



# EMET/MPS Governing Body Annual Planner - Schools 2024/5

	Constitutional & Procedural	Premises		Financial Matters		Personnel Functions & Pay	Attendance Admissions & Exclusions	Strategic Development			
Autumn term 1	A1. Governor Development Plan JR	A.2 Maintain inventories and Assets (including disposals) RJ		A.3 Maintain Register of Business Interests LGB	A.4 Monitor Sport Funding expenditure & Action Plan RJ	A.5 Conduct the annual appraisal of the HT, make recommendations for pay JR	A.6 Monitor and Review Annual Attendance MB	A.7 Monitor progress & attainment (Review National Data) RJ	A.8 Monitor arrangements for school visits/ residential(s) JH		A.10 Review arrangements for Collective Worship CS
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 Monitor Pupil Premium Funding, expenditure and Action Plan AS	B.5 Review plans for Staff training & ensure that they are in line with the current SDP JR	B.6 Review admissions arrangements MB	B.7 Monitor standards of teaching JR/LC	B.8 Review school Self Evaluation (SEF) JR	B.9 Review planning & provision for SEN DF	
Spring term 1	C.1 Review the policies checklist LGB	C.2 Monitor School Records (GDPR) LGB		C.3 Monitor expenditure against the Budget Plan AS	C.4 Review Charging & Remissions Policy AS		C.5 Review Attendance MB	C.6 Review the School Development Plan. JR	C.7 Review the information on the website LC	C.8 Curriculum Review RE and sex education LC	C.9 Review Behaviour monitoring records & policy MB
Spring term 2	D.1 Governor Development Plan review INSET DAYS Agreement Chair	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 Review appraisal progress JR/DF	D.6 Determine the staffing compliment & review the structure JR	D.7 Monitor standards of teaching JR/LC	D.8 Monitor progress & attainment -	D.9 Consider the disapplication of pupils from statutory testing -	D.10 Review curriculum coverage & provision 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 JR	E.7 SEN Annual Review DF	E.8 Review the range of extracurricular offer & its quality JH	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 AS /LGB	F.5 Manage the annual salary review for teachers & support staff JR/DF	F.6 Review 1 <sup>st</sup> Admissions data MB	F.7 Review school Self Evaluation (SEF) JR	F.8 Looked After Children (LAC) Annual Report DF	F.9 Review Equality objectives DF	