



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.

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
<u>Autumn 1</u> Governance • Reminder of 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 • Discuss governor monitoring visits Finance • HT to give update on budget and monitoring report • HT to outline capital projects Administration/Compliance • Publish GB attendance (incl. committees) for previous academic year on website • Publish GB members, associates and their responsibilities on website • 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) • Discuss FGB membership • Confirm safeguarding and prevent training is up to date • Policy review / adoption schedule taking account of legal changes • Consider any changes to admission rules or admissions numbers for the admissions year Other business	• Appoint committee chair • Curriculum update (the plan of what is taught, when and why) & recovery. • SDP update – Key priorities. Monitor of progress against targets • Review annual data (Outcomes for pupils including Vulnerable Groups achievement) • Progress update for EYFS, KS1 and KS2 • Monitor data on attendance/absence, pupil exclusions, racist incidents etc. • Monitor system for individual pupil targets • Vulnerable student update (Pupil Premium, SEND and other vulnerable groups), including LAC governors report • Safeguarding update • Consider funding (Pupil Premium/Sports Premium) and guidance • Pupil achievements • Review governor visits	• Appoint committee chair • Receive budget monitoring report • Monitor pupil number forecasts and budgetary implication • Budget 2025/6 timetable • Nursery – Financial impact • Procurement • Review any updates to Risk Register • Termly review of Incident and Accident Report • Report on Health and Safety • Update on proposed capital works projects • IT Equipment and infrastructure • Approve relevant policies • Staff wellbeing and mental health • Staff attendance & sickness • Staff complaints/grievances to report • Discuss pay panel minutes (to the extent necessary)

• Church links update and plans for the year ahead • Review school's publicity, public presentation and relationships with the wider community. <u>Autumn 2</u> Governance • Update on annual data (to extent not done in Summer 2) • Update of school SEF and SDP • School progress update/Headteacher's report • Reports from governor visits Finance • Receive budget monitoring report (may be included in resources committee update) Administration/Compliance • Safeguarding report • Committee update • Approve Pupil Premium Strategy - working on a three-year document (so every 3 years). • Policy review / adoption schedule taking account of legal changes Other business • Church links update and plans for the year ahead • Review school's publicity, public presentation and relationships with the wider community. • Discuss parent survey (if completed)	• Approve relevant policies	
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Spring Term

FGB	Quality of Education	Resources
Governance - HT Report – update on SDP and other changes - Update from committees Finance - Receive budget monitoring reports in line with SFVS requirements - Discuss budget priorities for next academic year Administration/compliance - Safeguarding update - Approve terms dates including INSET days for the academic year following the upcoming academic year - Report on school visits and agree priority visits for remainder of academic year - Stakeholder engagement, including the local parish church community and the diocese - Decide on strategy day and the requirement for whole board governor training	- 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	- 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 - Monitor mid-year reviews progress - Termly Review of Incident and Accident Report - Report on Health and Safety - Initial review of capital works projects - Review of relevant policies

Summer Term

FGB	Quality of Education	Resources
<u>Summer 1</u> Governance - Review strategy Finance - Approve budget Administration - Agree meetings dates for the next academic year <u>Summer 2</u> Governance - Elect Chair and Vice/Deputy Chair - Agree committee structure, membership and Terms of Reference including HT PM and Pay committee - Review governor membership, terms of office, recruitment strategy in line with actions from skills audit and consider succession planning - Review annual data Administration - 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 - Agree governor support/training provider for the next academic year - Review / agree Governor Code of Conduct - Ensure school website includes all the information required by the DfE	- 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 1. Review governor visits 2. OPAL annual report - Review annually the equality objectives	- 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

Other business • Review and agree 3 targets for SDP • Safeguarding update • Review pupil attendance • Receive minutes of the pay panel and agree any significant changes to remuneration as well as HT remuneration. • Report on pupil numbers and appeals • Review and publish SEN Information Report		
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Policies – reviewed annually

Policy	Responsible Body
Child Protection Policy	FGB
Safeguarding Statement	FGB
Governors Code of conduct	FGB
Attendance Policy	FGB
Reception Admissions	FGB
Nursery Admissions	FGB
Prevent Policy	FGB
Data Protection Policy	FGB
Data Security Policy	FGB
Instrument of governance	FGB
Data Breach Response Pan	FGB
Subject Access Request Policy	FGB

CCTV Policy	FGB
Record Management Policy	FGB
Privacy notices	FGB
Freedom of Information	FGB
Safer Recruitment Policy	FGB
Special educational needs (SEN) and disability policy	FGB
SEN information report	FGB
School Complaints Policy	FGB
Pay Policy	FGB
Capability Policy	FGB
Grievance Policy	FGB
Disciplinary Policy	FGB
Staff Code of Conduct	FGB
Pupil Premium	QofE
PSHE and RE Policy	QofE
Inclusion Policy	QofE
Behaviour Policy (including behaviour statement)	QofE
Children with health needs who cannot attend school Policy	QofE
Equality information and objectives Policy	QofE
Looked after children Policy	QofE
Supporting pupils with medical conditions Policy	QofE
Early career teacher (ECT) induction	Resources
First aid Policy	Resources
Charging and remissions Policy	Resources

Governor Allowances	Resources
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Other Policies – not reviewed annually

Policy	Responsible Body	Cycle of review
School Visits	FGB	2 years
H&S Policy	FGB	3 years
Communications Policy	FGB	3 years
Uniform	QofE	2 years
Home School Agreement	QofE	2 years
Collective Worship Policy	QofE	2 years
Spirituality Policy	QofE	2 years
RE Policy	QofE	2 years
Pupil Mental Health and Wellbeing	QofE	2 years
Healthy Eating Policy	QofE	2 years
Packed Lunch Policy	QofE	2 years
Accessibility Policy	QofE	3 years
EYFS Policy	QofE	3 years
Online Safety Policy	QofE	2 years
Intimate Care Policy	QofE	3 years
Managing Medicines in Schools	QofE	3 years
Pupil Allergy Awareness Policy	QofE	3 years
Marking Policy	QofE	2 years

Mobile Phone Policy	QoE	3 years
Play Policy	QoE	3 years
Forest School Policy	QoE	3 years
Maternity leave Policy	Resources	2 years
Probation Policy	Resources	2 Years
Flexible Working Policy	Resources	2 years
Appraisal Policy	Resources	2 years
Shared parental leave policy	Resources	2 years
Shared parental leave policy (adoption)	Resources	2 years
Menopause policy	Resources	2 years
Lettings Policy	Resources	3 years
Risk assessment policy	Resources	3 years
Lone working policy	Resources	3 years
Whistleblowing Policy	Resources	3 years
Staff Wellbeing Policy	Resources	3 years
Gifts and Hospitality Policy	Resources	3 years
Health and Attendance Policy	Resources	3 years
Schedule of Financial Responsibility	Resources	2 years