ARE THERE EVENTS OR RESPONSIBILITIES OF GOVERNORS WHICH REQUIRE ATTENTION ANNUALLY?

Yes, certain issues arise every year which require particular action by the governing body.

The first governing body meeting of the school year, usually held in the Autumn Term, at which the governing body:

i) Elects the officers of the governing body:-

* Chairperson;
* Vice-chair.

ii) Appoints:

* Link governors;
* Special Educational Needs governor;
* Child Protection governor;
* Co-ordinating link governors for curriculum development, governor training etc.

iii) Confirms the establishment or maintenance of committees of the governing body.

Consideration must be given to:-

* Terms of reference of committees;
* Who is to serve upon committees;
* Arrangements for committees to report their findings to the governing body;
* What arrangements will be made for determining the dates upon which the governing body will meet during the year; and
* Every year, secondary schools will need to review their examination results. All schools will also need to review teacher assessments for National Curriculum subjects in order to set targets.

Governors must consider the admissions policy for the school. In the case of maintained schools, this will involve an annual consultation exercise undertaken by the LA concerning its policies for the admission of pupils to schools. However, although voluntary aided and foundation schools are responsible for their own admissions policy, they too will need to review their own admissions policies and arrangements before a new intake of pupils. They also have a duty to consult their LA in which they are situated about these arrangements.

**OTHER ITEMS WHICH THE GOVERNING BODY MUST CONSIDER EVERY YEAR ARE:**

* Annual Report to Parents;
* Review of the School Development Plan;
* Consideration and approval of next years' budget;
* Review of destination of leavers and projected admissions;
* Review of the attendance of pupils and staff;
* Review of school policies;
* Review of the work of governors;
* Performance management of headteacher and pay review.

It is good practice to establish a checklist of tasks for the governing body at the first meeting of the academic year. This provides a clear focus for discussion at future meetings. An example is provided which can be personalised to suit your governing body.

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| **ACTION**  | **WHO** | **WHEN (Insert****meeting date)** |
| **TERMLY MATTERS** |  |  |
| Identify and organise training for governors and clerks |  |  |
| Review progress with headteacher’s objectives \* |  |  |
| Arrange governors’ visits to the school |  |  |
| Governing body meetings \* |  |  |
| Committee meetings |  |  |
| Receive reports from committees |  |  |
| Receive headteacher’s termly report (before governing body meeting) |  |  |
| Link governor reports |  |  |
| Action planning following inspection (where applicable) |  |  |
| Monitor the budget \* |  |  |
| Monitor the School Development Plan |  |  |
| Monitor School Self-Evaluation Report |  |  |

\* Asterisked items are those which the governing body must consider during the year.

|  |  |  |
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| **ACTION**  | **WHO** | **WHEN (Insert****meeting date)** |
| **AT ANY TIME IN THE YEAR** |  |  |
| Complete asset management plan |  |  |
| Arrange self-review and link the resulting action plan with self-evaluation process of school |  |  |
| Monitor membership of governing body and arrange for any elections / appointments |  |  |
| Induction of new governors |  |  |
| Preparation for inspection |  |  |
| Review child protection policy \* |  |  |
| Consider and report on the effectiveness of the school’s work on behalf of children with Additional Learning Needs \* |  |  |
| Appoint clerk if necessary |  |  |
| Review the delegation of functions |  |  |
| Review existing policies and amend as necessary [[1]](#footnote-1) |  |  |
| Receive teacher / governor report |  |  |

\* Asterisked items are those which the governing body must consider during the year.

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| **ACTION**  | **WHO** | **WHEN (Insert****meeting date)** |
| **AUTUMN TERM** |  |  |
| Elect chair and vice-chair at first meeting **\*** |  |  |
| Appoint committees / working parties and review membership and terms of reference **\*** |  |  |
| Review link governors, e.g. child protection, SEN etc. |  |  |
| Set dates of meetings for the year |  |  |
| Set objectives for the governing body for the year |  |  |
| Approve School Development Plan |  |  |
| Review performance management policy \* |  |  |
| Review and consult on school’s admission policy for the next school year for Voluntary Aided and Foundation Schools |  |  |
| Draft / issue Annual Report to Parents \* *It is recommended that the Annual Report to Parents is produced and issued during the Autumn term* |  |  |
| Draw up freedom of information guidelines |  |  |
| Set pupil performance targets |  |  |
| Receive challenge adviser’s annual note of visit **\*** |  |  |
| December – respond to annual consultation from LA on school’s admission policy |  |  |
| Review and agree school pay policy \* |  |  |
| Update register of business interests **\*** |  |  |
| Review school aims and objectives |  |  |

\* Asterisked items are those which the governing body must consider during the year.

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| **ACTION**  | **WHO** | **WHEN (Insert****meeting date)** |
| **SPRING TERM** |  |  |
| Agree curriculum plans for the year |  |  |
| Consider and agree Service Level Agreements |  |  |
| Agree budget and staffing structure |  |  |
| Agree school prospectus \* |  |  |
| Publish proposals and school’s admission arrangements for the following autumn if required |  |  |
| Receive challenge adviser’s note of visit (if not received in autumn term) |  |  |
| Consider progress against performance objectives |  |  |
| Consider resource implications |  |  |
| Conduct annual pay review of all qualified teachers **\*** |  |  |

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| **SUMMER TERM** |  |  |
| Review the governing body’s performance / procedures |  |  |
| Review attendance of pupils / staff / governors |  |  |
| Review pupil exclusions for the year |  |  |
| Draft and set school budget for new year \* |  |  |
| Plan the annual work of the governing body in the context of the School Development Plan |  |  |

\* Asterisked items are those which the governing body must consider during the year.

The remaining items are recommended as good practice. *(Sourced by an LA)*

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1. **Please note the following requirements for the review of certain policies:**

## ADMISSIONS POLICY (Voluntary Aided and Foundation Schools) – to be reviewed annually

## CHILD PROTECTION POLICY – to be reviewed annually

## PAY POLICY – to be reviewed annually

## PERFORMANCE MANAGEMENT – to be reviewed annually

## SCHOOL PROSPECTUS – to be reviewed annually

## TARGET-SETTING FOR SCHOOLS – to be reviewed annually

## GOVERNORS’ ANNUAL REPORT TO PARENTS – to be produced annually

## REGISTER OF BUSINESS INTERESTS OF HEADTEACHER AND GOVERNORS – to be reviewed annually

## EQUALITY POLICY – equality objectives to be drawn up every four years

## ACCESSIBILITY PLAN – to be reviewed every three years

 [↑](#footnote-ref-1)