



St John's Church of England Primary School Full Governing Board (FGB) Annual Planner

Vision Statement

Finding the light in ourselves and each other (John 8:12)

Learning Statement

Soar on wings like Eagles (Isaiah 40:31)

This planner outlines the key responsibilities of the FGB and its constituent committees and suggests when and by whom these can be carried out. This will be reviewed annually at the end of the school year to ensure that it aligns with the overall strategy, the School Development Plan (SDP) and other commitments. Policies requiring an annual review are included.

Where possible, committees will meet well ahead of the FGB and minutes should be published before those of the FGB each term and read by all governors. In this way, the FGB can avoid repeating discussions already.

Each term FGB meetings should include the following:

- Safeguarding report
- Headteacher's report
- Committee reports
- School budget monitoring report
- School Development plan (SDP) (monitor progress)
- Policies (those for review in line with school policy schedule).

Statutory requirements are subject to regular change and this document will be updated annually to reflect updates.

Acronyms used for ease within this document:

ASP (Analyse School Performance), FGB (Full Governing Board), GB (Governing Board), HT (Headteacher), KCSiE (Keeping Children Safe in Education), MA (Managing Allegations), PM (Performance Management) SDP (School Development Plan), SEF (Self Evaluation), SFVS (Schools Financial Value Standard), SR (Safer Recruitment).

Committee Remits

Resources Committee

Overview

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Development Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Meetings

- As a minimum, the quorum must be not less than three governor members of the committee.
- The committee shall meet at least once per term and on other occasions as determined by the committee.
- Committee meetings will not be open to the public but minutes shall be made available on request. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors.

Financial policy and planning

- To review, adopt and monitor a Finance Policy which includes the local scheme of delegation for spending and budgetary adjustments (virements) for the committee, headteacher and other nominated staff.
- To review, adopt and monitor all additional financial policies, including a charging and remissions policy.
- To establish and maintain a three-year financial plan, taking into the account priorities of the School Development Plan, roll projection and signals from central government and (if applicable) the LA regarding future years' budgets, within the constraints of available information.
- To draft and propose to the governing body for adoption an annual school budget taking into account the priorities of the School Development Plan.
- To make decisions in respect of service level agreements.
- To ensure that sufficient funds are set aside for pay increments as set out in the Pay Policy and as recommended by the headteacher.

Financial monitoring

- To monitor the income and expenditure throughout the year of all delegated and devolved funds against the annual budget plan.
- To receive at least termly budget monitoring reports from the headteacher.
- To report back to each meeting of the full governing body and to alert them of potential problems or significant anomalies at an early date.
- To meet with other committees and provide them with the information they need to perform their duties.
- Subject to the local scheme of delegation, to approve any budgetary adjustments that will from time to time be necessary in response to the evolving requirements of the school.
- To review, complete and submit the School Financial Value Standard (SFVS).
- To undertake any remedial action identified as part of the SFVS.
- To receive and act upon any issues identified by a local authority audit.

Premises

- To provide support and guidance for the governing body and the headteacher on all matters relating to the maintenance and development of the premises and grounds, including Health and Safety.
- To ensure that an annual inspection of the premises and grounds takes place and a report is received identifying any issues.
- To inform the governing body of the report and set out a proposed order of priorities for maintenance and development, for the approval of the governing body.
- To arrange professional surveys and emergency work as necessary.
- The headteacher is authorised to commit expenditure without the prior approval of the committee in any emergency where delay would result in further damage or present a risk to the health and safety of pupils or staff. In this event the headteacher would normally be expected to consult the committee chair at the earliest opportunity.
- To create a project committee where necessary to oversee any major developments.
- To establish and keep under review an Accessibility Plan and a Building Development Plan
- To review, adopt and monitor a Health and Safety policy.
- To ensure that the governing body's responsibilities regarding litter, refuse and dog excrement are discharged according to Section 89 of the Environmental Protection Act 1990, so far as is practicable.

Staffing

- To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school.
- To establish and oversee the operation of the school's Appraisal Policy - including the arrangements and operation of the school's appraisal procedures for the Headteacher.
- To establish a Pay Policy for all categories of staff.
- To be responsible for the administration and review of the Pay Policy.

- To monitor and evaluate the impact of continuing professional development on improving staff performance
- To ensure that staffing procedures (including recruitment procedures) follow equalities legislation.
- To annually review procedures for dealing with staff discipline and grievances and make recommendations to the governing body for approval.
- To monitor approved procedures for staff discipline and grievance and ensure that staff are kept informed of these.
- To recommend to the governing body staff selection procedures, ensuring that they conform with safer recruitment practice, and to review these procedures as necessary.
- In consultation with staff, to oversee any process leading to staff reductions.
- To establish the annual and longer-term salary budgets and other costs relating to personnel, e.g. training.
- To receive reports on staff wellbeing and any results of staff surveys or consultations.

Website

- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.
- To monitor the school's publicity, public presentation and relationships with the wider community.

Quality of Education Committee

Overview

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the School Improvement Plan.
- To consider safeguarding and equalities implications when undertaking all committee functions.

Meetings

- As a minimum, the quorum must be not less than three governor members of the committee.
- The committee shall meet at least once per term and on other occasions as determined by the committee.
- Committee meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the chair, the committee shall choose an acting chair for that meeting from among their number.
- In the absence of the clerk the committee shall choose a clerk for that meeting from among their number (someone who is not the headteacher/principal).
- The draft minutes of each meeting will be circulated with the agenda for the next ordinary meeting of the full governing body and will be presented at that meeting by the chair (or in his/her absence another member of the committee).
- Any decisions taken must be determined by a majority of votes of committee members present and voting – but no vote can be taken unless a majority of those present are governors

Curriculum planning and delivery

- To review, monitor and evaluate the following documents:
 - Self-Evaluation Form (SEF)
 - SIAMs Self-Evaluation Form (SIAMS SEF)
 - School Development Plan (SDP)
- To develop and review policies identified within the school's policy review programme and in accordance with its delegated powers (e.g. RSE and pupil behaviour/discipline).
- To ensure that the requirements of disadvantaged and vulnerable children and those with special needs are met, as laid out in the Code of Practice, and receive termly reports from the headteacher/SENCO and an annual report from the SEN governor (where appointed).

Assessment and improvement

- To monitor and evaluate the effectiveness of leadership and management
- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups

- To set priorities for improvement and monitor and evaluate the impact of improvement plans which relate to the committee's area of operation.
- To monitor and evaluate provision for all groups of vulnerable children (e.g. looked after children) and ensure all their needs have been identified and addressed, and to evaluate their progress and achievement.
- To consider recommendations from external reviews of the school (e.g. Ofsted or local school improvement advisers), agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To advise the resources committee on the relative funding priorities necessary to deliver the curriculum.

Engagement

- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- To review school website content from quality of education point of view and feed into Resources Committee.

Autumn Term

FGB	Quality of Education	Resources
<p>Governance</p> <ul style="list-style-type: none"> • Receive annual data • Review and agree school SEF and SDP • Agree governor training to match needs of the SDP/SEF • Allocate/confirm governor link roles • Map out governor monitoring visits for the academic year <p>Finance</p> <ul style="list-style-type: none"> • Receive budget monitoring report in line with SFVS requirements • Carry out Performance Management for the HT (PM committee) <p>Administration/Compliance</p> <ul style="list-style-type: none"> • Publish GB attendance (incl. committees) for previous academic year on website • Publish GB members, associates and their responsibilities on website • Review / agree Governor Code of Conduct (confirm all agree to abide by it on GovernorHub) • Confirm business / pecuniary interests of governors on GovernorHub / publish on website • All governors to read (and confirm on GovernorHub) KCSiE • Governors to direct staff to read (and confirm) KSCiE (Part 1 of as a minimum) • Review and publish SEN Information Report • Review Annual Governor Report on Safeguarding • Check Single Central Register (Safeguarding governor) • Confirm safeguarding/prevent, MA and SR training is up to date • Approve Pupil Premium Strategy for year ahead / review impact for previous year – working on a three-year document. • Policy review / adoption schedule taking account of legal changes • Approve equalities objectives – every four years • Consider any changes to admission rules or admissions numbers for the admissions year. 	<ul style="list-style-type: none"> • Appoint committee chair • Monitor data on attendance/absence, pupil exclusions, racist incidents etc. • Outcomes for pupils: SATs, including Vulnerable Groups achievement • Progress update for EYFS, KS1 and KS2 • Monitor system for individual pupil targets • Curriculum Intent (the plan of what is taught, when and why) & recovery. • Agree and monitor progress of SDP against strategic priorities • Vulnerable student update (Pupil Premium, SEND and other vulnerable groups) • Safeguarding update • Consider funding (Pupil Premium/Sports Premium) and guidance • Pupil achievements • Review governor visits • Review annually the equality objectives 	<ul style="list-style-type: none"> • Appoint committee chair • Receive budget monitoring report in line with SFVS requirements • Monitor pupil number forecasts and budgetary implications • Review Risk Register • Consider and prepare SFVS for submission to local authority in advance of prescribed deadline • Report on voluntary funds and agree arrangements for audit • Agree school maintenance plan • Termly Review of Incident and Accident Report • Report on Health and Safety • Agreement on proposed capital works projects • Ensure school website includes all the information required by the DfE

Other business <ul style="list-style-type: none"> • Church links update and plans for the year ahead • Review school's publicity, public presentation and relationships with the wider community. 		
Policies to review and update <ul style="list-style-type: none"> • Child Protection Policy • Safeguarding Statement • Governors Code of conduct • Instrument of governance • Attendance Policy • Governor allowances • Admissions • Data protection 	<ul style="list-style-type: none"> • Pupil premium • PSHE and RE Policy • Inclusion policy 	<ul style="list-style-type: none"> • Premises management documents (ongoing) • Pay Policy • Capability policy • Grievance Policy • Disciplinary Policy • Staff Code of Conduct • Early career teacher (ECT) induction • Charging and remissions Policy • First aid policy

Spring Term

FGB	Quality of Education	Resources
<ul style="list-style-type: none"> • Approve terms dates including INSET days for the academic year following the upcoming academic year • Consider strategies to communicate with and consult parents and wider community • Receive budget monitoring reports in line with SFVS requirements • Report on school visits and agree priority visits for remainder of academic year • Revise school prospectus/website. • Stakeholder engagement, including the local parish church community and the diocese 	<ul style="list-style-type: none"> • Monitor data on attendance/absence, pupil exclusions, racist incidents etc. • Progress update for EYFS, KS1 and KS2 • Monitor system for individual pupil targets • Curriculum Intent (the plan of what is taught, when and why) & recovery. • Monitor progress of SDP against strategic priorities • Vulnerable student update (Pupil Premium, SEND and other vulnerable groups) • Safeguarding update • Consider funding (Pupil Premium/Sports Premium) and guidance • Review procedure for line managers to monitor teaching quality • Pupil achievements • Review governor visits 	<ul style="list-style-type: none"> • Receive budget monitoring report in line with SFVS requirements • Prepare draft budget for forthcoming year and submit to LA in line with prescribed deadline • Publish SFVS in line with deadline, if not already done • Consider the 3-year forecast budget report and submit to LA in line with requirements • Consider purchasing decisions for the forthcoming academic year alongside asset management plan and recommend to FGB for approval • Review Risk Register • Termly Review of Incident and Accident Report • Report on Health and Safety • Initial review of capital works projects
<p>Policies to review and update</p> <ul style="list-style-type: none"> • Safer Recruitment 	<ul style="list-style-type: none"> • Children with health needs who cannot attend school • Looked after children • Supporting pupils with medical conditions • Equality information and objectives 	<ul style="list-style-type: none"> •

Summer Term

FGB	Quality of Education	Resources
<p>Governance</p> <ul style="list-style-type: none"> • Elect Chair and Vice/Deputy Chair • Agree committee structure, membership and Terms of Reference • Review governor membership, terms of office, recruitment strategy in line with actions from skills audit and consider succession planning <p>Administration</p> <ul style="list-style-type: none"> • Agree clerking arrangements and professional services for the next academic year • Review and complete governing board skills audit and SEF • Confirm dates of meetings for the next academic year • Review teachers' INSET policy. • Agree governor support/training provider for the next academic year <p>Other</p> <ul style="list-style-type: none"> • Review and agree 3 targets for SDP • Review pupil attendance • Appoint HT PM Governors x 3 and external reviewer for the next academic year • Approve the budget • Report on pupil numbers and appeals 	<ul style="list-style-type: none"> • Monitor data on attendance/absence, pupil exclusions, racist incidents etc. • Progress update for EYFS, KS1 and KS2 • Monitor system for individual pupil targets • Curriculum Intent (the plan of what is taught, when and why) & recovery. • Monitor progress of SDP against strategic priorities • Vulnerable student update (Pupil Premium, SEND and other vulnerable groups) • Safeguarding update • Consider funding (Pupil Premium/Sports Premium) and guidance • Review procedure for line managers to monitor teaching quality • Pupil achievements • Review governor visits 	<ul style="list-style-type: none"> • Receive budget monitoring report in line with SFVS requirements • Propose the budget to FGB for approval • Submit the financial plan to the LA by prescribed deadline • Receive and review audit of the school fund • Make purchasing decisions for services from external providers where appropriate • Review Risk Register • Termly Review of Incident and Accident Report • Report on Health and Safety • Final review of capital works projects
<p>Policies to review and update</p> <ul style="list-style-type: none"> • Special educational needs (SEN) and disability policy • SEN information report • School complaints • School information published on a website 	<ul style="list-style-type: none"> • Behaviour Policy (including behaviour statement) 	

Policies – reviewed annually

Policy	Responsible Body	To be reviewed
Autumn Term		
Child Protection Policy	FGB	Autumn 2025
Safeguarding Statement	FGB	Autumn 2025
Governors Code of conduct	FGB	Autumn 2025
Attendance Policy	FGB	Autumn 2025
Admissions	FGB	Autumn 2025
Governor allowances	FGB	Autumn 2025
Data Protection Policy	FGB	Autumn 2025
Instrument of governance	FGB	Autumn 2025
Subject Access Request Policy	FGB	Autumn 2025
CCTV Policy	FGB	Autumn 2025
Record Management Policy	FGB	Autumn 2025
Privacy notices	FGB	Autumn 2025
Pupil Premium	QofE	Autumn 2025
PSHE and RE Policy	QofE	Autumn 2025
Inclusion Policy	QofE	Autumn 2025
Pay Policy	Resources	Autumn 2025
Capability Policy	Resources	Autumn 2025
Grievance Policy	Resources	Autumn 2025
Disciplinary Policy	Resources	Autumn 2025

Staff Code of Conduct	Resources	Autumn 2025
Early career teacher (ECT) induction	Resources	Autumn 2025
First aid Policy	Resources	Autumn 2025
Charging and remissions Policy	Resources	Autumn 2025
Spring Term		
Safer Recruitment Policy	FGB	Spring 2025
Children with health needs who cannot attend school Policy	QofE	Spring 2026
Equality information and objectives Policy	QofE	Spring 2026
Looked after children Policy	QofE	Spring 2026
Supporting pupils with medical conditions Policy	QofE	Spring 2026
Summer Term		
Special educational needs (SEN) and disability policy	FGB	Summer 2026
SEN information report	FGB	Summer 2026
School Complaints Policy	FGB	Summer 2026
Behaviour Policy (including behaviour statement)	QofE	Summer 2026

Other Policies – not reviewed annually

Policy	Responsible Body	Cycle of review	To be reviewed
Uniform	FGB	2 years	Summer 2027
Home School Agreement	FGB	2 years	Summer 2027
School Visits	FGB	2 years	Spring 2027
Collective worship Policy	FGB	2 years	Summer 2027

RE Policy	FGB	2 years	Summer 2027
Pupil Mental Health and Wellbeing	QofE	2 years	Autumn 2026
Healthy Eating Policy	QofE	2 years	Summer 2026
Packed Lunch Policy	QofE	2 years	Summer 2026
Accessibility Policy	QofE	3 years	Autumn 2027
EYFS Policy	QofE	3 years	Autumn 2028
Online Safety Policy	QoE	2 years	Summer 2027
Intimate Care Policy	QoE	3 years	Summer 2028
Managing Medicines in Schools	QoE	3 years	Summer 2028
Pupil Allergy Awareness Policy	QoE	3 years	Summer 2028
Maternity leave Policy	Resources	2 years	Autumn 2026
Probation Policy	Resources	2 Years	Autumn 2026
Flexible Working Policy	Resources	2 years	Autumn 2026
Appraisal Policy	Resources	2 years	Autumn 2026
Shared parental leave policy	Resources	2 years	Spring 2027
Shared parental leave policy (adoption)	Resources	2 years	Spring 2027
Menopause policy	Resources	2 years	Spring 2027
H&S Policy	Resources	3 years	Autumn 2027
Lettings Policy	Resources	3 years	Summer 2028
Risk assessment policy	Resources	3 years	Summer 2028
Lone working policy	Resources	3 years	Summer 2028
Whistleblowing Policy	Resources	3 years	Summer 2028
Staff Wellbeing Policy	Resources	3 years	Summer 28
Gifts and Hospitality Policy	Resources	3 years	Summer 28

