2023-24 Cycle of Governor Business

	Autumn 1	Autumn 2	Autumn 3	Autumn 4
FGB business	Elect Chair/Vice Chair ToRs and Code of Conduct Portfolios and allocations Housekeeping checklist Declaration forms KCSIE annual review and sign Register of business interests	*Safeguarding training update?* Governance development plan Arrangements for staff PM and salary review and HT PM Management Strategic planning	Pay committee – report on process and confirm minutes filed HT PM review – report on process and confirm minutes filed **Subject leader: PG**	Financial Benchmarking session **Subject leader: Sam Tutton, maths**
HT/SLT/SBM report	SEF review Revised SIP and SEF Accessibility Plan Risk Register Review of previous year's pupil data	3 year financial plan Budget monitor Staff appraisal process (progress) Emergency plan review EYFS/transition review Attendance and Exclusion	Staff Survey Safeguarding audit Staff DBS checks Supporting children with medical needs ICT Plan (PG) Behaviour Review	Health and safety update Induction of new staff/NQT reporting and parents' evenings Pupil targets Attendance and Exclusion SFVS benchmarking (SBM)
Portfolio reports		Data safeguarding	General curriculum Finance procedures Sports Premiu	School council Health and safety SEND
Policy review	**Child Protection** **Whistleblowing** Recruitment and Retention Teacher appraisal/PM Staff capability	Behaviour (inc exclusion) Anti-bullying Safe handling Ready for Anything Intimate care Health and safety Admissions	Medical conditions CIC education SEND Flexible Working Teachers' Pay	Staff Grievance Staff Discipline

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	Spring 1	Spring 2	Spring 3	Spring 4
FGB business	[data session] School partnerships discussion	Draft SVFS review	**Subject leader: Naomi Partridge (English/phonics)**	Governance review
HT/SLT/SBM report	SIP review Budget monitor Accessibility plan - review Exclusions Service-level agreements Food standards	Staff CPD: impact and actions Review of SWIFT CPD Transport plan review Annual fire risk assessment Asset management plan Staff MH and wellbeing report Pupil numbers and implications for budget Attendance and Exclusion	Curriculum and assessment statutory requirements Condition survey Draft budget for discussion PHSE report (SB) Pupil wellbeing/survey Progress of play element of SIP	Term dates and school session times Health and safety Parental engagement Budget for sign-off Annual report for CP and LAC Attendance and Exclusion Safeguarding template
Portfolio reports	Equality website Safeguarding (LAC/annual)	wellbeing EYFS Data	Sports/Pupil Premium School council General curriculum	Health and safety SEND Finance procedures
Policy review		Staff mental health and wellbeing EYFS	Complaints/serial complaints **Volunteers in school** **Charging and Remissions (Lettings)**	SRE Staff redundancy Health and safety

	Summer 1	Summer 2	Summer 3	Summer 4
FGB business			Clerk's appraisal date set	Arrangements for 1:1s portfolio review year in governance Meeting dates for next year
HT/SLT/SBM report	SIP review Y6 transition EYFS transition planning Staff absence School session times Review prospectus	Staffing structures for next year External advisors: actions, impacts and change GDPR review of procedure review of equality objectives Budget monitor Attendance and Exclusion	Health and safety update Condition survey Parent Survey Pupil Survey Impact of Outdoor Education	Attendance and exclusion SIP evaluation/priorities for next year Local school community update Review of strategic plan
Portfolio reports	Maths English Sustainability	General curriculum Equality SEND	Health and safety data	School council Finance procedures Safeguarding
Policy review	Safe internet use Computing Dinner money arrears English Home-school agreements	Equality GDPR/Freedom of Information Governor allowance and expenses Finance	Teacher working time Staff leave of absence Teacher appraisal Maths and calculation Uniform	Assessment/Marking Employee code of conduct Attendance and registers Outdoor education

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