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 (SIP) 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 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.

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.
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- 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 curriculum offer.
- To recommend for approval to the full governing body the:
  - Self-evaluation form
  - School/Academy Improvement Plan
  - Targets for school/academy improvement to the governing body
- 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 monitor and evaluate the impact of continuing professional development on improving staff performance
- 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 regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- 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.
- Pupil voice?

Engagement

- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements
- To oversee arrangements for educational visits, including the appointment of a named co-ordinator.
- 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.

Autumn Term

FGB	Quality of Education	Resources
Governance • Elect Chair and Vice/Deputy Chair • Agree committee structure, membership and Terms of Reference • Receive annual data • Review and agree school SEF and SDP • Agree governor training to match needs of the SDP/SEF • Receive committee reports **Finance** • Receive report from the HT on teacher appraisal process • Receive budget monitoring report in line with SFVS requirements • Carry out Performance Management for the HT (PM committee) **Administration/Compliance** • 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 • Ensure school website includes all the information required by the DfE • Approve Pupil Premium Strategy for year ahead / review impact for previous year • Policy review / adoption schedule taking account of legal changes • Approve equalities objectives • Consider any changes to admission rules or admissions numbers for the admissions year.	• 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. • Map out governor monitoring visits for the academic year • Agree and monitor progress of SDP • Vulnerable student update (Pupil Premium, SEND and other vulnerable groups) • Safeguarding update • Consider funding (Pupil Premium/Sports Premium) and guidance	• 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 • Report on changes to the Covid Risk Assessment

Other business • Church links update and plans for the year ahead		
Policies to review and update • Teachers' Pay • Non-teaching staff pay • Review and approve Child Protection Policy • Safeguarding • Pupil premium • Admissions • Special educational needs (SEN) and disability policy and SEN information report • Equality information and objectives statement • Single central record • Designated teacher for looked-after and previously looked-after children	• Remote learning • Assessment, marking and feedback policy • Accessibility Policy & Plan • Children with health needs who cannot attend school • Early career teacher (ECT) induction]	• Review lettings policy • Premises management documents • Pay • Performance management

Spring Term

FGB	Quality of Education	Resources
• Approve terms dates for forthcoming school year including INSET days • Stakeholder engagement and reports • Consider strategies to communicate with and consult parents and wider community • Receive budget monitoring reports in line with SFVS requirements • Consider and respond to relevant admissions schemes by 31st January • Report on school visits and agree priority visits for remainder of academic year • Revise school prospectus/website. • Consider any changes to the admission arrangements prior to the autumn term deadlines • Stakeholder engagement, including the local parish church community and the diocese	• 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 • 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 •	• 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 • Report on changes to the Covid Risk Assessment
Policies to review and update • School Visits • Attendance policy • Protection of children's biometric information • Instrument of Governance	• Anti -Bullying • Behaviour Policy • Home School Agreement • Written Calculation policy	• Asset management

Summer Term

FGB	Quality of Education	Resources
• Review governor membership, terms of office, recruitment strategy in line with actions from skills audit and consider succession planning • Agree clerking arrangements and professional services for the next academic year • Review impact of Equality Objectives. • Review and complete governing board skills audit and SEF • Confirm dates of meetings for the next academic year • Approve residential trips. • Review Performance Management Policy • Review teachers' INSET policy. • Review pupil attendance • Agree governor support/training provider for the next academic year • Appoint HT PM Governors x 3 and external reviewer for the next academic year • Approve the budget • Report on pupil numbers and appeals •	• 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 • 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	• 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 • Report on changes to the Covid Risk Assessment
Policies to review and update • School Visits • Attendance policy • School complaints • Staff discipline, conduct and grievance • School information published on a website • Governors' Allowances • Governor's Induction	• PSHE and RSE Policy • Exclusions • Early Years Foundation Stage (EYFS) policies	• Review the Health and Safety Policy • Review Charging and Lettings Policy • Capability of staff

Other Polices – not reviewed annually

Policy	Responsible Authority	Cycle of review
Equality Information and Objectives	FGB	3 years
Uniform	FGB	3 years
Data Protection including GDPR data retention and security	FGB	3 years
Inclusion	QoE	2 years
Online Safety Policy	QoE	2 years
Educational Visits	QoE	3 years
First Aid	QoE	3 years
Religious Education Policy	QoE	3 years
English Policy	QoE	3 years
Reading Policy	QoE	3 years
Physical Education Policy	QoE	3 years
Mathematics Policy	QoE	3 years
Computing Policy	QoE	3 years
Science Policy	QoE	3 years
Learning Environment Policy	QoE	3 years
Assessment Policy for Foundation Subjects	QoE	3 years
Display Policy	QoE	3 years
Calculations Policy	QoE	3 years
Healthy Eating and Drinking Policy	QoE	3 years
Intimate Care Policy	QoE	3 years

Managing Medicines in Schools	QoE	3 years
Nut Allergy Awareness Policy	QoE	3 years
Pets in School Policy	QoE	3 years
Restrictive Physical Intervention Policy	QoE	3 years
Financial Management and Procedures	Resources	2 years
Disciplinary Policy	Resources	3 years
Flexible Working Policy	Resources	3 years
Staff Code of Conduct	Resources	3 years
Grievance Policy	Resources	3 years
Staff Dress Code	Resources	3 years
Time off for dependents Policy	Resources	3 years
Time-off in Lieu Statement	Resources	3 years
Parental Leave Policy	Resources	3 years
Cover Policy	Resources	3 years
Bullying and Harassment Policy	Resources	3 years
Communication Policy	Resources	3 years
Alcohol, Drugs and Gambling Policy	Resources	3 years
Communication Policy	Resources	3 years
Safer Recruitment Policy	Resources	3 years
Whistleblowing Policy	Resources	3 years
Mobile Phones Policy	Resources	3 years
Social Media Policy	Resources	3 years