EMET Governing Body Annual Planner - Schools MPS 2025-26

	Constitutional & Procedural	Premises		Financial Matters		Personnel Functions & Pay	Attendance Admissions & Exclusions	Strategic Development			
Autumn term 1	A1. Governor Development Plan **DF**	A.2 Maintain inventories and Assets (including disposals) **RJ**	A3. Risk Register **RJ**	A.4 Maintain Register of Business Interests **LGB**	A.5 Monitor Sport Funding expenditure & Action Plan **AS**	A.6 Conduct the annual appraisal of the HT. **DF**	A.7 Monitor and Review Annual Attendance **MB**	A.8 Monitor progress & attainment (Review National Data) **RW**	A.9 Monitor arrangements for school visits/ residential(s) **AH**	A.10 Review planning & provision for SEN **AH/DF**	A.11 Review arrangements for Collective Worship **LC**
Autumn term 2		B.1 Health & Safety review including the Maintenance Plan **EB**	B.2 Single Central Record Monitoring **DF**	B.3 Monitor expenditure against the Budget Plan & Annual Accounts **AS**	B.4 Review Pupil Premium Strategy, expenditure and Action Plan **AS**	B.5 Review plans for Staff training & ensure that they are in line with the current SDP **JW**	B.6 Review admissions arrangements **MB**	B.7 Monitor standards of teaching **RW**	B.8 Review school Self Evaluation (SEF) **JW**		
Spring term 1	C.1 Review the policies checklist **LGB**	C.2 GDPR Review **RJ**		C.3 Monitor expenditure against the Budget Plan **AS**	C.4 Review Charging & Remissions Policy **AS**	C.5 Review appraisal progress **DF**	C.6 Review Attendance including groups and impact of actions taken on data **MB**	C.7 Review the School Development Plan. **JW**	C.8 Review the information on the website **LC**	C.9 Curriculum Review RE and sex education **LC**	C.10 Review Behaviour monitoring records & policy **MB**
Spring term 2	D.1 Governor Development Plan review INSET DAYS for 2026-27 **DF/LGB**	D.2 Health & Safety review including the Maintenance Plan **EB**	D.3 Review Lettings Policy, payments & agreements **AS**	D.4 Monitor expenditure against the Budget Plan **AS**		D.5 Determine the staffing compliment & review the structure for September. **DF**		D.6 Monitor standards of teaching **RW**	D.7 Monitor progress & attainment **RW**	D.8 Consider the disapplication of pupils from statutory testing Approve applications for additional time. **LGB**	D.9 Review curriculum drivers and impact of subject leaders **LC**
Summer term 1	E.1 To review the effectiveness of the governing body. **LGB**	E.2 Safeguarding & Prevent Annual Review **DF**	E.3 Summer Maintenance Plan **EB**	E.4 Approve Annual Budget Plan **LGB**	E.5 Review charges for school lunches and Skylarks provision **LGB**			E.6 Review the School Development Plan **JW**	E.7 SEN Annual Review and Audit **DF/AH**	E.8 Review the range of extracurricular offer & its quality **AH**	E.9 Review Behaviour monitoring records & policy **MB**
Summer term 2	F.1 Appoint chair and vice-chair of governing body & decide term of office & to appoint designated governors. **LGB**	F.2 Health & Safety Annual Audits **EB**		F.3 Monitor expenditure against the Budget Plan **AS**	F.4 Approve the writing off of Debts **LGB**	F.5 Manage the annual salary review for teachers, including Appraisal outcomes for all staff **DF**	F.6 Review 1st Admissions numbers **MB**	F.7 Review school Self Evaluation (SEF) **JW**	F.8 Looked After Children (LAC) Annual Report **AH**	F.9 Review Equality objectives **DF**	