GOVERNOR SERVICES

The Annual Schedule of Governing Board Business 2024-25

For all those involved in school governance in Oxfordshire
(produced July 2024)

OXFORDSHIRE COUNTY COUNCIL

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Introduction

Effective governance provides strategic direction and control to schools, academies and multi-academy trusts (MATs). It creates robust accountability, oversight and assurance for their educational and financial performance and is ambitious for all children and young people to achieve the very best outcomes.

The DfE published two new Governance Guides on 7 March 2024; The **Maintained Schools Governance Guide** and the **Academy Trust Governance Guide**. These replaced the Governance Handbook, the Competency Framework for Governance and the Clerking Competency Framework. The new Guides can be accessed at;
Maintained Schools Governance Guide – Maintained schools governance guide - Guidance - GOV.UK (www.gov.uk)
Academy Trust Governance Guide – Academy trust governance guide - Guidance - GOV.UK (www.gov.uk)

In the Maintained Schools Governance Guide, the core functions of the governing body are set out as ensuring;
- The vision, ethos and strategic direction of the school are clearly defined
- The headteacher performs their responsibilities for the educational performance of the school
- The sound proper and effective use of the school's financial resources

The governing body and its governors must, as required by The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 (legislation.gov.uk) ;
- Act with integrity, objectivity and honesty and in the best interests of the school
- Be open about the decisions they make and the actions they take and shall be prepared to explain their decisions and actions

It is based on six key features of effective governance:
1. *Strategic leadership* that sets strategy and champions the school's culture, vision and ethos
2. *Accountability* with strategic decisions that aim to improve educational standards and financial performance
3. *People* with the right skills, experience, behaviours and capacity
4. *Structures* that clearly define governance roles, responsibilities and accountabilities
5. *Compliance* with statutory and contractual requirements
6. *Evaluation* to regularly monitor and improve the quality and impact of governance

What is the Annual Schedule?

The schedule gives an overview of governing board responsibilities and helps 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 or linked to our local policy requirements.** Highlighted information is new this year. Notes and links to relevant publications are listed next to each item. These may be DfE guidance

(both statutory and non-statutory), links to Oxfordshire County Council information or to resources produced by Oxfordshire Governor Services to support your work.

The main focus of the work of the governing board is to secure **school improvement** and to ensure **statutory compliance** so children benefit. 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
- be influential in determining priorities for school improvement
- have a clear role in monitoring progress and evaluating impact

How should we use the Annual Schedule?

Use the schedule to help plan the work of the governing board each term. The focus of the board's work tends to change throughout the year and the sections have been arranged to highlight that changing focus.

* Maintained Schools: governing boards of maintained schools may delegate some of their decision-making powers to committees/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.

Reporting from the tasks listed should feed into meetings of the governing board. **The minutes of governing board meetings are the evidence that the work has taken place. If it didn't happen in a minuted board meeting, it didn't happen.** Ensure that all statutory requirements **(in bold)** are included as agenda items at full governing board meetings. Consider using the template to tailor the schedule: for example, add details of governor monitoring visits each term, linking these to the School Improvement (Development) Plan.

Useful Links:

There are many useful documents on the DfE website including:
[Local authority maintained schools: governance - GOV.UK (www.gov.uk)](www.gov.uk)
[Academy trusts: governance - GOV.UK (www.gov.uk)](www.gov.uk)

The [Oxfordshire Governor Services website](#) also contains documents useful to governance, along with templates and procedures that can be used in conjunction with this annual schedule. For those who subscribe to GovernorHub, these resources are also available on the website. Also our fortnightly Governor Services Newsletter will keep you up to date during the academic year with any changes to legislation or guidance. It is sent to all those on GovernorHub and is posted to the Oxfordshire Governor Services website.

If you have any queries about the Annual Schedule, please contact Oxfordshire Governor Services on 0330 0249046 or email [governorservices@oxfordshire.gov.uk.](mailto:governorservices@oxfordshire.gov.uk)

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AUTUMN TERM 2024

Key Priorities for the Autumn term:
Structure: Clarify vision, strategic direction, risks and priorities. Review of structure of the board (committees, delegation of duties etc.)
People: Election and appointment of governors to roles/committees
Accountability: Collect baseline data

Ref	Governing Board Task	Comments	Guidance/Documents link	Done
A1	**Organisation of the Board: Structures and People**			
A1.1	**Elect Chair and Vice Chair and agree the length of their term of office.**	Only if their term of office has ended. Some boards prefer to hold elections in the summer term, so they are more prepared in September	School governance regulations 2013 - GOV.UK (www.gov.uk) (regulation 7, 8 and 9)	
A1.2	**Review the range of committees in place. Agree which committees will be used and then agree their Terms of Reference.**	**Maintained schools in Oxfordshire will need to have pay committee in line with the OCC pay policy.**	Constitution of Governing Bodies of Maintained Schools Stat Guidance (gov.uk) school governance regulations 2013 Model Standing orders (OCC template)	
A1.3	**Appoint Committee Members**	**Must** be done by the full governing board in an FGB meeting		
A1.4	**Appoint Chairs of Committees**	This task can be delegated to each committee by the full governing board		
A1.5	**Update the register of business (pecuniary and other) interests**	Forms and guidance can be found on the Insite schools' website Governing Board Work	Schools (oxfordshire.gov.uk) Governors with access to GovernorHub can also record their interests on their profile page. The summary of interests for the full	Financial manual	Oxfordshire Schools Budget and financial planning	Oxfordshire Schools	

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Ref	Governing Board Task	Comments	Guidance/Documents link	Done
		board can be printed as a GovernorHub report		
A1.6	Agree **clerking arrangements for full governing board (FGB)** and committees	In a maintained school, the clerk must not be a governor. A governor can act as clerk if the clerk fails to attend but this must not be the headteacher. In an academy trust, the clerk must not be an academy trustee, the chief executive of the academy trust or a principal of one of the trust's academies	School governance regulations 2013 - GOV.UK (www.gov.uk) (regulation 11) Maintained schools governance guide - 4. People - Guidance - GOV.UK (www.gov.uk) Academy trust governance guide - 4. Non-executive leadership - Guidance - GOV.UK (www.gov.uk)	
A1.7	**Appoint Link Governors to specific roles as required: Child protection (safeguarding**); Whistleblowing; Health & Safety; **SEND**; Pupil Premium; governor training	Ensure expectations are clarified		
A1.8	**Filtering and Monitoring – Link governor** Governing bodies and proprietors have overall strategic responsibility for filtering and monitoring and need assurance that the standards are being met. To do this, they should identify and assign: • a member of the senior leadership team and a governor, to be responsible for ensuring these standards are met		Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - Guidance - GOV.UK (www.gov.uk)	
A1.9	**Appoint a link governor for Attendance**	**Guidance is statutory**	Working together to improve school attendance (publishing.service.gov.uk)	
A1.10	**Agree if any tasks will be delegated to individuals, committees or the headteacher**	Use a delegation planner (maintained schools) or your **scheme of delegation** (academies)		
A1.11	Appoint governors to monitoring roles	Either identified in the governor monitoring plan, school evaluation form (SEF) or linked		

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Ref	Governing Board Task	Comments	Guidance/Documents link	Done
		to the School Improvement (Development) Plan (**SIP/SDP**)		
A1.12	Agree the schedule for the update of statutory policies; **agree any delegation of this responsibility**	Refer to the gov.uk statutory policies document for permitted delegation	Maintained schools governance guide - Statutory policies for maintained schools - Guidance - GOV.UK (www.gov.uk)	
A1.13	**Publish details of governing structures and people on the school's website**, including: • A list of governing board members, associate members and their responsibilities, to include current governors and all governors from the past 12 months • A list of all agreed committees (if used) and their membership • Governors' attendance record at governing board and committee meetings over the last academic year, including those governors who left within the last 12 months • The register of business (pecuniary and other) interests	See links for full details of statutory requirements Governors are not responsible for doing the updates but should monitor the accuracy of website information regularly to ensure that statutory requirements are being met	What maintained schools must publish online What academies free schools and colleges should publish online	
A1.14	**School website: Diversity Data** Schools are encouraged to collect and publish governing board members' diversity data. Information should be widely accessible to members of the school community and the public. Board members can opt out of sharing their information, including protected characteristics, at any given time including after publication. Schools must ensure that individuals cannot be identified through the publication of data, particularly when board member levels are low			

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Ref	Governing Board Task	Comments	Guidance/Documents link	Done
A1.15	**Ensure details held about people involved in governance are provided to the Secretary of State via GIAS (Get Information About Schools)**	The update is usually done by school staff members, but governors are responsible for ensuring it is done. If you use GovernorHub, a report can be downloaded to support this statutory duty	Get information about schools	
A1.16	Maintained schools: Update GovernorHub with the following details: • Chair and Vice Chair • Clerk • Committee membership and chairs • Link governors (in particular safeguarding, SEND and finance) • Check all governor details are accurate and up to date • Business interests • Confirm all governors have read Keeping Children Safe in Education 2024 (on their personal profile)	It is a **statutory requirement** for Local Authorities to hold the data requested. We ask that this information is held on GovernorHub and kept up to date throughout the year If you need support to work out how to do this please email governorservices@oxfordshire.gov.uk and we can talk you through it or even arrange training for your board	GovernorHub	
A1.17	Review and adopt the Governors' Code of Conduct and agree adherence to the Nolan principles of public life	The Maintained schools governance guide advises boards to adopt and adapt NGA code of conduct (free to access whether a member or not) Available through; Oxfordshire Governor Services Toolkit | Oxfordshire Schools	Maintained schools governance guide - 2. Strategic leadership - Guidance - GOV.UK (www.gov.uk) Model code of conduct - National Governance Association (nga.org.uk) The Seven Principles of Public Life - GOV.UK (www.gov.uk)	
A1.18	All governors to sign up to the agreed code of conduct and Nolan Principles. This should be confirmed on their individual profile on GovernorHub.			

Ref	Governing Board Task	Comments	Guidance/Documents link	Done
A1.19	Review governor terms of office to check if any are ending in the next term Run parent and staff governor elections if there are vacancies	For any LA governor terms ending after Christmas, please email Governor Services now	Governor Recruitment | Schools (oxfordshire.gov.uk)	
A1.20	Link planned training and recruitment of governors to needs and gaps identified in the skills audit		Governor Skills Audit | National Governance Association (nga.org.uk) Training and development | Schools (oxfordshire.gov.uk)	
A1.21	Review subscription to Governor Services / other support – ensure all board members, headteacher and clerk are aware of training / online training / toolkit / helpdesk available/ Insite: Schools News	Oxfordshire Governor Services contact details Email: governorservices@oxfordshire.gov.uk Tel: 0330 0249046	Oxfordshire resources: Oxfordshire Governor Services | Schools Training and development | Schools (oxfordshire.gov.uk)	
A2	**Board's Purpose and Role:** **Strategic Leadership and Accountability**			
A2.1	Agree the current school self-evaluation form (SEF)			
A2.2	Agree the School Improvement/Development Plan (SIP/SDP)	Ensure it is linked to the budget	Integrated curriculum and financial planning (ICFP) - GOV.UK (www.gov.uk)	
A2.3	Map out, and agree, the governor monitoring plan	The plan should be linked to the success criteria of the agreed School Improvement/Development Plan	Oxfordshire Governor Services Toolkit | Oxfordshire Schools	
A2.4	Agree content and format of headteacher's report	Ensure the headteacher's report includes data on exclusions and attendance	Understanding your data: a guide for school governors and academy trustees - GOV.UK (www.gov.uk)	
A2.5	Plan for collecting staff, family and pupils' voices and opinions throughout the year			
A2.6	Plan communications to the community			

Ref	Governing Board Task	Comments	Guidance/Documents link	Done
A2.7	**If the school is an admissions authority (academies, foundation and voluntary aided schools) draw up the admissions policy for the next academic year.**	**This should be consulted on if changes are proposed; if no changes are proposed, this should be consulted on every seven years.**	School admissions code - GOV.UK (www.gov.uk)	
A2.8	Nurseries: Annual review of nursery Published Admission Number (PAN) for the next Academic Year		Applying for a nursery place | Oxfordshire County Council	
A2.9	Receive and scrutinise the headteacher's report	Headteachers must report regularly to governors	Understanding your data: a guide for school governors and academy trustees - GOV.UK (www.gov.uk)	
A2.10	Review Ofsted, Fischer Family Trust data (if the school subscribes to FFT) and Analyse School Performance Data and Inspection Data Summary Report sources	Consider implications for the school		
A2.11	Review pupil progress and attainment, including for identified groups.	Is the school improvement plan having the intended impact?	Understanding your data: a guide for school governors and academy trustees - GOV.UK (www.gov.uk)	
A2.12	Review external exam results			
A2.13	Look at impact of additional grants/funding on identified pupils (pupil premium, Service pupil premium, Covid recovery, P.E and sports, special educational needs and disabilities (SEND) funding etc.	Is it having the expected impact?		
A2.14	Review the quality of education through triangulation of the headteacher assessment, governor visit information, external reports and pupil tracking data		Understanding your data: a guide for school governors and academy trustees - GOV.UK (www.gov.uk)	
A2.15	Review and monitor specified curriculum areas	As agreed in the Governor Monitoring Plan		
A2.16	Receive and discuss reports on curriculum developments	Especially in relation to teaching the national curriculum and the quality of education	National curriculum - GOV.UK (www.gov.uk)	
A2.17	**Conduct Headteacher's appraisal (Appraisal Sub-Group)**	Appraisal is recommended for academies. Maintained schools are recommended to undertaker the headteacher's appraisal before that of teachers.	Headteacher appraisals | Schools (oxfordshire.gov.uk)	
A2.18	**Ensure Staff Pay Policy is adopted**		Teacher pay pensions and conditions	

Ref	Governing Board Task	Comments	Guidance/Documents link	Done
A2.19	**Receive report on teacher appraisal process**		HR policies and guidance | Schools (oxfordshire.gov.uk)	
A2.20	**Ensure the pay committee (or governor panel) has received recommendations from the Headteacher for teacher pay and the appraisal sub-group for headteacher pay**			
A2.21	**Confirm pay decisions for all teachers by 31 October 2024 and for the headteacher by 31 December 2024**	This is advisable for academies. For maintained schools, the model policy is updated every year during the Autumn term.	HR policies and guidance | Schools (oxfordshire.gov.uk)	
A2.22	Staff wellbeing: improve workload and wellbeing and support workload reduction in your school		Improve workload and wellbeing for school staff - GOV.UK (www.gov.uk)	
A2.23	Monitor the budget	For maintained schools this should happen 6 times a year. Period 6 (for September) must be returned to the LA by **15 Oct 2024**		
A2.24	Plan a Health & Safety visits by your link governor		Health and safety: advice for schools - GOV.UK (www.gov.uk)	
A2.25	Complete asset management plan		Good estate management for schools - Strategic estate management - Guidance - GOV.UK (www.gov.uk)	
A2.26	Ensure pupil premium eligible pupils are included on the October census to attract funding.		Pupil premium: allocations and conditions of grant 2024 to 2025 - GOV.UK (www.gov.uk) Pupil premium: overview - GOV.UK (www.gov.uk)	
A2.27	Review net capacity of the school	How full is your school? What impact does this have on your available budget?	School Organisation and Planning | Schools (oxfordshire.gov.uk)	

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Ref	Governing Board Task	Comments	Guidance/Documents link	Done
A2.28	**Review attendance of pupils, including groups**	Compliance with legislation is now a statutory requirement	[School behaviour and attendance: parental responsibility measures - GOV.UK (www.gov.uk)](#) [Working together to improve school attendance - GOV.UK (www.gov.uk)](#)	
A3	**Quality of Governance:** **Compliance and Evaluation**			
A3.1	**Ensure all required information is published on the school website**	Relates to the whole website, not just to governance. Governors are responsible for ensuring it is up to date, not actually updating it. A full website check proforma can be found here: Governing Board Work | Schools (oxfordshire.gov.uk)	[What maintained schools must publish online](#) [what academies free schools and colleges should publish online](#)	
A3.2	**Confirm Whistle-blowing procedures are in place**	Update details in the Whistle-blowing policy and confirm staff have been informed	[HR policies and guidance | Schools (oxfordshire.gov.uk)](#)	
A3.3	**Ensure all governors have completed a DBS check and section 128 check**	This will usually be organised through the school office. **The DBS must be applied for within 21 days of election or appointment to the board in a maintained school**	[Keeping children safe in education - GOV.UK (www.gov.uk)](#)	
A3.4	**Approve strategy statement on use of Pupil Premium and publish on website**	**You MUST use the DfE template. Include evidence used to inform decisions. Covid recovery funding details should now be included in this statement rather than as a separate document**	[Pupil premium - GOV.UK](#) [Recovery premium funding - GOV.UK](#)	
A3.5	**Complete evaluation of spend on Pupil Premium and Service Pupil Premium pupils in previous academic year and publish on website**		[Pupil premium information for schools and alternative provision settings](#)	

Ref	Governing Board Task	Comments	Guidance/Documents link	Done
			service pupil premium what you need to know Education Endowment Foundation.org.uk Pupil Premium Guidance	
A3.6	Review DfE Publications to ensure all governors and clerks are aware of current guidance	Updates are shared with governors in the Governor Services fortnightly newsletter which is emailed to all GovernorHub subscribers and is also available on the Insite Schools website If you are not receiving the update, please contact Governor Services	Local authority maintained schools: governance - GOV.UK Academy trusts: governance - GOV.UK	
A3.7	Ensure governing board is GDPR compliant. Put monitoring in place to ensure GDPR compliance of school		Data protection: toolkit for schools - GOV.UK	
A3.8	**Review and agree the annual safeguarding report and submit online to the LA before the deadline of 29th November 2024**	This will be available from 16th July 2024. Section 1 to be completed by 13th September. Must be approved at an FGB meeting	Safeguarding | Schools (oxfordshire.gov.uk)	
A3.9	**Ensure governors have read the latest version of Keeping Children Safe in Education: _KCSiE (2024)._**	This was last updated on 24 May 2024 (for information) and the final version will be effective from 1st Sept 2024. Each governor (maintained schools) should confirm compliance on their GovernorHub profile	Keeping children safe in education - GOV.UK	
A3.10	**Ensure all governors have completed Level 2 Safeguarding training** and record training record on GovernorHub	Statutory requirement from September 2022. Best practice is that all governors **must** complete level 2 safeguarding training as part of their induction. This training should be updated every 3 years.	As A3.9	

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Ref	Governing Board Task	Comments	Guidance/Documents link	Done
		Governor Services **Safeguarding Children Level 2** training fulfils this requirement		
A3.11	**Ensure all governors have completed Prevent Duty Course 1 (Awareness)** and record on GovernorHub training records	Standard free government course. Should be completed every time it is revised and as often as the board determines.	[Prevent duty training: Learn how to support people vulnerable to radicalisation	Prevent duty training (support-people-vulnerable-to-radicalisation.service.gov.uk)](#)	
A3.12	Review School Safeguarding audit form (Section 175 return) and the associated action plan.	Note required actions and monitor termly	[Safeguarding	Schools (oxfordshire.gov.uk)](#)	
A3.13	Monitor safeguarding in school by visiting during the school day: talk to staff and children / monitor policies in practice			
A3.14	**Ensure all staff safeguarding training is in place**	Note any gaps and follow up		
A3.15	**Review and monitor compliance with cost of school uniform statutory guidance**	**Schools now should be fully compliant with the statutory guidance.** **Note Equality and Human Rights guidance on preventing hair discriminations**	[Cost of school uniforms - GOV.UK](#) [Preventing hair discrimination in schools	Equality and Human Rights Commission (equalityhumanrights.com)](#)	
A3.16	**Check that the school is now compliant with attendance statutory guidance**	**New guidance from 19 August 2024**	[Working together to improve school attendance - GOV.UK](#)	
A3.17	Review and evaluate monitoring from any planned governor visits			
A3.18	Review Skills Audit to ensure governing board has correct skills mix for year ahead	The NGA skills audit is recommended in the Governance Handbook and is free to use whether a member or not.	[Skills audit and skills dashboard - National Governance Association (nga.org.uk)](#)	
A3.19	Consider creating a Governance action plan to support the development of robust governance			
A3.20	Consider making links with other governing boards to offer peer review			

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SPRING TERM 2024

Key priorities for the Spring Term:
Strategic Leadership: Drafting and approving the budget for the new academic year for maintained schools (approval deadline at the start of the summer term)   Collaborative working – who are we working with to enhance professionalism of staff or quality of education? (e.g. working with the LA or trust)   Accountability: Receiving reports on data, benchmarking, comparison with previous years, budget monitoring, performance management, external accountability e.g. diocesan visits or School Improvement visits   Compliance: Monitoring of H&S, employment law, safeguarding, SEND, inclusion, equality & diversity, whistleblowing (competency framework)

Ref	Governing Board Task	Comments	Guidance/Documents link	Done
Spr1	**Board's Purpose and Role:** **Strategic Leadership and Accountability**			
Spr1.1	Draft and approve budget for the coming year (maintained schools).	This should be done in committee meetings and approved by the full governing board *before* the Chair completes the online sign off. Deadline for maintained schools to submit a governing body approved budget to the LA via EFS (Education Financial Services); Friday 2 May 2025. (Where a deficit budget is foreseen, a draft budget must be submitted before the end of March 2025.) Maintained Special School are required to submit their budget by Friday 9 May.	Budget and financial planning	Schools (oxfordshire.gov.uk)	
Spr1.2	To inform planning of the new budget: • Review benchmarking information • Review and agree insurance arrangements		Schools Financial Benchmarking - GOV.UK	

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Ref	Governing Board Task	Comments	Guidance/Documents link	Done
	• Review staff structure			
Spr1.3	**Complete and agree the Schools Financial Value Standard (SFVS)**	Chair to approve online by the deadline, after discussion with the FGB. **Deadline has not yet been confirmed by Finance, but is usually around the end of January**.	Schools Financial Value Standard (SFVS) | Schools (oxfordshire.gov.uk) Schools financial value standard (SFVS) and assurance statement - GOV.UK	
Spr1.4	Monitor the current year's budget	For maintained schools Period 9 (for December 2024) will be returned to the LA by Monday 20 January 2025 and Period 11 (for February 2024) by Monday 17 March 2025	Budget monitoring | Schools (oxfordshire.gov.uk)	
Spr1.5	Receive and scrutinise the Headteacher's report	The headteacher should formally report to governors on a regular basis		
Spr1.6	Review progress with the School Improvement/ Development Plan (SIP/ SDP)			
Spr1.7	Update the self-evaluation form (SEF)			
Spr1.8	Receive and discuss reports on curriculum developments, especially in relation to teaching the national curriculum and the quality of education		National curriculum - GOV.UK	
Spr1.9	Review and evaluate monitoring from any planned governor visits as agreed in the monitoring plan			
Spr1.10	Review pupil progress and attainment, including for identified groups			
Spr1.11	Review the quality of education through triangulation of the headteacher assessment, governor visit information, external reports, pupil and parent voice and pupil tracking data			
Spr1.12	Review Charging and Letting Policy	To ensure it complies with safeguarding policy	Safeguarding | Schools (oxfordshire.gov.uk)	
Spr1.13	Continue with agreed community communication plan			

Ref	Governing Board Task	Comments	Guidance/Documents link	Done
Spr1.14	**Publish proposed admissions arrangements for subsequent academic years** (for schools that are admissions authorities) in good time to ensure a transparent process		School admissions code - GOV.UK	
Spr2	**Organisation of the Board: Structures and People**			
Spr2.1	Review governor terms of office to check if any are ending in the next term. Take action to fill current vacancies	For any LA governor terms ending after Easter, please email Governor Services now	Governor Recruitment | Schools (oxfordshire.gov.uk)	
Spr2.2	Run parent and staff governor elections the school term before the term of office ends	Parent governor roles cannot be reappointed or rolled over. The process is delegated to the Headteacher by the LA	Governor Recruitment | Schools (oxfordshire.gov.uk)	
Spr2.3	Review the board's succession plan and book training	Refer to skills audit for training gaps and refresher courses	Training and development | Schools (oxfordshire.gov.uk)	
Spr3	**Quality of Governance: Compliance and Evaluation**			
Spr3.1	Adopt, agree and ratify any policies as per the schedule		Maintained schools governance guide - Statutory policies for maintained schools - Guidance - GOV.UK (www.gov.uk)	
Spr3.2	**Ensure all required information is published on the school website**	Relates to the whole website, not just to governance. Governors are responsible for ensuring it is up to date, not actually updating it. A full website check proforma can be found here: Governing Board Work | Schools (oxfordshire.gov.uk)	What maintained schools must publish online what academies free schools and colleges should publish online	
Spr3.3	**Ensure details held about people involved in governance are provided to the Secretary of State via GIAS (Get Information About Schools)**	The update is usually done by school staff members, but governors are responsible for ensuring it is done.	Get information about schools .	

Ref	Governing Board Task	Comments	Guidance/Documents link	Done
		If you use GovernorHub, a report can be downloaded to support this statutory duty		
Spr3.4	Review School Safeguarding audit form (Section 175 return) and associated action plan.	Note required actions and monitor termly	Safeguarding | Schools (oxfordshire.gov.uk)	
Spr3.5	Monitor safeguarding in school by visiting in school day: talk to staff and children / monitor policies in practice			
Spr3.6	Request an Education Safeguarding Advisory Team (ESAT) safeguarding review	This is free for maintained schools; academies can also book this service for a fee	Safeguarding | Schools (oxfordshire.gov.uk)	
Spr3.7	Ensure that any new governors have booked an induction course and completed **safeguarding training**	All governors to undertake safeguarding training as part of their induction. Best practice is to complete the Level 2 safeguarding training (valid for 3 years) and Prevent training	Training and development | Schools (oxfordshire.gov.uk)	
Spr3.8	Review effectiveness of Pupil Premium funding, SEND funding and Recovery funding	Recovery funding has replaced Covid catch up funding	Pupil premium - GOV.UK recovery premium funding	
Spr3.9	Review impact of PE and Sports Premium funding		PE and sport premium for primary schools - GOV.UK	
Spr3.10	Review attendance of pupils, including groups (such as children with special educational needs and disabilities; children qualifying for pupil premium funding; year groups etc.)	New guidance from 19 August 2024	Working together to improve school attendance - GOV.UK	
Spr3.11	Consider commissioning an External Governance Review	To find out about commissioning an external review of governance contact governorservices@oxfordshire.gov.uk	External reviews of governance: guide for schools and academy trusts - GOV.UK

External review of governance \| Oxfordshire Schools | |
| Spr3.12 | Consider best practice sharing and collaboration with other governing boards | | Partnership, federation and collaboration \| Oxfordshire Schools | |

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SUMMER TERM 2024

Key Priorities for the Summer Term:
Accountability: Review progress on the SIP/SDP/SEF
Compliance: Approve SEND Information Report and public sector equality statements
Evaluation: Evaluate the impact of the board over the academic year and plan for the next year

Ref	Governing Board Tasks	Comments	Guidance/Documents link	Done
Sum1	**Board's Purpose and Role: Strategic Leadership and Accountability**			
Sum1.1	**Approve budget for new financial year in full governing board meeting (maintained schools) if not already done in Spring term**	Deadline for approval of budget online by chairs of governors was 2nd May for maintained primary and secondary schools. And 9th May for maintained special schools	[Budget and financial planning	Schools (oxfordshire.gov.uk)](#)	
Sum1.2	Review progress of the School Improvement/ Development Plan			
Sum1.3	Update the self-evaluation form (SEF)			
Sum1.4	**Review child protection policy and procedures**	Have they been effective? Are there any issues or concerns from school or the board? Are there any actions needed?	[keeping children safe in education](#)	
Sum1.5	Review the behaviour principles written statement. Are the board's principles reflected in the school behaviour policy?		[behaviour and discipline in schools guidance for governing bodies](#)	
Sum1.6	Review attendance of pupils, including groups	New guidance applies from 19 August 2024	[Working together to improve school attendance - GOV.UK](#)	
Sum1.7	Review pupil exclusions for the year, considering inclusion and equality		[School suspensions and permanent exclusions - GOV.UK](#)	
Sum1.8	Receive report on progress in implementing the accessibility plan		[Equality Act 2010: advice for schools - GOV.UK](#)	

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Ref	Governing Board Tasks	Comments	Guidance/Documents link	Done
Sum1.9	Agree purchase of external services			
Sum1.10	Review Appraisal Policy		HR policies and guidance | Schools (oxfordshire.gov.uk)	
Sum1.11	Ensure staff job descriptions have been reviewed			
Sum1.12	Receive Headteacher's report on performance management			
Sum1.13	Review staff attendance			
Sum1.14	Review pay policy ASAP after publication of pay and conditions document in time to inform pay decisions in the autumn term	The OCC model policy for maintained schools is available in the Autumn term	School teachers' pay and conditions - GOV.UK	
Sum1.15	Agree a programme of governing board meetings for the next academic year, including committee meetings	**Governing boards must meet at least three times each academic year**		
Sum1.16	Receive and scrutinise the headteacher's report			
Sum1.17	Monitor budget.	For maintained schools Period 3 (for June) will be returned to the LA before Tuesday 15 July 2025	Budget monitoring | Schools (oxfordshire.gov.uk)	
Sum1.18	Audit voluntary funds / school private funds (SFVS question 28)		Schools financial value standard (SFVS) and assurance statement - GOV.UK	
Sum1.19	Review and evaluate monitoring from any planned governor visits			
Sum1.20	Academies - Draft budget for new school year			
Sum1.21	Review pupil progress and attainment, including discussions around inclusion and equality		Understanding your data: a guide for school governors and academy trustees - GOV.UK	
Sum1.22	Review and monitor curriculum related areas as agreed in the Governor monitoring plan			
Sum1.23	Review the quality of education through triangulation of headteacher assessment, governor visit information, external reports and pupil tracking data			
Sum1.24	Receive and scrutinise the Headteacher's report			

Ref	Governing Board Tasks	Comments	Guidance/Documents link	Done
Sum2	**Quality of Governance:** **Compliance and Evaluation**			
Sum2.1	Adopt, agree and ratify any policies as per the schedule		Maintained schools governance guide - Statutory policies for maintained schools - Guidance - GOV.UK (www.gov.uk)	
Sum2.2	**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**		PE and sport premium for primary schools - GOV.UK	
Sum2.3	**Approve the SEND Information Report and publish on the website** Review and recommend to the board the school SEND Information Report if a delegated responsibility	The legal responsibilities of governing boards in relation to pupils with special educational needs and disabilities (SEND) are set out in legislation and the statutory guidance, the SEND code of practice.	Key documents and links | Oxfordshire Schools SEND code of practice: 0 to 25 years - GOV.UK (www.gov.uk)	
Sum2.4	**Approve the annual school public sector equality duty statement and publish on the website**		Public Sector Equality Duty: guidance for public authorities - GOV.UK (www.gov.uk)	
Sum2.5	Receive the annual report from the Designated teacher for looked-after children (*Children We Care For*).		Designated teacher for looked-after and previously looked-after children - GOV.UK	
Sum2.6	**Ensure all required information is published on the school website**	Relates to the whole website, not just to governance. Governors are responsible for ensuring it is up to date, not actually updating it. A full website check proforma can be found here: Governing Board Work | Schools (oxfordshire.gov.uk)	What maintained schools must publish online what academies free schools and colleges should publish online	
Sum2.7	**Ensure details held about people involved in governance are provided to the Secretary of State via GIAS (Get Information About Schools)**	The update is usually done by school staff members, but governors are responsible for ensuring it is done.	Get information about schools .	

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Ref	Governing Board Tasks	Comments	Guidance/Documents link	Done
		If you use GovernorHub, a report can be downloaded to support this statutory duty		
Sum2.8	**Ensure all staff safeguarding training is in place; note any gaps and follow up**		Keeping children safe in education - GOV.UK	
Sum2.9	Consider and review progress towards the school's agreed equality objectives**. These should be updated every four years**		Equality Act 2010: advice for schools - GOV.UK	
Sum2.10	Review effectiveness of Pupil Premium, SEND and any other funding		pupil premium effective use and accountability	
Sum2.11	Evaluate the impact of the board over the last academic year		NGA skills audit: Governing board self-review	Skills audit and skills matrix - National Governance Association (nga.org.uk)	
Sum2.12	Conduct self-review of the governing board's effectiveness – consider an external governance review		Governing board self-review	Twenty questions for governing board self-review - National Governance Association (nga.org.uk) External reviews of governance: guide for schools and academy trusts - GOV.UK External review of governance	Oxfordshire Schools	
Sum2.13	Evaluate the current Governance action plan, focusing on impact			
Sum3	**Organisation of the Board:** **Structures and People**			
Sum3.1	Review the governing board succession plan and governing board training needs	Refer to GovernorHub (www.governorhub.com) or Training and development	Schools	Training and development	Schools (oxfordshire.gov.uk)	

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Ref	Governing Board Tasks	Comments	Guidance/Documents link	Done
		(oxfordshire.gov.uk) for current training programme		
Sum3.2	Consider holding chair and vice chair elections, review of committee structure and membership in the summer term (See A1.1-1.4) in preparation for the new academic year	These appointments and elections can be held at any time of the year. Holding them in the summer means being more prepared for the start of the autumn term	Governing Board Work | Schools (oxfordshire.gov.uk)	
Sum3.3	**Appoint two or three governors to conduct headteacher's appraisal in the autumn**; ensure they are, or will be trained; **appoint your External Adviser**	Maintained schools **MUST** have an external adviser for headteacher appraisal; this is recommended for academies	Headteacher appraisals | Schools (oxfordshire.gov.uk)	
Sum3.4	Review governor vacancies and note end of terms of office to plan recruitment for the next academic year. Where there are currently vacancies, take action to fill them	For any LA governor terms ending after the summer, please email Governor Services now	Governor Recruitment | Schools (oxfordshire.gov.uk)	
Sum3.5	Review the school's Instrument of Government	To ensure it still meets the needs of the school	How to change your instrument of government (reconstitute) OCC procedures	

Key Dates throughout the academic year

Autumn Term	
September	
Ensure child protection and safeguarding policy is agreed and that board members have read and understood KCSIE for the current academic year. Each member of the board can confirm this on their GovernorHub profile	Local Authority Designated Officer (LADO) | Schools (oxfordshire.gov.uk) Keeping children safe in education - GOV.UK

Reception baseline assessment for each child must be completed in the first 6 weeks after they enter reception	[Primary assessments: future dates - GOV.UK (www.gov.uk)](#)
30 September – Headteachers who wish to leave at the end of the autumn term must have handed in their resignation by this date.	[Headteacher recruitment	Schools (oxfordshire.gov.uk)](#)
Restructure programme for maintained schools (working with Education Personnel Services (EPS) guidance), start now to implement by summer term.	http://schools.oxfordshire.gov.uk/cms/content/schools-hr
Academies - Start of new financial year	[Academy Trust Handbook - Guidance - GOV.UK (www.gov.uk)](#)(Financial Handbook)
October	
Confirm pay decisions for all teachers by **31 October 2024**	
School census day – **3rd October 2024**	[Complete the school census - Census dates - Guidance - GOV.UK (www.gov.uk)](#)
Budget monitoring report submitted to LA for period 6 (September) **Tuesday 15 October 2024**	
31 October - Deputy headteachers and teachers who wish to leave at the end of the autumn term must have handed in their resignation by this date.	
Admission policy consultation (for academy, foundation and voluntary aided schools) to last at least six weeks and to take place between 1 October and 31 January in the academic year before the policy will be used	[School admissions code - GOV.UK (www.gov.uk)](#)
Admissions applications to secondary schools close on **31 October 2024**	
November	
29 November 2024 – **statutory requirement to submit safeguarding report to LA** after review and agreement by the FGB	[Safeguarding	Schools (oxfordshire.gov.uk)](#)
December	
Headteacher appraisal must be completed and a pay decision made by **31 December 2024** for maintained schools	[Headteacher appraisals	Schools (oxfordshire.gov.uk)](#)
Spring Term	
January	
Schools Financial Value Standard (maintained schools) returned to the Local Authority. NB We have not yet been advised of the exact date. It is usually at the end of January or beginning of February.	

School census date – **Thursday 16th January 2025** (includes free school meals data for Pupil Premium funding)	[Complete the school census - Census dates - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk)
Budget monitoring report submitted to LA for Month 9 (December) **Monday 20 January 2025**	
31 January - Headteachers who wish to leave at the end of the spring term must have handed in their resignation by this date	
Restructure programme for maintained schools (working with EPS) started January 2025 would be implemented by the autumn term 2025	
Admissions applications to primary schools close **15 January 2025**	
February	
28 February - Deputy headteachers and teachers who wish to leave at the end of the spring term must have handed in their resignation by this date.	
Local Authorities confirm budgets for maintained schools	
The Education and Skills Funding Agency (EFSA) confirms academy budgets	
March	
Budget monitoring report submitted to LA for Month 11 (February) Monday 17 March 2025	
National offer day for secondary school places is **3rd March 2025**	
April	
National offer day for places at primary schools is **17 April 2025**	
Headteachers who wish to leave at the end of the summer term must have handed in their resignation by **30th April**	
Summer Term	
May	
The deadline for all maintained primary, including nursery schools and secondary schools to submit their governor approved budget to the Local Authority covering the period 2024-25 to 2026-27 is Friday 2nd May. For maintained special schools the date is 9th May.	

School census date – **Thursday 15th May 2025**	
31st May 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**	
Optional Key stage 1 recommended test period May 2025	
The key stage 2 tests are timetabled from **Monday 12 May** to **Thursday 15 May 2025.**	https://www.gov.uk/guidance/key-stage-1-and-key-stage-2-test-dates https://www.gov.uk/topic/schools-colleges-childrens-services/exams-testing-assessment/latest
GCSE and A level exams throughout May and June	
June	
Schools must administer the multiplication tables check within the 2-week period from **Monday 2 June 2025**	Multiplication tables check administration guidance - GOV.UK (www.gov.uk)
Week commencing **Monday 9 June 2025** Phonics screening check week	Key stage 1: phonics screening check administration guidance - GOV.UK (www.gov.uk)
July	
Budget monitoring report submitted to LA for Month 3 (June) **Monday 14 July**	
PE and sport premium funding report must be published by the end of the summer term or by **31 July** at the latest	
SATs results reported to schools, including phonics test results	
August	
GCSE and A Level results published	