



Handsworth Primary Annual Business Plan

Full Governing Body Standing Items

Apologies
Minutes
Declaration of pecuniary interest
Link governors' reports (including safeguarding)
Update on school priorities
Summary report from committees

Autumn 1

FGB	Committee
Elect chair and vice chair	(P, T & R) Election of committee chair and vice chairs
Agree committee membership and agree committee chair and vice chair	(P) Salary statements/Increments/performance reviews
Agree committee terms of reference and delegation	(S) Staff complete pecuniary interest forms
Agree link governor roles	(R) Discuss and sign off 2 nd Quarter budget monitor for LA submittal (to 30 th Sept)
Agree governors to undertake head teacher performance management	(R) Sign off asset register including write offs/disposals
Agree schedule of meetings	
Update governing body website pages	
Complete pecuniary interest forms for register	
Review Code of Conduct	

Autumn 2

Review last year's SDP school development plan (including targets vs actuals)	(R) H&S - Annual Red Box check
Agree SDP	(T) Check Statutory reports on website
Agree SEF	
Agree KS2 targets	
Complete HT Performance Management by end of December	
Minute HT PM review at GB meeting	
Pay committee to meet and review teachers' pay by end of October	
Health and safety report submitted	
Review ASP (Analyse School Performance)	
Sign off register of pecuniary interest	
Agree following year term dates	
HT Report to governors	

Spring

FGB	Committee
Review policies – agree schedule of review to be agreed in summer term	(R) Review School funds/uniform accounts
SDP and SEF mid-year review	(R) Pupil Premium mid-year review
Confirm school meets SFVS schools financial value standard	(R) Discuss and sign off 3 rd Quarter budget monitor for LA submittal (to 31/12)
Approve audited accounts of school funds	(R) Review Staffing for September
Ensure necessary number of governors have undertaken safer recruitment training	(R) Review SLAs for following year
Agree Policies to review for Summer Term	(R) Preparation for new budget ratification
HT Report to governors	
Pupil Premium mid-year review	
Asset Management Plan / Buildings Review	

Summer 1 (budget meeting)

FGB	Committees
Budget close down (annual report finalised)	(R) Budget outturn
Agree budget plan – New budget ratification	(R) Discuss new Budget plan
Statement of Internal Control inc. Asset register, annual stock taking cert	(R) Review Statement of Internal control

Summer 2

Review end of year data (EY, KS1 and KS2)	
Receive annual report on use of pupil premium funding	(R) Discuss and sign off 1 st Quarter budget monitor for LA submittal (to 30/06e)
Review of banking arrangements and signatories	(R) Discuss and agree SEN budget
Approve disposal of inventory items	
Review attendance against targets	
Agree reviewed policies	
Agree SEN budget	
Staffing update	
Annual Report to parents from governors	
HT Report to governors	

KEY:

(P) – Pay Committee

(R) – Resource Committee

(S) – Staff/Head teacher

(T) – Teaching & Learning Committee