



# Governing Body Annual Planner 2024-25

	Autumn Term		Spring Term		Summer Term	
	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
<b>Full Governors</b>	25 September 2024	4 December 2024		19 March 2024	21 May 2024	9 July 2025
	<ul style="list-style-type: none"> <li>• SDP</li> <li>• Monitoring Focus and Roles</li> <li>• 3-year work plan</li> <li>• Chair Reflections</li> <li>• Policy Review Schedule</li> <li>• Locality Lead Report</li> <li>• Chair's action incl Incident Log</li> <li>• Committee Report</li> <li>• Policies for Review</li> <li>• Governance: Governor Attendance /Impact Statements /Terms of Reference /Register of Interests/Training Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Pupil Premium Plan</li> <li>• MAT - Update</li> <li>• SLT Report</li> <li>• Review of Governance – aims and focus</li> <li>• GDPR Compliance Report</li> <li>• Finance Report</li> <li>• Budget Report/MTFP</li> <li>• Other Funds Report</li> <li>• Devolved Capital</li> <li>• Locality Lead Report</li> <li>• Committee Reports</li> <li>• Policies for Review</li> <li>• Chair's action incl Incident Log</li> <li>• Governance Report including Instrument of Government</li> </ul>		<ul style="list-style-type: none"> <li>• SLT Report</li> <li>• Peer to Peer Review Report</li> <li>• Review of Governance update</li> <li>• Risk register</li> <li>• Finance Report</li> <li>• SFVS</li> <li>• Finance Report</li> <li>• Budget Report/MTFP</li> <li>• Other Funds Report</li> <li>• Devolved Capital</li> <li>• Locality Lead Report</li> <li>• Committee Reports</li> <li>• Policies for Review</li> <li>• Chair's action incl Incident Log</li> <li>• Governance Report including Skills Audit analysis and mid-year review of training</li> </ul>	<ul style="list-style-type: none"> <li>• End of Year Accounts</li> <li>• Financial Decisions/Vision and Values</li> <li>• Approve Budget</li> <li>• Safeguarding audit</li> <li>• Staffing Structure</li> <li>• Governor Section of SEF</li> <li>• Locality Lead Report</li> <li>• Safeguarding Audit sections</li> <li>• Committee Reports</li> <li>• Policies for Review</li> <li>• Re-adopt LA Scheme for Finance/HR Handbook</li> <li>• Chair's action incl Incident Log</li> <li>• Governance Report including meeting dates</li> </ul>	<ul style="list-style-type: none"> <li>• SDP</li> <li>• Full SEF</li> <li>• SLT Report including staff attendance.</li> <li>• MAT Update</li> <li>• Sports Premium Report</li> <li>• Committee Reports</li> <li>• Policies for Review</li> <li>• End of year Policy Review Report</li> <li>• Chair's action incl Incident Log</li> <li>• Governance Report including Elect Chair &amp; Vice Chair/ Declarations of Interest Forms/Code of Conduct/Annual Planner/Training priorities</li> </ul>
<b>Monitoring Safeguarding</b>	Safeguarding Written Records, Risk and Recruitment	Staff Understanding Training and Reporting Mechanisms		Online Safety Safeguarding Radicalisation, External Agencies, Violent Crime and Vulnerable Children	Pupil Voice and Reporting Mechanisms Safeguarding Audit	Safeguarding Environment, Child on Child Abuse and Discrimination
Attendance		Attendance		Attendance		Attendance
If agreed SDP related (non-provision based)		Aims and Outcomes				Impact

	Autumn Term		Spring Term		Summer Term	
	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Provision and Performance Committee	18 September 2024		5 Feb 2025		30 April 2025	
	<ul style="list-style-type: none"> <li>• Summer Data Analysis</li> <li>• Overview of End of Year Data and SATs Results</li> <li>• /Outcomes</li> <li>• SEF - EYFS</li> <li>• Core Subject Lead Reports</li> <li>• Parent survey focus</li> </ul>		<ul style="list-style-type: none"> <li>• Review of SDP</li> <li>• Autumn Data Analysis</li> <li>• SEND Whole School Report</li> <li>• SEF - Quality of Education</li> <li>• SEF - Behaviour and Attitudes</li> <li>• Parent survey analysis</li> <li>• Pupil Survey focus</li> </ul>		<ul style="list-style-type: none"> <li>• Review of SDP</li> <li>• Spring Data Analysis</li> <li>• SEF- Leadership and Management (non-governor)</li> <li>• SEF- Overall Effectiveness</li> <li>• SAT feedback</li> <li>• Pupil Survey analysis</li> </ul>	
Monitoring Church School Distinctiveness	SIAMS Report IQ 1 (Vision)		SIAMS Report IQ 2 (Curric) SIAMS Report IQ 3 (Coll Worship)		SIAMS Report IQ 4 and 5 (Culture)	
Inclusion and Welfare			Impact of SEND provision		Inclusion and diversity report	
SDP			Aims and Outcomes		Impact	
Finance & Personnel Committee	9 October 2024		22 January 2025		7 May 2025	
	<ul style="list-style-type: none"> <li>• Premises Investment Plan</li> <li>• Update on spend of carry forward</li> <li>• Financial Decisions/Vision and Values</li> <li>• Finance Report</li> <li>• Budget Report/MTFP</li> <li>• Other Funds Report</li> <li>• Devolved Capital</li> <li>• Spending Proposals</li> <li>• Virement Report (if needed)</li> <li>• Staffing Report</li> </ul>		<ul style="list-style-type: none"> <li>• SFVS</li> <li>• Risk register</li> <li>• Staffing Survey</li> <li>• Financial Benchmarking</li> <li>• Financial Decisions/Vision and Values</li> <li>• Website audit</li> <li>• Finance Report</li> <li>• Budget Report/MTFP</li> <li>• Other Funds Report</li> <li>• Spending Proposals</li> <li>• Virement Report (if needed)</li> <li>• Staffing Report including staff attendance</li> </ul>		<ul style="list-style-type: none"> <li>• H and S Annual</li> <li>• Financial Decisions/Vision and Values</li> <li>• Finance Report</li> <li>• End of year Budget Report/MTFP</li> <li>• Other Funds Report</li> <li>• Devolved Capital</li> <li>• Proposed Budget/MTFP</li> <li>• Proposed Other Funds</li> <li>• Fire safety audit report</li> <li>• Staffing Structure</li> </ul>	
Monitoring Health & Safety	Review of health and safety audit				Health and safety annual report	
Finance and Funds Impact	Pupil premium plan – plan to go to Gov Body		SFVS		Financial benchmarking Mid-year Review - pupil premium	

## Governor Monitoring Timetable 2024-5

		Autumn Term		Spring Term		Summer Term	
<b>Reporting to Gov Body</b>		<b>25 September 2024</b>	<b>4 December 2024</b>		<b>19 March 2024</b>	<b>21 May 2024</b>	<b>9 July 2025</b>
<b>Safeguarding</b>	Rebecca Gibbon and Faye Barnes	Safeguarding Written Records, Risk and Recruitment	Staff Understanding Training and Reporting Mechanisms		Online Safety Safeguarding Radicalisation, External Agencies, Violent Crime and Vulnerable Children	Pupil Voice and Reporting Mechanisms Safeguarding Audit	Safeguarding Environment, Child on Child Abuse and Discrimination
<b>Attendance</b>	Anna Reynolds and Amy Parrott		Attendance		Attendance		Attendance
<b>SDP related (non-provision based)</b>	TBD		Aims and Outcomes				Impact
<b>Reporting to Fin and Pers Comm</b>		<b>9 October 2024</b>		<b>22 January 2025</b>		<b>7 May 2025</b>	
<b>Finance and Funds Impact</b>	Jonathan Wainwright and Rebecca Allen	Review of health and safety audit				Health and safety annual report	
<b>Health and Safety</b>	Anna Reynolds	Pupil premium plan – plan to go to Gov Body		SFVS		Financial benchmarking Mid-year Review - pupil premium	
<b>Reporting to Prov and Perf Comm</b>		<b>18 September 2024</b>		<b>15 Jan/5 Feb 2025</b>		<b>30 April 2025</b>	
<b>Church School Distinctiveness</b>	Daphne Whiteoak and Jane Foster-Smith	SIAMS Report IQ 1 (Vision)		SIAMS Report IQ 2 (Curric) SIAMS Report IQ 3 (Coll Worship)		SIAMS Report IQ 4 and 5 (Culture)	
<b>Inclusion and Welfare</b>	Jane Foster-Smith and Katie Jaques			Impact of SEND provision		Inclusion and diversity report	
<b>SDP related</b>	TBD			Aims and Outcomes		Impact	