must have finished their ranking of 2021 applicants</li> <li>▪ 15 Jan: national primary closing date for 2021 entry</li> <li>▪ Jan / Feb meeting: if have consulted on 2022 arrangements, governors to consider consultation responses and minute this</li> <li>▪ Between 8 Feb and 04 Mar: primary governors of non-buyback own admission authority schools to apply their admissions criteria to 2021 applicants in order to rank them</li> <li>▪ 28 Feb: latest date to for governors to determine 2022 arrangements, whether the school has consulted or not</li> <li>▪ 04 Mar: primary governors of non-buyback own admission authority schools must have finished their ranking of 2021 applicants</li> <li>▪ 01 Mar: national secondary offer day</li> <li>▪ 15 Mar: deadline for schools to publish their 2022 arrangements on their website and to send a copy to Surrey admissions</li> </ul>	
*For community and voluntary controlled schools, there are no annual duties for governors with regard to the admissions cycle.	
<b>FINANCE</b>	
£ 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 19 March	
Publish on school website the number of school employees (if any) whose gross salary is £100k or more	
Publish on website a link to the School's specific page on the Government's Schools Financial Benchmarking	
<b>GOVERNING BODY ARRANGEMENTS</b>	
<ul style="list-style-type: none"> <li>▪ Minutes - consider minutes of FGB meetings and all committee minutes and ratify any decisions as necessary</li> </ul>	
<b>GOVERNOR TRAINING</b>	
<ul style="list-style-type: none"> <li>▪ Training needs - to identify and address appropriate professional development</li> <li>▪ Feedback - to receive feedback from governors who have been on courses and to consider how current practice can be improved</li> <li>▪ Impact - consider what impact training has had on improving the effectiveness of the governing body</li> </ul>	
<b>INTERESTS</b>	
<ul style="list-style-type: none"> <li>▪ Interests - Declaration of any interests in relation to any matters to be considered during a meeting</li> </ul>	
<b>POLICIES</b>	
<ul style="list-style-type: none"> <li>▪ Policies - consider draft policies for approval and evaluate the impact of those in place</li> </ul>	
<b>PUPILS</b>	
<ul style="list-style-type: none"> <li>▪ Monitor pupil progress in relation to internal tracking data and progress towards targets</li> <li>▪ Consider the curriculum and ensure it meets national requirements including: <ul style="list-style-type: none"> <li>▪ having a shared curriculum intent;</li> <li>▪ breadth of and access to the curriculum particularly for pupils with SEND and disadvantaged pupils as well as reporting as required;</li> <li>▪ how leaders are monitoring the impact of the curriculum;</li> <li>▪ how senior leaders are supporting inexperienced subject leaders</li> </ul> </li> </ul> <p>Also, ensure the Curriculum meets other legislation including for Early Years, RE and Relationships education, relationships and sex education (RSE) and health education.</p>	
<b>SAFEGUARDING</b>	
<ul style="list-style-type: none"> <li>▪ Confirm the school has completed and submitted their autumn term safeguarding data via the new online tool</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	
	<b>STAFFING</b>	
	<ul style="list-style-type: none"> <li>▪ Gender Pay Gap - ensure information is published where the school has over 250 employees</li> <li>▪ Staffing Structure - review and approve any changes (See also Finance)</li> </ul>	
	<b>STRATEGIC WORKING/ MONITORING AND EVALUATION</b>	
	<ul style="list-style-type: none"> <li>▪ School Development/ Improvement Plan (SDP/SIP) - monitor progress</li> <li>▪ Governor Monitoring Visits to School (Learning Walks) - receive and evaluate any reports from governors who have undertaken this monitoring role</li> <li>▪ 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.</li> <li>▪ Review any external reports e.g. commissioned reviews, LA visits etc.</li> </ul>	