



Governing Body Annual Planner 2022-23

	Autumn Term		Spring Term		Summer Term			
Full Governors	7 December 2022 Papers to IL by 23 November		22 March 2023 Papers to IL by 8 March		24 May 2023 Papers to IL by 10 May			
					12 July 2023 Papers to IL by 28 June			
	<ul style="list-style-type: none"> Chair's action incl Incident Log Agree SSIP 3-year work plan SLT Report to Governors Including calendar of events Locality Lead Report GDPR Compliance Report MAT Committee Reports including Pay Safeguarding Audit Safeguarding Checklist Policies for Review/ Policy Review Panel Report Governance Report including Governor Attendance/Impact Statements/Terms of Reference/Register of Interests 		<ul style="list-style-type: none"> Chair's action incl Incident Log Review of Governance/Instrument SLT Report Peer to Peer Review Report MAT Sports and Pupil Premium Strategies Locality Lead Report Finance Report Budget Report/MTFP SFVS Other Funds Report School Financial Value Statement Safeguarding Audit Committee Reports Policies for Review/Policy Review Panel Report Governance Report including Skills Audit/Training Matrix 		<ul style="list-style-type: none"> Chair's action incl Incident Log End of Year Accounts Approve Budget Staffing Structure MAT Safeguarding Audit Report of Other Funds Spending Impact Committee Reports Policies for Review Re-adopt LA Scheme for Finance/HR Handbook Governance Report including Dates for following year/Code of Conduct 		<ul style="list-style-type: none"> Chair's action incl Incident Log Full SEF SLT Report to Governors including staff attendance Report Data and SATs Results Locality Lead Report MAT Safeguarding Audit Committee Reports Policies for Review/Policy Review Panel Report Governance Report including Elect Chair & Vice Chair/Confirm committee membership/Review instrument of Government/Declarations of Interest Forms/Codes/Annual Planner/Policy Review Schedule 	
Monitoring Safeguarding	October SCR Safeguarding checklist	November Pupil Voice Audit Section	January Audit Section SCR E safety	February Audit Section Visitors and Volunteers Staff Interviews	April Audit Section		May Audit Section CPOMS	June Final Audit SCR Training Pathway
Monitoring Funds Impact Governor	October Pupil premium plan –impact using data		February New pupil premium and sports premium strategies				June Other funds Implementation and impact	

Provision and Performance Committee	16 November 2022 Papers to IL by 2 November	15 March 2023 Papers to IL by 22 February		28 June 2023 Papers to IL by 14 June
	<ul style="list-style-type: none"> • Annual Standards Report • SEF – SIAMS Strand 1 and 2 • SEF – Standards /Outcomes • SEF- EYFS • Chair's action • Core Subject Leader Reports • Terms of reference 	<ul style="list-style-type: none"> • Mid-Year Review of standards • SEND Whole School Report • Pupil Questionnaire • SEF –SIAMS Strand 3 and 4 • SEF – Quality of Education • SEF- Behaviour and Attitudes • Non-core Subject Leader Reports • Chair's action 		<ul style="list-style-type: none"> •Chair's action •SEF- SIAMS 5,6 and 7 •SEF- - Leadership and Management including governor section • SEF- Overall Effectiveness •Parent questionnaire Outcomes
Monitoring Church School Distinctiveness	October SIAMS Report Strand 1 and 2	February SIAMS Report Strand 3 and 4	May SIAMS Report Strand 5 and 6 (Collective Worship)	June SIAMS Report Strand 7 (RE)
Monitoring Inclusion and Pupil Welfare Governor	October Impact of SEND provision using end of year data	February SEND Whole School report	May Wider inclusion matters e.g. exclusion, attendance	June Review Impact of Actions on Pupil Welfare
Monitoring Curriculum	October Wider implementation/ownership			
Finance & Personnel Committee	12 October 2022 Papers to IL by 28 September	25 January 2023 Papers to IL by 11 January	10 May 2023 Papers to IL by 26 April	21 June 2023 (papers to IL by 08/06/22)
	<ul style="list-style-type: none"> • Chair's action • Terms of reference • Finance Report • Budget Report/MTFP • Other Funds Report • Devolved Capital • Premises Investment Plan • Spending Proposals • Virement Report (if needed) • Staffing Report • SFVS 	<ul style="list-style-type: none"> • Chair's action • Website audit • Finance Report • Budget Report/MTFP • Other Funds Report • School Financial Value Statement • Spending Proposals • Virement Report (if needed) • Staffing Report • SFVS 	<ul style="list-style-type: none"> • Chair's action • Financial Benchmarking • Finance Report • End of year Budget Report/MTFP • Other Funds Report • Devolved Capital • Proposed Budget/MTFP • Proposed Other Funds • Proposed Staffing Structure • SFVS 	<ul style="list-style-type: none"> • Risk register • Finance Report • Budget Report/MTFP • Other Funds Report • Devolved Capital • Spending Proposals • Virement Report (if needed) • Staffing Report • Chair's action • SFVS
Monitoring Health and Safety Governor	September Health and safety annual report 2021-22	January Review of health and safety audit	March Review of fire safety audit	June Health and safety annual report 2022-23
Monitoring Finance	September Cash Handling	February SFVS	April Financial benchmarking and Budget	

Calendar of Meetings/Visits

Finance	Linda Hawbrook
Church School Distinctiveness	Daphne Whiteoak
Inclusion and Pupil Welfare	Alice Cowles
Safeguarding	Linda Hawbrook and Rebecca Gibbon
Funds Impact	Chris Webster and Alice Cowles
Health and Safety	Anna Reynolds

Month	Governor/	Focus for Visit/Meeting
September 2022	Finance	Cash Handling
October 2022	Safeguarding	SCR Safeguarding checklist
	Funds Impact	Pupil premium plan –impact using data
	Church School Distinctiveness	SIAMS Report Strand 1 and 2
	Inclusion and Pupil Welfare	Impact of SEND provision using end of year data
	Curriculum	Wider Implementation and Ownership
November 2022	Safeguarding	Pupil Voice/Audit Section
January 2023	Safeguarding	Audit Section/SCR/E safety
	Health and Safety	Review of health and safety audit
February 2023	Safeguarding	Audit Section/Visitors and Volunteers/Staff Interviews
	Funds Impact	New pupil premium and sports premium strategies
	Inclusion and Pupil Welfare	SEND Whole School report
	Finance	SFVS
	Church School Distinctiveness	SIAMS Report Strand 3 and 4
March 2023	Health and Safety	Review of fire safety audit
April 2023	Safeguarding	Audit Section
May 2023	Safeguarding	Audit Section/CPOMS
	Church School Distinctiveness	SIAMS Report Strand 5 and 6 (Collective Worship)
	Inclusion and Pupil Welfare	Wider inclusion matters e.g. exclusion, attendance
	Finance	Financial benchmarking and Budget
June 2023	Safeguarding	Final Audit/SCR/Training Pathway
	Funds Impact	Other funds Implementation and impact
	Church School Distinctiveness	SIAMS Report Strand 7 (RE)
	Inclusion and Pupil Welfare	Review Impact of Actions on Pupil Welfare
	Health and Safety	Health and safety annual report