

Annual Schedule of Governing Board Business 2020-2021

What is the Annual Schedule?

The main focus of the work of the Governing Board must be to secure school improvement and to ensure statutory compliance. Governors must create robust accountability for executive leaders and be well equipped to ask the right questions. Governors need to have a clear understanding of the strengths and weaknesses of the school; they need to be influential in determining priorities for school improvement and have a clear role in monitoring progress and evaluating impact. The schedule is intended to give an overview of governing board responsibilities and help plan the year's work. Some activities need to be completed by a specific date and suggestions have been made. **Items in bold font are a statutory requirement.**

** Maintained Schools: Governing boards of maintained schools may delegate some of their decision-making powers either to committees or individuals.*

** Academies: Governors of academies should refer to their Articles of Association and Schemes of Delegation when deciding which of the items listed in this schedule relate to their work; items specific to academies are included and have been identified.*

How should we use the Annual Schedule?

Ensure that all statutory requirements are included as agenda items. Use the schedule to help plan both agendas and work tasks each term, focusing on school improvement. Consider using the template to tailor the schedule, for example: add details of Governor monitoring visits each term, linking these to the School Development Plan. Ensure all sections are covered, even if your committees are structured differently to the categories mentioned.

Helpful links:

The DfE produce three helpful Guidance documents that apply to all schools – included in them are useful links to further information. They are:

- Governance Handbook
- A Competency Framework for Governance
- Clerking Competency Framework

For the latest editions, click on the link below:

<https://www.gov.uk/government/publications/governance-handbook>

There are many documents useful to Governing boards on the DfE website: <https://www.gov.uk/education/school-governance> and <https://www.gov.uk/government/collections/statutory-guidance-schools> provide information related specifically to schools. Please ask governors to sign up to updates from these pages in order to keep up to date with national developments.

You may find it useful to use this schedule in conjunction other documents on our website: <http://schools.oxfordshire.gov.uk/cms/node/374>

If your school has bought into the OCC Governor Service's core package then you can also access the new tool kit:

<http://schools.oxfordshire.gov.uk/cms/content/oxfordshire-governor-services-toolkit>

Autumn Term

	Item	Supporting Information
<p>Full Governing Board: Organisational efficiency and fitness for purpose</p>	<ul style="list-style-type: none"> • Elect Chair and Vice Chair (if their term of office has ended). Agree the length of their term of office. • Review the range of committees in place. Agree which Committees will be used and then agree their Terms of Reference • Appoint Committee Members • Appoint Chairs of Committees or delegate that task to each Committee • Agree if any tasks will be delegated to individuals, Committees or the headteacher • Publish list of governing board members, associate members and responsibilities on the school website for 2020 / 2021 • Publish the governors' attendance record at governing board and committee meetings over the last academic year, including that of those who have left in the last 12 months • Ensure all required information is published on the school website • Ensure details held about people involved in governance are provided to the Secretary of State via GIAS (Get Information About Schools). • Update and publish register of pecuniary and other interests • Agree the schedule for the update of statutory policies; agree any delegation of this responsibility • Confirm Whistle-blowing procedures are in place and appoint a Whistle-blowing Governor. Update details in the Whistle-blowing policy • Ensure all governors have completed a DBS check and section 128 check • Agree clerking arrangements for FGB and committees • Appoint Link Governors to specific roles as required: Child protection; Health & Safety; SEND; Pupil Premium; training. • Agree the current school evaluation form • Agree the School Development Plan and ensure it is linked to the budget • Map out, and agree, the governor monitoring plan linked to the success criteria of the agreed School Development Plan • Appoint Governors to monitoring roles either identified in the governor monitoring plan or linked to a statutory responsibility • Adopt the Governors' Code of Conduct 	<p>https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/459032/The_Constitution_of_Governing_Bodies_of_Maintained_Schools_Stat_Guidance...pdf</p> <p>https://www.gov.uk/government/publications/school-governance-regulations-2013</p> <p>https://www.gov.uk/government/publications/statutory-policies-for-schools</p> <p>https://get-information-schools.service.gov.uk/</p> <p>https://www.gov.uk/guidance/what-maintained-schools-must-publish-online</p> <p>https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online</p> <p>https://www.gov.uk/government/publications/governance-handbook</p> <p>https://www.gov.uk/disclosure-barring-service-check/overview</p> <p>https://www.nga.org.uk/Guidance/Legislation,policies-and-procedures/Compliance.aspx</p> <p>http://schools.oxfordshire.gov.uk/cms/content/news</p>

	<ul style="list-style-type: none"> • Review DfE Publications to ensure all Governors and Clerks are aware of current Guidance • Review Skills Audit to ensure Governing Board has correct skills mix for year ahead. Link planned training and recruitment to identified needs and gaps • Review subscription to Governor Services / other support – ensure all GB board members, HT and Clerk are aware of training / online training / toolkit / helpdesk available/ Insite: Schools News • Consider creating a Governance action plan to support the development of robust governance • Ensure Governing Board is GDPR compliant. Put monitoring in place to ensure GDPR compliance of school 	<p>https://www.gov.uk/government/collections/statutory-guidance-schools</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings -details of data services and collections following COVID-19 schools partial closure</p>
<p>Full Governing Board: School Improvement</p>	<ul style="list-style-type: none"> • Approve strategy statement on use of Pupil Premium and Service Pupil Premium additional funding and publish on website • Complete evaluation of spend on Pupil Premium and Service Pupil Premium pupils in previous academic year and publish on website • Receive annual report from the Designated teacher for looked-after children (<i>Children We Care For</i>). • If the school is an admissions authority (academies, foundation and VA schools) draw up the admissions policy for the next year • Agree content and format of headteacher’s report • Ensure the headteacher’s report includes data on exclusions and attendance • Receive and scrutinise the headteacher’s report • Review Ofsted, Fischer Family Trust data (if the school subscribes to FFT) and Analyse School Performance Data sources - consider implications for the school. <i>There will be no new external performance data (ASP or IDSR) this year due to the cancellation of school statutory testing 2020 (COVID-19)</i> • Consider making links with other Governing Boards to offer peer review • Complete and review the annual safeguarding report and submit online to the LA before the deadline • Ensure governors have read the latest version of Keeping Children Safe in Education: <i>KCSiE (2020) comes into effect on 01/09/2020</i> 	<p>https://www.gov.uk/guidance/pupil-premium-information-for-schools-and-alternative-provision-settings</p> <p>https://www.gov.uk/government/publications/the-service-pupil-premium/service-pupil-premium-what-you-need-to-know</p> <p>https://educationendowmentfoundation.org.uk/public/files/Publications/Pupil_Premium_Guidance_iPDF.pdf</p> <p>https://www.gov.uk/government/publications/understanding-your-data-a-guide-for-school-governors-and-academy-trustees?utm_source=3a3a9690-17df-4715-b432-95ff3f8336c8&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>http://schools.oxfordshire.gov.uk/cms/content/safeguarding</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p>

<p>Resources Committee (Finance, Staffing, Premises)</p>	<ul style="list-style-type: none"> • Conduct Headteacher’s appraisal (Performance Management Governors) (advisable for an academy) Consider timing this early in the academic year to ensure that Headteacher objectives can be linked into the performance management cycle of other staff. • Ensure Staff Pay Policy is adopted • Review and determine Headteacher’s salary (backdated to 1st September) (advisable for an academy) • Receive report on teacher appraisal process and ensure that pay panel has made/confirmed pay decisions on all teachers • Monitor budget • Appoint governor for Health & Safety and plan in visits • Review and evaluate monitoring from any planned governor visits • Complete asset management plan 	<p>https://www.gov.uk/education/school-and-academy-financial-management-and-assurance</p> <p>https://www.gov.uk/government/publications/academies-financial-handbook</p> <p>https://www.gov.uk/guidance/schools-financial-efficiency-top-10-planning-checks-for-governors</p> <p>https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers</p>
<p>Curriculum & Achievement Committee</p>	<ul style="list-style-type: none"> • Review pupil progress and attainment, including for identified groups • Receive and discuss report on curriculum developments, especially in relation to teaching the national curriculum and the quality of education • Review National Curriculum test, GCSE and other exam results; consider the impact and learning of the COVID-19 exam arrangements for 2020 • Review the quality of education through triangulation of the headteacher assessment, governor visit information, external reports and pupil tracking data • Review and monitor specified curriculum areas as agreed in the Governor monitoring plan 	<p>https://www.gov.uk/government/publications/school-performance-tables-how-to-interpret-the-data/school-performance-tables-how-to-interpret-the-data</p> <p>https://www.gov.uk/government/publications/primary-school-accountability (For information: not used in 2020)</p> <p>https://www.gov.uk/government/publications/progress-8-school-performance-measure (For information: not used in 2020)</p> <p>https://www.gov.uk/topic/schools-colleges-childrens-services/exams-testing-assessment/latest (This site provides more information on the cancelled statutory tests)</p>
<p>Pupils, Families and Community Committee</p>	<ul style="list-style-type: none"> • Review School Safeguarding audit form (Section 175 return) and associated action plan. Note required actions and monitor • Monitor safeguarding in school by visiting in school day: talk to staff and children / monitor policies in practice 	<p>http://schools.oxfordshire.gov.uk/cms/content/safeguarding</p>

	<ul style="list-style-type: none"> • Review net capacity of the school • Plan for collecting staff, family and pupils' voices and opinions throughout the year • Review attendance of pupils, including groups • Plan communications to the community; to be agreed with the Governing Board 	https://www.gov.uk/guidance/complete-the-school-census
<p>Notes for Autumn:</p> <p>September: Start of new financial year for academies</p> <p>30 September – Headteachers who wish to leave at the end of the autumn term must have handed in their resignation by this date.</p> <p>31 October - Deputy headteachers who wish to leave at the end of the autumn term must have handed in their resignation by this date.</p> <p>October: Admissions applications to secondary schools close – check dates with Admissions Authority</p> <p>End of Autumn term – statutory requirement to submit safeguarding report to LA (reporting on previous year)</p>		

Spring Term		
	Item	Supporting information
Full Governing Board	<ul style="list-style-type: none"> • Publish proposed admissions arrangements for subsequent academic years (for schools that are admissions authorities) in good time to ensure a transparent process • Receive and scrutinise the headteacher's report • Review progress with the School Development Plan • Update the self-evaluation form • Adopt, agree and ratify any policies as per the schedule 	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf
Resources Committee (Finance, Staffing, Premises)	<ul style="list-style-type: none"> • Review Charging and Letting Policy • Start work on drafting budget for the coming year (maintained schools) • Review benchmarking information to inform planning • Review insurance arrangements • Review staff structure • Monitor budget • Review and evaluate monitoring from any planned governor visits • SFVS. While the collection of this information has been cancelled this financial year, we recommend that boards complete and agree the SFVS 	http://schools.oxfordshire.gov.uk/cms/content/schools-hr https://www.gov.uk/education/teacher-pay-pensions-and-conditions https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs

	as good practice. <i>The return may still be required this academic year by OCC; this will be confirmed directly with schools when more information is available.</i>	https://schools-financial-benchmarking.service.gov.uk/
Curriculum & Achievement Committee	<ul style="list-style-type: none"> • Review pupil progress and attainment, including for identified groups • Receive and discuss report on curriculum developments, especially in relation to teaching the national curriculum and the quality of education • Review the quality of education through triangulation of the headteacher assessment, governor visit information, external reports and pupil tracking data • Review and monitor specified curriculum areas as agreed in the Governor monitoring plan • Review effectiveness of Pupil Premium funding • Review impact of sports premium funding 	
Pupils, Families and Community Committee	<ul style="list-style-type: none"> • Revise prospectus information on the school's website if a prospectus is published • Receive and discuss SEND information report • Monitor any actions from safe-guarding audit • Monitor safeguarding in school by visiting in school day: talk to staff and children and monitor policies in practice • Review attendance of pupils, including groups • Continue with agreed community communication plan 	
<p>Notes for Spring: January: Admissions applications to primary schools close – check dates with Admissions Authority 31 January - Headteachers who wish to leave at the end of the spring term must have handed in their resignation by this date. Schools Financial Value Standard (maintained schools): When more information is available, OCC will confirm directly with schools if this return is required. It is, however, best practice to complete this return and agree it with the board. February: Local Authorities confirm budgets for maintained schools. EFA confirms academies' budgets – confirm dates with EFA 28 February - Deputy headteachers who wish to leave at the end of the spring term must have handed in their resignation by this date. March: National offer day for secondary school places - check dates with Admissions Authority</p>		

Summer Term

	Item	Supporting information
Full Governing Board	<ul style="list-style-type: none"> • Agree budget for new financial year (maintained schools) • Publish details of how you spend your PE and sport premium funding by the end of the summer term or by 31 July at the latest • Receive and scrutinise the headteacher's report • Review progress of the School Development Plan and evaluate impact of the board • Update the self-evaluation form • Adopt, agree and ratify any policies as per the schedule • Agree a programme of meetings for the next academic year, including committee meetings • Conduct self-review of the governing board's effectiveness – consider an external governance review • Evaluate the current Governance action plan, particularly impact • Review the governing board succession plan and governing board training needs – Refer to Oxfordshire CPD Online for Governor Training • Appoint governors to conduct headteacher's appraisal in the autumn; ensure they are or will be trained; appoint External Adviser • Approve the SEND Information Report • Approve the annual school public sector equality duty statement 	<p>https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools</p> <p>Governance Competency framework: https://www.gov.uk/government/publications/governance-handbook</p> <p>Twenty questions every governing board should ask itself (NGA): http://www.nga.org.uk/Guidance/Workings-Of-The-Governing-Body/Governance-Tools/Twenty-Questions.aspx</p> <p>NGA skills audit: http://www.nga.org.uk/Guidance/Workings-Of-The-Governing-Body/Governance-Tools/Skills-Audit.aspx</p> <p>Oxfordshire CPD Online for Governor Training: https://www.oxfordshireschoolscpd.org.uk/courses/bookings/default.asp?ccid=5&ds=1</p>
Resources Committee (Finance, Staffing, Premises)	<ul style="list-style-type: none"> • Draft budget for new school year (academies) • Monitor budget • Audit voluntary funds / school private funds (SFVS question 28) • Agree purchase of external services • Review Appraisal Policy • Receive Headteacher's report on performance management • Review and evaluate monitoring from any planned governor visits • Review staff job descriptions • Review staff attendance • Review pay policy ASAP after publication of pay and conditions document in time to inform pay decisions in the autumn term 	<p>https://www.gov.uk/government/publications/school-teachers-pay-and-conditions</p> <p>public sector equality duty</p>
Curriculum & Achievement Committee	<ul style="list-style-type: none"> • Review pupil progress and attainment • Review and monitor curriculum related areas as agreed in the Governor monitoring plan 	<p>https://www.gov.uk/guidance/key-stage-1-and-key-stage-2-test-dates</p>

	<ul style="list-style-type: none"> • Review the quality of education through triangulation of headteacher assessment, governor visit information, external reports and pupil tracking data • Review effectiveness of Pupil Premium funding 	https://www.gov.uk/topic/schools-colleges-childrens-services/exams-testing-assessment/latest https://www.gov.uk/guidance/pupil-premium-effective-use-and-accountability
Pupils, families and community Committee	<ul style="list-style-type: none"> • Report to parents on the SEND policy (not special schools) • Review child protection policy and procedures • Review the behaviour principles written statement. Are the board's principles reflected in the school behaviour policy? • Review attendance of pupils, including groups • Review pupil exclusions for the year • Receive report on progress in implementing the accessibility plan • Receive the annual report from the Designated teacher for looked-after children (Children We Care For)) 	https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools-guidance-for-governing-bodies https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
<p>Notes for Summer:</p> <p>April: Updated information on meeting an objective under the Equalities Act to be published National offer day for places at primary schools - check dates with Admissions Authority Headteachers who wish to leave at the end of the summer term must have handed in their resignation by 30th April.</p> <p>May: 31st is the last date for announcing any proposed redundancies to take place from September. Deputy Headteacher/Teachers who wish to leave at the end of the summer term must resign by 31st May.</p> <p>May: SATs testing. <i>Please note Eid falls in the planned week and timetable variations may be necessary.</i></p> <p>May and June: GCSE and A Level exams</p> <p>July: SATs results reported to schools, including phonics test results</p> <p>August: GCSE and A Level results published</p>		

Items that should be discussed on a regular basis

	<p>Receive reports:</p> <ul style="list-style-type: none"> • From external advisors / school improvement partners / system leaders • From committees • Budget monitoring information, looking for variations from planned spending; additional spends; risks • From governors who have visited school in order to monitor and report on their areas of particular responsibility / aspects of the SDP • Update on the action plan progress from the section 175 Safeguarding Audit return • From Special Educational Needs and Disability Co-ordinator (SENDCo) • From Designated teacher for looked-after children (Children We Care For) • From the Designated Safeguarding Lead (DSL) • About parental complaints and outcomes (without details of individuals) • About bullying and racist incidents and the school's response • Policy review on a rolling programme 	
<h3>Delegation</h3>		
<p>Items that MUST be dealt with by the Full Governing Board</p>	<ul style="list-style-type: none"> • Reconstitution of the governing board • Election of the chair and vice chair • Removal of the chair or vice chair • Co-option of governors • Appointment of associate members • Choice and terms of reference for committees • Length of terms of office (within prescribed limits) • Appointment of the clerk • Appointment of the headteacher or deputy headteacher 	<p>https://www.gov.uk/government/publications/recruiting-a-headteacher</p>
<p>Items that CANNOT be delegated to an individual</p>	<ul style="list-style-type: none"> • Alteration of discontinuance of the school • A change to the category of the school • Approval of the first formal budget plan of the financial year • The determination of admission arrangements or the admission of a particular child • The decision to appoint a new headteacher or deputy headteacher (although the appointment process must be delegated) • The suspension of a governor 	

Items that MUST be delegated to panels	<ul style="list-style-type: none"> • Pupil Discipline Appeals • Staff Dismissal Appeals • Decisions on staff pay and promotion • Admissions Appeals • Complaints Panels 	<p>https://www.gov.uk/government/publications/school-complaints-procedures</p> <p>http://schools.oxfordshire.gov.uk/cms/node/350 OCC HR policies and guidance</p>
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