



CJS/EMET Governing Body Annual Planner - Schools 2021-22

Meeting Dates 2021-22		Constitutional & Procedural		Premises	Financial Matters		Personnel Functions & Pay	Attendance Admissions & Exclusions	Strategic Development			Statutory Policy Ratification and other Annual tasks	
Autumn term 1	Mon 27 Sept 2021	A.1. Governor Development Plan Chair	A.2 Maintain inventories and Assets (including disposals) Grant Chaplin		A.3 Maintain Register of Business Interests FGB	A.4 Monitor Sport Funding expenditure & Action Plan (or in Summer 2) Nick Hollis	A.5 Conduct the annual appraisal of the HT, make recommendations for pay Nick Hollis, Sarah Reader, Simon Fisher	A.6 Monitor and Review Annual Attendance Simon Fisher	A.7 Monitor progress & attainment (Review National Data) FGB	A.8 Monitor arrangements for school visits/residential(s) Simon Fisher	A.9 Review planning & provision for SEN Keir Mather	A.10 Review arrangements for Collective Worship (policy every 3 years) FGB	Safeguarding Policy (in line with new KCSIE) Children with health needs who cannot attend school Policy Virements and expenditure above limits
Autumn term 2	Mon 20 Dec 2021		B.1 Health & Safety review including the Maintenance Plan Grant Chaplin	B.2 Single Central Record Monitoring Keir Mather	B.3 Monitor expenditure against the Budget Plan & Annual Accounts Nick Hollis	B.4 Monitor Pupil Premium Funding, expenditure and Action Plan Keir Mather	B.5 Review plans for Staff training & ensure that they are in line with the current SIP Sarah Reader	B.6 Review admissions arrangements FGB	B.7 Monitor standards of teaching Simon Fisher, Keir Mather	B.8 Review school Self Evaluation (SEF) Simon Fisher,	C.9 Review the School Improvement Plan. FGB		Admissions Policy 2023-24 Curriculum, Teaching & Learning Policy Parent Voice Survey Risk Assessment HT Report to Governors Audit of Gov Skills Governors' SIP Monitoring Visits (1)
Spring term 1	Mon 14 Feb 2022	C.1 Review the policies checklist FGB	C.2 Monitor School Records (GDPR) Nick Hollis		C.3 Monitor expenditure against the Budget Plan Nick Hollis	C.4 Review Charging & Remissions Policy Nick Hollis	C.5 Review appraisal progress Sarah Reader	C.6 Review Attendance Simon Fisher	C.7 Review the information on the website Nick Hollis	C.8 Curriculum Review RE and sex education FGB	C.9 Review Behaviour monitoring records & policy Simon Fisher		Charging & Remissions Attendance Policy Behaviour (Bi-Annual) Exclusions Looked After Children Report Virements and expenditure above limits
Spring term 2	Mon 4 Apr 2022	D.1 Governor Development Plan review INSET DAYS Agreement Chair – Simon Fisher	D.2 Health & Safety review including the Maintenance Plan Grant Chaplin	D.3 Review Lettings Policy, payments & agreements Nick Hollis	D.4 Monitor expenditure against the Budget Plan Nick Hollis		D.5 Determine the staffing compliment & review the structure Simon Fisher, Sarah Reader		D.6 Monitor standards of teaching Simon Fisher, Keir Mather	D.7 Monitor progress & attainment FGB	D.8 Consider the disapplication of pupils from statutory testing Simon Fisher	D.9 Review curriculum coverage & provision Simon Fisher, Keir Mather	Accessibility Plan Equality Plan (and evaluation) Website Audit HT Report to Governors
Summer term 1	Mon 23 May 2022	E.1 To review the effectiveness of the governing body. FGB	E.2 Safeguarding & Prevent Annual Review Keir Mather	E.3 Summer Maintenance Plan Grant Chaplin	E.4 Approve Annual Budget Plan FGB	E.5 Review charges for school lunches, SLA with CIS and Zone (wrap-around) Nick Hollis / Simon Fisher		E.6 Review the School Improvement Plan Simon Fisher / Grant Chaplin (and indiv subject gvs)	E.7 Review the range of extracurricular offer & its quality Sarah Reader	E.8 Review Behaviour monitoring records & policy (bi-annual) Simon Fisher			Medical Needs (Administration of Medication) Policy RHE Policy Governors' SIP Annual Visits (2) Virements and expenditure above limits
Summer term 2	Mon 11 July 2022	F.1 Appoint chair and vice-chair of governing body & decide term of office & to appoint designated governors* FGB	F.2 Health & Safety Annual Audits Grant Chaplin		F.3 Monitor expenditure against the Budget Plan Nick Hollis	F.4 Approve the writing off of Debts FGB	F.5 Manage the annual salary review for teachers & support staff - Set HT PM date Nick Hollis, Sarah Reader, Simon Fisher	F.6 Review Y3 Admissions data Simon	F.7 Review school Self Evaluation (SEF) Simon Fisher,	F.8 Looked After Children (LAC) Annual Report Keir Mather	F.9 Review Equality objectives Sarah Reader	F.10 SEN Annual Review Keir Mather F.11 Agree new SIP FGB	SEND Policy SEND Information Report Health & Safety Policy HT Report to Governors

*For CJS, the roles would include:

	Governor Roles	Governor(s)
a.	SEN Governor	Keir Mather
b.	Pupil Premium / Inclusion (and Looked After Children) Governor(s)	Keir Mather
c.	Finance Governors	Nick Hollis
d.	Personnel Governors	Sarah Reader
e.	Premises, Health & Safety Governor(s)	Grant Chaplin
f.	Attendance, Admissions, Exclusions	Simon Fisher
g.	Safeguarding	Keir Mather
h.	Well-being	Kathy Daintith