

Governor Work and Meeting Schedule

2025-26

Approved by the Full Governing Board 30th June 2025

Meetings - Key Agenda Items

Lead Governors please note:

- The agenda items are based on Standing Orders, Terms of Reference, and Lead Governors guidance documents.
- Lead Governors should be prepared to lead on their items and have done the necessary pre-work, this may include for example, monitoring visit reports or 'desk-top' activities.
- NB BLANKS against LEADS are intentional, to keep the agenda focused.
- *Italic items for this year only*

All meetings to include:

Month	Lead	Task
	Clerk	<ul style="list-style-type: none"> • To receive and, if agreed, accept apologies • Declaration of pecuniary Interests for meeting • Discuss and approve the minutes and actions list from the previous FGB meeting
	Chair	Standing agenda items <ul style="list-style-type: none"> • Matters arising • Report from the Chair on any actions taken since the last meeting • Safeguarding incidents and cases of bullying or racism • Health and Safety • GDPR • Review SEF • Review SDP • Review of Governor Training log • Policy Tracker review • Agreement on key messages for post FGB communication from governors • Items for the next agenda • Review of meeting impact • Date of next meeting
	HT	<ul style="list-style-type: none"> • Headteacher’s actions taken since the last meeting • Updates which have happened since HT report produced
	Chair	<ul style="list-style-type: none"> • Receive any external record of visits
	Governors	<ul style="list-style-type: none"> • Governor visit reports • Reports from governors who have attended training
	HT /Safeguarding CP Link Governor	<ul style="list-style-type: none"> • Raise any Safeguarding & Child Protection, Attendance issues
	HT/ Premises Lead Governor	<ul style="list-style-type: none"> • Raise any Health & Safety Issues
	Clerk/Chair	<ul style="list-style-type: none"> • Summary of Action Items agreed

FGB Meeting 6th October 2024

	Head Teacher	<ul style="list-style-type: none"> • Tour the school • Up-dated SEF • Receive report on Children we care for (prev. looked after) if applicable. • Termly Headteacher report to include School & County admin data (numbers on roll /SEND and all vulnerable groups, staffing); attendance & critical incidence reports from previous term/year; safeguarding. • SDP and SEF approval
	Learning & Teaching	<ul style="list-style-type: none"> • DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. • If not done in July - report on use of PE and Sport Premium / present this year's strategic plan. • Approve Equality statement, policy, plan and objectives • If not done in July agree Annual Governor Monitoring Schedule
	Inclusion & Safeguarding	<ul style="list-style-type: none"> • Receive and review the SEND, Service and Pupil Premium Strategic Reports (last year's review and this year's Strategy) • Approve SEND Information Report
	Staffing/Finance	<ul style="list-style-type: none"> • Budget statement • Complete external financial benchmarking
	Premises	<ul style="list-style-type: none"> • Governor report on review systems and procedures for monitoring Health & Safety including risk assessments
	Community	<ul style="list-style-type: none"> • If applicable: review Hall bookings/usage /hire agreement and discuss promotion of hall and community engagement • Consider and discuss community link actions/ targets for the year (if not in SDP); to include Parent surveys/ focus for discussion at Parents' Evenings • Consider and discuss community link actions/ targets for the year (if not in SDP); to include Parent surveys/ focus for discussion at Parents' Evenings
	Clerk/Chair	<ul style="list-style-type: none"> • Approve Governor Annual Objectives • Governor Skills audit analysis • SMSC -School calendar of events and proposed governor support / involvement

FGB Meeting 15th December 2024

	Head Teacher	<ul style="list-style-type: none"> • Quality First Teaching report • Report on Staff Appraisals; working hours audit and stress and wellbeing surveys (if applicable) • SDP report on a specific target or other curricular aspect (staff member)
	Learning & Teaching	<ul style="list-style-type: none"> • ASP Report/ discussion (Analyse School Performance - pupil progress and attainment against national) – any significant additional data/ information
	Inclusion & Safeguarding	<ul style="list-style-type: none"> • Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision • Annual S175 Safeguarding & Child Protection Audit and Governor Monitoring Report
	Staffing/Finance	<ul style="list-style-type: none"> • Budget Monitoring • HT appraisal report confirming staff appraisals complete and HT PM Committee confirm HT appraisal complete, confirm pay panel has agreed teacher increases and HT pay has been considered • Review and determine head teacher’s salary (backdated to 1st September) ensure that pay panel has made/confirmed pay decisions on all teachers and issued salary letters
	Premises	<ul style="list-style-type: none"> • Health & Safety Walk & Inspection readiness • Complete asset management plan; review of School Accessibility Plan & Transport Plan
	Community	<ul style="list-style-type: none"> • Report on links with Pupil Parliament • Report on Website review to include statutory compliance
	Clerk/Chair	<ul style="list-style-type: none"> • N/A

FGB Meeting 27th January 2025

	Head Teacher	<ul style="list-style-type: none"> • Termly report to include School Admin data; attendance; incident reports; review progress of SDP
	Learning & Teaching	<ul style="list-style-type: none"> • DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. • Agree SDP monitoring actions for the coming term
	Inclusion & Safeguarding	<ul style="list-style-type: none"> • N/A
	Staffing/Finance	<ul style="list-style-type: none"> • Review net capacity of the school • Review staff structure • Budget Statement
	Premises	<ul style="list-style-type: none"> • N/A
	Community	<ul style="list-style-type: none"> • N/A
	SIAMS	<ul style="list-style-type: none"> • N/A
	Other:	<ul style="list-style-type: none"> • SMSC -School calendar of events and proposed governor support / involvement

FGB Meeting 2nd March 2025

<p>Head Teacher</p>	<ul style="list-style-type: none"> • Quality First Teaching report • Staff Hours Audit • Report on the effectiveness of Assessment Procedures • Mid-year review of PE & Sport Funding Plan
<p>Learning & Teaching</p>	<ul style="list-style-type: none"> • Receive and discuss report on any curriculum developments, especially in relation to teaching the national curriculum (Staff input)
<p>Inclusion & Safeguarding</p>	<ul style="list-style-type: none"> • Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision • Mid-year reviews of: <ul style="list-style-type: none"> ○ Effectiveness of Pupil Premium Funding, Service Funding and SEND funding (Strategic Plans); report on any budget implications
<p>Staffing/Finance</p>	<ul style="list-style-type: none"> • School's Financial Value Standard (SFVS Assessment Form) including Governor Financial skills matrix • Confirm April Budget Only Meeting. • Authorise expenditure under scheme of delegation; review and discuss Governors' expenditure • Start work on drafting budget for the coming year. • Review Staff Pay Policy (Annual requirement); • Agree purchase of external service
<p>Premises</p>	<ul style="list-style-type: none"> • Review of Health and Safety Audit – add actions to log, review and monitor Risk Assessments • Health & Safety Inspection feedback. • Review insurance arrangements and premises costs
<p>Community</p>	<ul style="list-style-type: none"> • (If applicable) Review Charging and Letting Policy
<p>Other:</p>	<ul style="list-style-type: none"> • N/A

FGB Meeting 27th April 2025		
	Staffing/Finance	<ul style="list-style-type: none"> • Review premises Long-Term Plan and asset register • Review final out-turn position and approve budget • Confirm purchase of external services (including Governor Services)
FGB Meeting 18th May 2025		
	Head Teacher	<ul style="list-style-type: none"> • Termly report to include School Admin data; attendance; incident reports; mid-year appraisal (pt 2) report • SDP progress update
	Learning & Teaching	<ul style="list-style-type: none"> • DATA PACK and GROUPS DATA: review pupil progress and attainment, including reporting on vulnerable groups. • Agree SDP monitoring actions for the coming term
	Inclusion & Safeguarding	<ul style="list-style-type: none"> • N/A
	Staffing/Finance	<ul style="list-style-type: none"> • (If applicable) Review Appraisal & Performance Management Policy and staff job descriptions. • Review staff attendance; report of effectiveness of Continuing Professional Development
	Premises	<ul style="list-style-type: none"> • N/A
	Community	<ul style="list-style-type: none"> • N/A
	Other:	<ul style="list-style-type: none"> • SMSC -School calendar of events and proposed governor support / involvement

FGB Meeting 29th June 2025

	Head Teacher	<ul style="list-style-type: none"> • (If applicable) Review Long Term Vision Map (3 & 7years) • Provisional outline of SDP targets for next year • End of year report – include a verbal report on KS2, KS1 SATs attainment • Review Admissions Policy – Link to Oxon (annual requirement) • Approve the annual school public sector equality duty statement
	Learning & Teaching	<ul style="list-style-type: none"> • (If applicable) Review Computing Code of Conduct • Review and discuss Residential visits and approve planned Residential Visits for the year after next
	Inclusion & Safeguarding	<ul style="list-style-type: none"> • Termly Report on meeting with SENCO -SEND/PP and other vulnerable groups provision effectiveness / includes HT report • Present the ‘SEND Report to Parents’ for approval: • Review Behaviour / Bullying/ Exclusion Policies; including Governors’ Principles. • Review Safeguarding Policy • Review exclusions for the year. • Review attendance for the year • Review off-roll pupils for the year • Governor report on Uniform compliance
	Staffing/Finance	<ul style="list-style-type: none"> • Budget monitoring / Review •
	Premises	<ul style="list-style-type: none"> • Report on annual inspection of premises and grounds including reporting on security and on monitoring of energy and utility bills to support sustainability
	Community	<ul style="list-style-type: none"> • Approve Governors’ Community Report
	Clerk/Chair	<ul style="list-style-type: none"> • Elect Chair and Vice Chair for next academic year • Conduct self-review of governing body effectiveness: include succession planning, training needs and review of all governance policies if applicable. Consider Governance objectives for the year – SDP Target • Governor objectives for coming year –draft approval • Approve standing orders • Review Instrument of Government • Approve Delegation Planner • Approve HT report format • Approve Data Format

		<ul style="list-style-type: none"> • Approve Governor Behaviour Principles • Publish list of governing body members, associate members, and responsibilities on the school website for 2024-2025 • Agree Statutory Policy Schedule for the Year (these are in the schedule) • Update and publish register of pecuniary interests • Publish the governors' attendance for previous year on the website, including those who have left in the last 12 months • Update meet the Governors document on the website if applicable • Check Edubase up to date • Check Governor DBS checks • Note code of Conduct • Confirm Whistle-blowing procedures are in place and appoint a Whistle blowing Governor • Appoint governors to conduct Head's appraisal in the autumn; ensure they are or will be trained; appoint External Adviser. • Appoint Governors to the pay panel • Ensure all governors have completed a DBS check • Agree Delegation Planner for next year. • Confirm Governance Schedule for next year • Approve Governance Policy including Lead Governor Terms of Reference • Appoint lead Governors • Agree a programme of meeting dates for the next academic year • Approve Governor Expenses Policy • Approve Governor Visits Policy • Approve Governor Induction Policy
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