

Spring Term Planner 2020

The planner provides suggested key tasks governing bodies may undertake in the spring term. Some of the tasks may be undertaken by the full governing body or through committees. This is intended as a guide only and should be used to facilitate your own governing body planning process.

Please do consider the content of the Competency Framework issued by the DfE in January 2017, together with the Clerking Competency Framework issued in April 2017:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609971/Clerking_comp_etyency_framework.pdf.

Governing Body Procedure

Action	Status	Comments	Actioned
Welcome	Recommended		

Governing Body Review

Action	Status	Comments	Actioned
Online governance information	Recommended	Check that required governance information is published online. Visit the DfE website and search “what maintained schools must publish online” or if you are an academy “What academies, free schools and colleges should publish online”.	
Vacancies on the governing body	Recommended	Review vacancies and plan for any terms of office that will be ending in the coming year (will parent elections be required). The governing body should ensure that as far as possible all vacant posts are filled.	
Review equality information and objectives	Mandatory	The 2010 Equality Act placed a duty on governing bodies to publish information to show how their school complies with the Equality Duty and publish equality objectives. The information should be updated annually, and the objectives should be updated at least every four years.	
Determine admissions arrangements - if applicable	Mandatory	Governing bodies of voluntary aided schools (VA), foundation schools and academies are the admission authorities of their schools. GBs need to be aware of the consultation periods in the event the criterion is to be changed or if they have not been consulted on within the last 7 years as consultation must take place for a minimum period of 6 weeks between 1 October and 31 January. Admission authorities must have determined their admissions arrangements for entry in September 2021 by 29 February 2020 They must publish them on their website and have sent	

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		a copy to their local authority before 15 March 2020.	
Report on Gender Pay Differences.	Mandatory	All large employers (with 250 or more employees), including schools, have to report on gender pay differences. Public sector organisations must publish by 30 March each year. Guidance see: https://www.gov.uk/guidance/gender-pay-gap-reporting-overview	
School Census Trust Schools Deadline: 17 January 2019 <i>Maintained – confirm with LA (approx. same time)</i>	Mandatory	School census day: 16 January 2020. Return date: 12 February 2020 Guidance Last updated: February 2019 see DfE website: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752801/2018_to_2019_School_Census_Guide_V1_6.pdf	
Guidance on Apprenticeship funding: how it works	Recommended	For information on the levy and the service see the Guidance Updated 13 March 2019: https://www.gov.uk/government/publications/apprenticeship-levy-how-it-will-work/apprenticeship-levy-how-it-will-work	
Policy review	Recommended	Governing body should undertake a planned, rolling programme of policy reviews. The DfE have published guidance on Statutory Policies for Schools. All governors should be aware of: Governance handbook: For academies, multi-academy trusts and maintained schools.	

School Improvement – Monitoring & Reporting

Action	Status	Comments	Actioned
Curriculum Plans	Recommended	Review/ be aware of curriculum plans for the academic year. NB: crucial for Ofsted moving forwards	
Report(s) of the Head, governors' questions, committee reports and any Chair's business since last meeting.	Recommended	Are there any issues the GB needs to consider?	
Monitor data on: Attendance and absence Racist incidents Pupil exclusions Health and Safety	Recommended	Data on each topic mentioned here is expected to be monitored by governors in order to identify patterns and trends, and subsequently to take action to address any issues which may be specific to the school as a whole, or to a particular year group.	
Pupil Premium	Recommended	Review progress.	

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School Self Evaluation	Recommended	Plan governor involvement in school self - evaluation cycle and with external advisers.	
Review school development plan progress	Recommended	Ongoing review and evaluate progress. Ensure governor monitoring visits are aligned with key dates. Reports from the Head should demonstrate progress; unexpected outcomes should be explained. Governor questions are important but nowhere more so than here. What external sources of information are available: ASP, external reports etc.	

Personnel

Action	Status	Comments	Actioned
Appraisal and performance related pay - teachers	Recommended	Mid-year review. The pay committee should receive mid-year information about the overall performance of all teachers. The information the committee receives at this stage need not be very detailed but should give an indication of whether teachers are on track to meet overall performance expectations or are being supported to achieve expectations if not. Review staffing costs. Consider benchmarking staffing costs.	
Headteacher Performance	Recommended	Mid-year review. Ensure the governors responsible for the Headteacher's Performance Management have received training.	

Financial Management

Action	Status	Comments	Actioned
Agree budget and staffing structure <i>Maintained</i>	Mandatory	Approval of budget for the next financial year. Ongoing review of current year's budget. Consider: schools' insurance, trading accounts update, declaration of new business interests. Discuss under/over spend.	
Complete Schools Financial Value Statement assessment <i>Maintained</i>	Mandatory	All maintained schools (including nursery schools and Pupil Referral Units (PRU's) that have a delegated budget) must demonstrate compliance with the Schools Financial Value Standards (SFVS) and complete the assessment form on an annual basis. It is for the school to determine at what time of the year they wish to complete the form, but it should be returned to the LA by 31st March) Up to date guidance at: https://www.gov.uk/guidance/schools-financial-value-standard-and-assurance-sfvs	

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Publish financial Statements <i>Academies</i>	Mandatory	Publish financial statements on the website/ Annual Accounts Return (AAR) due to the EFA by 31 January.	
Submit Financial Management and Governance Self-assessment (FMGS) – if applicable <i>Academies</i>	Mandatory	The Financial Management and Governance Self-Assessment (FMGS) help's new academies establish their financial management and governance arrangements. It is a self-assessment of compliance with the mandatory requirements of the financial accountability system for academy trusts which are set out in the Academies Financial Handbook.	

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Action	Status	Comments	Actioned
Governor learning and development	Recommended	<p>The Governor Training & Development Programme 2020/21 will be sent to Chairs, Clerks and T&D Governors. Ask governors to consider their training needs and book courses in advance.</p> <p>Consider the School Development Plan and what training governors may need to help support the development of the school's priorities.</p> <p>Decide and book your in-school training session or work with your Training Group to plan your local programme.</p> <p>Consider setting a date in the Summer Term for a day's workshop to revisit your schools' vision. Invite the SLT, teachers, pupil and parent representatives and other stakeholders.</p>	
DfE timelines for schools	Recommended	Review the DfE timelines which sets out mandatory and useful information to help schools plan ahead, prepare for and implement changes that will take place during this academic year.	
Governor visit reports	Recommended	Review any governor visits reports. Are there any issues the GB needs to consider?	

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Other agenda topics

- Safeguarding – There is new statutory guidance the GB must know.
- Review SEND – this is a priority within LCC with significant changes planned for the future.
- Discuss Health and Safety compliance.
- Discuss plans for unspent budget.
- Revisit the 2019 changes to the Ofsted Framework.
- Review careers guidance and access for education and training providers - Statutory guidance for governing bodies, school leaders and school staff. Applies to secondary *and* primary.

On a Regular Basis	Any Time of Year
<p>Key Tasks</p> <p>Complete/review governor’s self-evaluation form. Attendance and absence, Racist incidents, Pupil exclusions and Health and Safety. Monitor School Development Plan Organise support and training for governors Curriculum area reports Arrange governors’ visits to school</p> <p>Statutory tasks</p> <p>Write new policies/review existing policies Complete SEN report Action planning following OFSTED inspection Register of business interests</p>	<p>Key Tasks</p> <p>Complete Risk management plan Complete Asset management plan Induction of new governors Receive Friends/Parent Association report Preparation for Ofsted Inspection Review Child Protection / Safeguarding Policy</p> <p>Statutory tasks</p> <p>Review the delegation of functions and committee structures Review terms of reference for committees Ensure mandatory information is updated on the school website.</p>
<p>Financial/SFVS Requirements</p> <ul style="list-style-type: none"> • Review GB skills/ financial skills/competency re budget management/asset register and value for money • Review Business Continuity/Disaster Recovery Plan • Review Whistleblowing Policy • Review of Banking signatories 	<p>Financial/SFVS Requirements cont.</p> <ul style="list-style-type: none"> • Review Lettings Policy • Presentation of private school fund account audit certificate to the governing body • Benchmarking comparison • Review of LA contracts i.e. Finance and Personnel • Review of Quotes and Tenders

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AND FINALLY – MINUTES ARE A GREAT WAY TO RECORD THAT THE GB HAS CONSIDERED HOW STRATEGIES HAVE IMPACTED ON PUPILS. WORK WITH YOUR CHAIR TO ENSURE THAT EACH MEETING HAS THE OPPORTUNITY TO REFLECT ON IMPACT.

Courses taking place this term:

Date	Time	Code	Title	Venue
8 January 2020	10.00 – 11.30 am	JCB05	Clerks' Briefing Spring Term 2020	Beaumanor Hall, Woodhouse
8 January 2020	6.00 – 7.30 pm	JCB06	Clerks' Briefing Spring Term 2020	Richmond Primary School, Hnckley
15 January 2020	10.00 am – 12.00 noon	JCM07	Chairs' Meeting	Leicester Race Course, Oadby
15 January 2020	6.00 – 8.00 pm	JCM08	Chairs' Meeting	Richmond Primary School, Hinckley
15 January 2020	6.00 – 8.00 pm	JCM09	Chairs' Meeting	National Space Centre, Leicester
21 January 2020	10.00 am – 12.00 noon	JTD05	Training & Development Forum	Beaumanor Hall, Woodhouse
21 January 2020	6.00 – 8.00 pm	JTD06	Training & Development Forum	Leicester Race Course, Oadby
28 January 2020	10.00 am – 12.00 noon	JOF03	Ofsted - Understanding the Framework	Leicester Race Course, Oadby
30 January 2020	6.00 – 8.00 pm	JEG02	Effective Governance – Maintained Schools	Salvation Army Conference Centre, South Wigston
4 February 2020	6.00 – 8.00 pm	JPP02	Pupil Premium	Brockington College, Enderby
5 February 2020	10.00 am – 12.00 noon	JSG04	Safeguarding Children	Market Harborough Innovation Centre
26 February 2020	6.00 – 8.00 pm	JCW03	Clerks' Workshop	Beaumanor Hall, Woodhouse
4 March 2020	6.00 – 8.00 pm	JHS02	Health & Safety Awareness	NSPCC Training Centre, Beaumont Leys
5 March 2020	6.30 – 8.00 pm	JHR03	HR Essentials – Your role as a governor	NSPCC Training Centre, Beaumont Leys
14 March 2020	9.30 am – 4.00 pm	JJN04	Induction Training for New Governors - Maintained	Beaumanor Hall, Woodhouse
17 March 2020	6.00 – 8.00 pm	JRM01	Risk Management – Understanding Risk Management	NSPCC Training Centre, Beaumont Leys
18 March 2020	6.30 – 8.30 pm	JSL03	Holding School Leaders to Account - Monitoring and Evaluation	Leicester Race Course, Oadby
19 March 2020	6.00 – 8.00 pm	JUS03	Special Educational Needs and Disability	Richmond Primary School, Hinckley