

Maintained Schools Year Planner – SUMMER TERM 2021	
	<b>ADMISSIONS</b>
	16 Apr: national primary offer day (NB in the Easter holidays)
	Governors to hear secondary and primary appeals for 2021 entry
	*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
	£ Review progress on School Development Plan, School Asset Plan and Capital Plan
	£ Authorise expenditure as per scheme of delegation
	£ Approve and submit Final Budget Plan including 3 year financial plan to Surrey County Council by 1 May
	£ Consistent Financial reporting return to Surrey County Council by (Date to be confirmed)
	£ Review end of year figures
	£ Planned use of unspent balances agreed and submitted to Surrey County Council (If required) (Surrey County Council will directly contact individual schools that they require further details from during the summer term.
	£ Review pay of teachers
	£ Review Governors Allowance policies
	<b>GDPR</b>
	<ul style="list-style-type: none"> <li>▪ Annual Report - Consider a report from the Data Protection Officer (DPO) on how the school is GDPR compliant and any actions required</li> </ul>
	<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> <li>▪ Agree a schedule of meetings for the next academic year</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 Behaviour Incidence and Pupil Exclusions - review for the year</li> <li>▪ Educational visits - consider the policy and proposals for any educational visits for the next academic year. Arrange to monitor the visits.</li> </ul>	
<b>SAFEGUARDING</b>	
<ul style="list-style-type: none"> <li>▪ Confirm the school has completed and submitted their spring term safeguarding data via the new online tool</li> <li>▪ Confirm the school has finalised and submitted their online Safeguarding Audit/Action Plan to Surrey County Council by 31 May</li> <li>▪ Safeguarding update – using information from the safeguarding data and safeguarding audit online, consider a report, action plan and any issues or policies the school has identified to ensure that all are addressed promptly and with rigour</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> <li>▪ Annual Statement of the Governing Body - consider arrangements to produce a statement to parents</li> </ul>	