

Appendix 3 Year planner for full governing body meetings

Items that should be included on each agenda

- Declaration of interests – pecuniary and other conflicts of interest as relevant and appropriate to the agenda
- Receive and consider apologies for acceptance or not
- Membership update including appointment of community/co-opted governors, appointed parent governors and associate members, welcomes and introductions, any mentoring arrangements
- Identification of any additional items not on the agenda and consideration of the best way to deal with them
- Agreement of the minutes of the previous meeting
- Consideration of any confidential items
- Consideration of any matters arising
- Consideration of committee minutes if available
- Consideration of visit reports/governor reports if available
- Health and safety/safeguarding/risk management items

Items that should be done on a regular basis

- Receive headteacher's report (separate guidance is available)
- Monitor school development or improvement plan
- Monitor the school's self-evaluation
- Agree any policies reviewed by committees
- Review pupil progress and attainment
- Review the effectiveness of the governing body (GB) (support materials are available)
- Review the school's vision
- Consider GB training needs
- Discussion of views of key stakeholders (parents, pupils, staff, community)
- Consideration of reports from the Local Authority
- Confirmation of dates and times of future meetings

Remember the full GB must meet at least three times per academic year and must deal with the following; these items cannot be delegated to a committee or an individual:

- Agree constitutional matters
- Consider a change of category
- Appoint new governors as set out in the Instrument of Government (or Articles of Association)
- Appoint or remove the Chair and Vice Chair
- Appoint or remove a Clerk to the governing body
- Establish the committees of the governing body and their terms of reference
- Consider clerking arrangements for committees
- Suspend or remove a governor
- Decide which functions of the governing body will be delegated to committees, groups and individuals (decision planner) and review annually
- Receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the governing body is necessary

- Agree Special Educational Needs Policy
- Agree Pay Policy
- Agree selection panel for headteacher and deputy headteacher appointments

Autumn term – full GB

(Some of these may also be usefully done in the summer term ready for autumn.)

- Discuss and agree procedures including decision planner
- Review remits and membership of committees. Consider the need for any working groups. Appoint clerks to committees where appropriate. The full GB can delegate the election of chairs of each committee to the committee themselves.
- Elect chair and vice chair (s)
- Appoint link governor/s to specific responsibilities where appropriate and in line with the school's priorities (separate guidance is available)
- Agree a programme of meetings for the year including committees
- If the school is its own admission authority (foundation and VA) draw up an admissions policy for the next school year if it needs to change (beginning of the term)
- Sign the register of pecuniary interests
- Sign the code of conduct
- Review National Curriculum tests, GCSE and other exam results
- Sign the Schedule of Delegated Levels of Authority
- Consider other financial items (see Appendix 4)
- Consider a timetable for completion of the SFVS self assessment
- Agree Pay policy (and Appraisal and Capability if not done at committee)
- Agree the annual safeguarding report

Spring term – full GB

- Publish early in term proposed admissions arrangements for autumn of next year (schools which are admissions authorities)
- Agree budget for coming year if available (or at Finance Committee)
- Review and agree Service Level Agreements
- Approve the SFVS submission
- Receive the Achievement Partner's Annual Report (this can be done in the summer term)

Summer term – full GB

- Consider the headteacher's report
- Review progress of the school improvement plan and consider priorities for the new academic year.
- Agree budget if not agreed in spring term (or at Finance Committee)
- Academies – agree budget for new financial year in September
- Note the arrangements for the election of Chair and Vice Chair in the autumn term
- Approve non teaching days (staff development days)
- Approve term and holiday dates (for VA, foundation schools and academies)
- Schools that are admissions authorities - to publish online their entry arrangements