

Hayward's Primary School: Cycle of Governor Business

	Autumn 1	Autumn 2	Autumn 3	Autumn 4
FGB business	Elect Chair/Vice Chair Beginning of year housekeeping Keeping Children Safe in Education annual review and sign	Safeguarding training update if applicable (2 year cycle) Governance development plan Arrangements for pay committee and HT Performance Management Strategic planning if applicable (3 year cycle)	Pay committee – report on process and confirm minutes filed HT PM review – report on process and confirm minutes filed	draft School Financial Value Statement data overview
HT/SLT/SBM report	Self-Evaluation Form (SEF) review Revised School Improvement Plan (SIP) and SEF Review of previous year's pupil data Review of equality objectives Residential visits for approval Climate plan review	Budget monitor and 3 year financial plan review Staff appraisal process (progress) Emergency Management Plan Attendance and Exclusion Accessibility Plan Risk Register	Safeguarding audit Staff DBS checks Supporting children with medical needs ICT Plan Behaviour EYFS/transition Term dates	Health and safety update Induction of new staff/Early Career Teachers reports and parents' evenings Attendance and Exclusion Equality Duty Overview Debt GDPR audit
Portfolio reports		Data safeguarding	General curriculum Maths	School council Health and safety SEND Finance group
Policy review	Child Protection/Safeguarding Whistleblowing Recruitment and Retention Teacher appraisal/PM Teachers' Pay Head Teachers Appraisal Staff Capability PHSE Lettings including charges	Behaviour (inc exclusion) Anti-bullying Ready for Anything Intimate care Health and safety Attendance OPAL Policy Outdoor Ed Visits Policy	Medical conditions Looked After Children's education Flexible Working Admissions Safe handling in School Intimate care SEND	Staff Grievance now Resolution Staff Discipline Play Probation

	Spring 1	Spring 2	Spring 3	Spring 4
FGB business	School partnerships discussion	Governor visits protocol		Governance review School Financial Value Statement Sign-off
HT/SLT/SBM report	SIP review Budget monitor Service-level agreements Food standards Asset management plan monitoring Projected assessment outcomes	Staff CPD: impact and actions Review of SWIFT CPD Fire risk assessment Staff MH and wellbeing Staff survey Pupil numbers for new academic year Attendance and Exclusion Unreasonable behaviour review	Curriculum and assessment statutory requirements Condition survey PHSE report Draft Budget Financial benchmarking	Term dates and school session times Health and safety Parental engagement Budget for sign off CP and LAC Attendance and Exclusion Safeguarding template Debt
Portfolio reports	Equality Safeguarding (LAC/annual)	Staff and pupil wellbeing Data Sports/Pupil Premium	School council EYFS	Health and safety SEND Finance group Website
Policy review	Supporting children with medical conditions	Staff mental health and wellbeing Managing unreasonable behaviour Common Worship Religious Education	EYFS Complaints	Staff redundancy Health and safety Mobile Phone Use

	Summer 1	Summer 2	Summer 3	Summer 4
FGB business			Clerk's appraisal date set Service Level agreements Financial benchmarking	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 Review prospectus Accessibility Plan review	Staffing structures for next year External advisors: actions, impacts and change GDPR review of procedure Budget monitor Attendance and Exclusion	Health and safety update Condition survey Parent Survey Pupil wellbeing Survey Impact of Outdoor Education	Attendance and exclusion SIP evaluation/priorities for next year Review of strategic plan Review of volunteering Debt
Portfolio reports	Maths Sustainability	General curriculum SEND	English Health and safety Data	School council Safeguarding Finance group
Policy review	Safe internet use/Online safety Computing Dinner money arrears Home-school agreements Charging and Remissions	Equality GDPR/Freedom of Information Governor allowance and expenses Finance Privacy notice	Teacher working time Staff leave of absence Shared parental leave Maths and calculation English School uniform	Assessment/Marking Employee code of conduct Outdoor education Equality Volunteers in school

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