

EMET/MPS Governing Body Annual Planner - Schools 2020-21



	Constitutional & Procedural	Premises		Financial Matters		Personnel Functions & Pay	Attendance Admissions & Exclusions	Strategic Development			
Autumn term 1	A1. Governor Development Plan Chair	A.2 Maintain inventories and Assets (including disposals) ??		A.3 Maintain Register of Business Interests FGB	A.4 Monitor Sport Funding expenditure & Action Plan JW	A.5 Conduct the annual appraisal of the HT, make recommendations for pay JR/POn/MB	A.6 Monitor and Review Annual Attendance POW	A.7 Monitor progress & attainment (Review National Data) POn	A.8 Monitor arrangements for school visits/residential(s) JH	A.9 Review planning & provision for SEN AA	A.10 Review arrangements for Collective Worship AA
Autumn term 2		B.1 Health & Safety review including the Maintenance Plan SA	B.2 Single Central Record Monitoring AA	B.3 Monitor expenditure against the Budget Plan & Annual Accounts JW	B.4 Monitor Pupil Premium Funding, expenditure and Action Plan JW	B.5 Review plans for Staff training & ensure that they are in line with the current SDP JR	B.6 Review admissions arrangements POW	B.7 Monitor standards of teaching JR/POn	B.8 Review school Self Evaluation (SEF) JR/POn		
Spring term 1	C.1 Review the policies checklist FGB	C.2 Monitor School Records (GDPR) FGB		C.3 Monitor expenditure against the Budget Plan JW	C.4 Review Charging & Remissions Policy JW	C.5 Review appraisal progress NC/POn/MB	C.6 Review Attendance POW	C.7 Review the School Development Plan. JR	C.8 Review the information on the website NS	C.9 Curriculum Review RE and sex education DW/MB	C.10 Review Behaviour monitoring records & policy JOW
Spring term 2	D.1 Governor Development Plan review INSET DAYS Agreement Chair	D.2 Health & Safety review including the Maintenance Plan SA	D.3 Review Lettings Policy, payments & agreements JW	D.4 Monitor expenditure against the Budget Plan JW		D.5 Determine the staffing compliment & review the structure JR/POn		D.6 Monitor standards of teaching JR/POn	D.7 Monitor progress & attainment POn	D.8 Consider the disapplication of pupils from statutory testing POn	D.9 Review curriculum coverage & provision MB
Summer term 1	E.1 To review the effectiveness of the governing body. FGB	E.2 Safeguarding & Prevent Annual Review AA	E.3 Summer Maintenance Plan SA	E.4 Approve Annual Budget Plan FGB	E.5 Review charges for school lunches and Skylarks provision FGB			E.6 Review the School Development Plan JR/POn	E.7 SEN Annual Review AA	E.8 Review the range of extracurricular offer & its quality JH	E.9 Review Behaviour monitoring records & policy JOW
Summer term 2	F.1 Appoint chair and vice-chair of governing body & decide term of office & to appoint designated governors. FGB	F.2 Health & Safety Annual Audits SA		F.3 Monitor expenditure against the Budget Plan JW	F.4 Approve the writing off of Debts JW/FGB	F.5 Manage the annual salary review for teachers & support staff NC/POn/MB	F.6 Review 1 st Admissions data POW	F.7 Review school Self Evaluation (SEF) JR/POn	F.8 Looked After Children (LAC) Annual Report DW	F.9 Review Equality objectives AA	