



Governors' Cycle of Business

Full Governing Body Standing Items

Apologies
Minutes
Declaration of pecuniary interest
Link governors' reports (including safeguarding)
Update on school priorities
Summary report from committees
Head Teacher's Report (including H&S)
Governors' training review

Autumn 1

FGB	Committee
Elect chair and vice chair	(P) Review and agree Pay Policy
Agree committee membership and elect committee chair and vice chair (R, T & P)	(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) Agree write offs/disposals
Agree schedule of meetings	
Update governing body website pages	
Complete pecuniary interest forms for register	
Review Code of Conduct	

Autumn 2

FGB	Committee
Review last year's SDP (including targets vs actuals)	(R) H&S - Annual Red Box check
Agree SDP	(T) Check Statutory reports on website
Agree SEF	(R) Review Annual H&S Report for LA submissions
Agree KS2 targets	(P) Receive HT PM panel recommendations
Minute HT PM review at GB meeting	(HT PM) Head Teacher's Performance Management – governors' panel
Agree Health and safety report for submission	(R) Review Financial Regulations
Review ASP (Analyse School Performance)	
Sign off register of pecuniary interest	
Agree following year term dates	

Spring

FGB	Committee
Review policies – agree schedule of review to be agreed in summer term	(R) Review School Financial Value Standard
SDP and SEF mid-year review	(T) Pupil Premium mid-year review
Agree School Financial Value Standard	(R) Discuss and sign off 3 rd Quarter budget monitor for LA submittal (to 31/12)
Pupil Premium mid-year review	(T & R) Review Staffing for September
Ensure necessary number of governors have undertaken, safeguarding and safer recruitment training	(R) Review SLAs for following year
Agree Policies to review for Summer Term	(R) Prepare new budget for ratification (including SEND) and how it links to SDP
	(R) Review Asset Management Plan / Buildings

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 and link to SDP
Agree SEND budget	(R) Discuss and agree SEN budget

Summer 2

FGB	Committees
Receive annual report on use of pupil premium funding	(R) Discuss and sign off 1 st Quarter budget monitor for LA submittal (to 30/06)
Review of banking arrangements and signatories	
Approve disposal of inventory items, asset register and annual stock taking certificate	
Review attendance against targets	
Agree reviewed policies	
Staffing update	
Review end of year data (EY, KS1 and KS2)	

KEY:

(P) – Pay Committee

(R) – Resource Committee

(S) – Staff/Head teacher

(T) – Teaching & Learning Committee