



Governor Work and Meeting Schedule

2026-27

Approved by the Full Governing Board 6th July 2026

Updated 2nd September 2026 following cross-check against Oxfordshire Governor Services' Annual Schedule of Governing Board Business 2026-27

Signed

Kevin Moyes – Chair of Governors



Meetings - Key Agenda Items

Lead Governors please note:

- The agenda items are based on the school's Standing Orders, Governance Policy, Terms of Reference, Governor Monitoring Policy and the Oxfordshire Governor Services Annual Schedule of Governing Board Business 2026-27.
- Lead Governors will be prepared to lead on their items and complete the necessary pre-work, including relevant monitoring visits, evidence review and other agreed monitoring activity.
- Blank entries against Lead areas are intentional where no specific item is scheduled, but Lead Governors remain responsible for escalating any material issue that requires Board attention.
- Where a statutory, DfE or Oxfordshire deadline falls between scheduled FGB meetings, the responsible lead will ensure the requirement is completed by the deadline and formally reported to the next FGB meeting.



Key timing points for 2026-27

- By 1 September 2026: safeguarding policy current; all governors read the full KCSIE 2026 and confirm this on GovernorHub.
- By 11 September 2026: Section 175 safeguarding return - Section 1 completed; full audit to be approved by the FGB before the November submission deadline.
- 12 October 2026 FGB: review Period 6 (September) budget monitoring before the confirmed mid-October OCC return deadline.
- By the confirmed end-of-October 2026 deadline: teacher pay decisions completed by the Pay Committee (OCC schedule cites 29/31 October pending confirmation).
- By the confirmed November 2026 deadline: approved Section 175 safeguarding return submitted to OCC (OCC schedule cites 26/27 November pending confirmation).
- By 31 December 2026: Headteacher appraisal and pay decision completed; Pupil Premium Strategy Statement updated and published.
- January 2027: Period 9 (December) budget return submitted to OCC by the confirmed January deadline and reviewed at the February FGB.
- 8 February 2027 FGB: SFVS considered and approved before the expected pre-half-term OCC deadline (usually around 12 February).
- 8 March 2027 FGB: Period 11 (February) budget monitoring reviewed before the 15 March OCC return deadline.
- 26 April 2027 FGB: governing body-approved 2027-28 budget agreed before the confirmed early-May OCC submission deadline.
- 12 July 2027 FGB: Period 3 (June) budget monitoring reviewed before the mid-July OCC return; summer statutory publications and year-end governance review completed.
- By the end of July 2027 (or revised DfE deadline): PE and Sport Premium reporting completed/published.

Dates shown as provisional/TBC in the OCC schedule will be checked when Oxfordshire/DfE confirm final deadlines.

Source: tailored from Oxfordshire County Council Governor Services, Annual Schedule of Governing Board Business 2026-27. The Board will update this schedule if statutory or local guidance changes during the year.

Standing Agenda Items:



Lead	Agenda Item
Clerk	• Receive and, if agreed, accept apologies • Declarations of pecuniary and other interests relevant to the meeting • Approve minutes and review actions from the previous FGB meeting(s)
Chair	• Matters arising (not covered elsewhere on the agenda) • Report from the Chair on any urgent actions taken since the last meeting • Review progress against SEF and SDP priorities • Review of key strategic risks, decisions and dependencies • Receive External Visit Reports/Updates • Safeguarding, child protection, bullying/racist incidents • Attendance issues requiring Board attention • Health & Safety / premises issues requiring Board attention • GDPR / data-protection issues requiring Board attention • Confirm (with no details) any Governor level complaints received • Review Governor Training log and any required development • Review Policy Tracker and forthcoming statutory policy decisions • Agree key messages for post-FGB communication • Agree priority items for the next agenda • Review meeting impact/effectiveness • Confirm date of next meeting
Headteacher	• Material updates since the written Headteacher report was produced
Lead Governors	• Present Governor monitoring visit reports, linked to the annual Monitoring Schedule • Reports from governors who have attended training (to update training log and share knowledge)
Headteacher and Safeguarding Governor	• Raise any safeguarding, child-protection or attendance issue requiring Board attention
Headteacher and Premises Lead Governor	• Raise any Health & Safety / premises issue requiring Board attention

Date Specific Agenda Items (This list is not exhaustive. Additional items will be included as required by the School Development Plan, Governing Board objectives, the Governor Monitoring Schedule, statutory requirements and emerging priorities or issues).

FGB: 12th October 2026



Lead	Agenda Item
Headteacher	• Receive and scrutinise the termly Headteacher report, including numbers on roll, SEND/vulnerable groups, staffing, attendance, suspensions/exclusions, safeguarding, and allergy-safety serious incidents/near misses • Approve/update the SEF and School Development/Improvement Plan (SDP/SIP) • Agree the content and format of Headteacher reports for the year, including required attendance, exclusions and allergy-safety reporting • Receive the annual report on Children We Care For / previously looked-after children if applicable
Learning & Teaching Lead Governor	• Review pupil progress and attainment data, including vulnerable and identified groups • Review the quality of education through data, monitoring evidence and external assurance • Review progress/impact of PE and Sport Premium and the current strategic plan • Approve/reconfirm the annual Governor Monitoring Schedule linked to the SDP • Review compliance with statutory attendance guidance and identify any priority groups/actions • Review the school's equality statement/objectives where due
Safeguarding Lead Governor	• Approve the annual Section 175 safeguarding self-assessment/audit and action plan in time for the OCC November submission deadline • Confirm all governors have read KCSIE 2026 and completed required safeguarding/Prevent training; identify any gaps
Inclusion Lead Governor	• Review SEND, Service Pupil Premium and Pupil Premium strategic reports, including prior-year impact and current-year plans • Review the SEND Information Report and confirm publication arrangements • Confirm the school's Allergy Safety Policy is in place, and arrangements meet the new September 2026 statutory requirements • Confirm compliance with the September 2026 statutory school-uniform guidance, including limits on compulsory branded items
Finance Lead Governor	• Period 6 (September) budget monitoring and forecast - review before the confirmed mid-October OCC return deadline • Review material financial risks, reserves/carry-forward and any corrective action required
Premises and Health and Safety Lead Governor	• Governor report on systems and procedures for monitoring Health & Safety, including risk assessments • Agree/planned Health & Safety monitoring activity for the year • Review current estate/asset-management priorities and any material compliance actions
Community Lead Governor	• Review Hall bookings/usage/hire arrangements where applicable and agree community-engagement priorities • Agree the annual approach to pupil, parent/carers and staff voice and wider community communication • Agree planned engagement with Pupil Parliament and key community partners



Lead	Agenda Item
Chair	• Confirm the Board's 2026-27 Circle Model, committee/panel arrangements and Terms of Reference • Confirm membership/chairs of the Headteacher Appraisal Panel and Pay Committee • Confirm Lead and Deputy Lead Governor allocations and monitoring expectations • Approve/reconfirm the Delegation Planner and clerking arrangements • Review Governor terms of office, vacancies and recruitment actions • Review and adopt the Governor Code of Conduct and Nolan Principles; confirm declarations/acceptance • Review Register of Interests, GovernorHub and GIAS information and confirm accuracy • Confirm DBS and section 128 checks are complete; identify any action for new governors • Approve Governor Annual Objectives and review Skills Audit analysis, recruitment priorities and training plan • Agree the Statutory Policy Schedule for the year • Review school website governance information for statutory compliance • Confirm whistleblowing arrangements and GDPR/data-protection governance are in place • Confirm arrangements for teacher pay decisions by the end-of-October deadline • SMSC - review school calendar of events and proposed governor support/involvement

FGB: 7th December 2026

Lead	Agenda Item
Headteacher	• Quality First Teaching / quality of education report • Report on staff appraisal completion, workload/working-hours information and staff wellbeing evidence where available • SDP report on a specific target or curricular aspect
Learning & Teaching Lead Governor	• Review ASP / Analyse School Performance and other relevant comparative data • Review progress against autumn monitoring and any material gap in pupil outcomes



Lead	Agenda Item
Safeguarding Governor	- Note submission of the Section 175 safeguarding return and review progress against the safeguarding action plan - Receive the termly Safeguarding Governor monitoring report
Inclusion Lead Governor	- Termly SEND/Inclusion report following meeting with the SENCO, including Pupil Premium and vulnerable-group provision - Approve/finalise the Pupil Premium Strategy Statement for publication by 31 December 2026
Finance Lead Governor	- Budget monitoring - latest available position and forecast (second financial monitoring point of the year) - Confirm teacher pay determinations were completed within the October deadline and salary notifications issued - Confirm Headteacher appraisal is complete and consider the appraisal panel's pay recommendation - Pay Committee to determine Headteacher pay by 31 December 2026
Premises and Health and Safety Lead Governor	- Health & Safety monitoring walk / inspection-readiness report - Complete/review the asset-management plan - Review progress against the Accessibility Plan and school travel/transport arrangements where applicable
Community Lead Governor	- Report on links with Pupil Parliament and wider stakeholder voice - Website compliance review, including governance publication requirements
Chair	- Review any GovernorHub/GIAS changes and confirm governance records remain current - Review governor terms of office/vacancies and recruitment progress

FGB: 8th February 2027

Lead	Agenda Item
Headteacher	- Receive and scrutinise the termly Headteacher report, including school administration data, attendance, incidents, safeguarding and progress against the SDP - Update/review the SEF
Learning & Teaching Lead Governor	- Review pupil progress and attainment data, including vulnerable and identified groups - Agree/confirm governor monitoring actions for the coming term - Review the quality of education through triangulation of Headteacher assessment, governor monitoring, pupil/parent voice and external evidence
Safeguarding Lead Governor	Receive spring-term Safeguarding Governor monitoring report / review Section 175 action-plan progress



Lead	Agenda Item
Inclusion Lead Governor	Review any material SEND/Inclusion or attendance issue requiring early spring action
Finance Lead Governor	- Review Period 9 (December) budget monitoring and note submission to OCC by the January deadline - Review net capacity of the school and implications for income/resource planning - Review staff structure and workforce affordability/capacity - Review financial benchmarking and insurance arrangements to inform budget planning - Complete and approve the Schools Financial Value Standard (SFVS) before the expected pre-half-term OCC deadline - Begin 2027-28 budget planning and identify any significant financial risks/choices - Review/plan purchase of external services opening in the spring
Premises and Health and Safety Lead Governor	Review any material premises, health & safety or accessibility actions arising since the autumn monitoring
Community Lead Governor	Review progress against the annual community communication and stakeholder-engagement plan
Chair	- Review governor terms of office, vacancies and any parent/staff governor election requirements - Review succession and training plan against the Skills Audit - Check statutory website governance information, GovernorHub and GIAS remain up to date - Consider whether any governance-development action, peer support or external governance review is required - SMSC - review school calendar of events and proposed governor support/involvement



FGB: 8th March 2027

Lead	Agenda Item
Headteacher	• Quality First Teaching / quality of education report • Staff working-hours/workload update • Report on effectiveness of assessment procedures • Mid-year review of PE & Sport / successor funding arrangements and any DfE changes • Update SEF/SDP progress
Learning and Teaching Lead Governor	• Receive and discuss curriculum developments, including any DfE national-curriculum changes • Review governor monitoring evidence and quality-of-education triangulation
Safeguarding Governor	• Review termly safeguarding monitoring and Section 175 action-plan progress
Inclusion Lead Governor	• Termly SEND/Inclusion report following meeting with the SENCO • Mid-year review of the effectiveness of Pupil Premium, Service Pupil Premium, SEND and PE/Sport funding, including budget implications • Review attendance of identified groups, including SEND, disadvantaged pupils and pupils suspended/excluded or educated off-site



Lead	Agenda Item
Finance Governor	• Review Period 11 (February) budget monitoring before the 15 March OCC return deadline • Continue drafting the 2027-28 budget and medium-term plan • Review/agree insurance arrangements and material premises costs • Review Staff Pay Policy if the annual review point falls in this period • Review/agree purchase of external services • Review Governor expenditure and any decisions required under the Scheme of Delegation
Premises and Health & Safety Governor	• Review Health & Safety audit/inspection outcomes, risk assessments and completion of actions • Review premises/estate risks that need to feed into the 2027-28 budget
Community	• Review Charging and Letting Policy where applicable • Continue delivery/review of the annual community communication plan
Chair	• Review statutory website information and GIAS/GovernorHub data • Review governance vacancies, succession and training actions • Consider external governance review / peer-review or collaboration opportunities • Review policies due for adoption under the Policy Schedule



FGB Meeting: April 2027

Lead	Agenda Item
Finance Lead Governor	• Review the premises/estate long-term plan and asset register insofar as these affect the budget • Review current-year forecast/outturn and material financial risks • Approve the 2027-28 budget and medium-term financial plan in time for the confirmed early-May OCC submission deadline • Confirm purchase of external services, including Governor Services, where required



Lead	Agenda Item
Headteacher	- Receive and scrutinise the termly Headteacher report, including school administration data, attendance, incidents, safeguarding and SDP/SEF progress - Receive mid-year appraisal/performance-management update where applicable
Learning and Teaching Lead Governor	- Review pupil progress and attainment data, including vulnerable and identified groups - Agree/confirm governor monitoring actions for the remainder of the year - Review the quality of education through triangulation of data, monitoring, pupil/parent voice and external evidence
Safeguarding Lead Governor	Review progress against the Section 175 safeguarding action plan
Inclusion Lead Governor	Review material SEND/Inclusion, safeguarding and attendance issues arising in the summer term
Finance Lead Governor	Budget monitoring - latest available position and forecast (fifth financial monitoring point of the year)
Staff Lead Governor	- Review Appraisal / Performance Management Policy and staff job descriptions where due - Review staff attendance, recruitment/retention and the impact of continuing professional development - Review staff workload and wellbeing themes
Premises and Health and Safety Lead Governor	Review progress against material Health & Safety, premises and accessibility actions
Community Lead Governor	Review progress against community-engagement priorities and pupil/parent/staff voice activity
Chair	- Begin year-end governance self-evaluation and succession planning - Review governor terms of office/vacancies in preparation for 2027-28 - Prepare proposed 2027-28 meeting dates, role allocations and training priorities - Review school calendar of events and proposed governor support/involvement



Lead	Agenda Item
Headteacher	• Review the long-term school strategy/vision • Agree provisional SDP priorities for 2027-28 • Receive the end-of-year Headteacher report, including provisional pupil outcomes and analysis • Review annual progress against the SDP and update/agree the SEF • Review admissions arrangements / Oxfordshire admissions information where relevant • Receive the annual report from the Designated Teacher for Children We Care For / previously looked-after children where applicable
Learning and Teaching Lead Governor	• Review end-of-year pupil progress and attainment, including inclusion/equality considerations • Review the quality of education through triangulation of Headteacher assessment, governor monitoring, external reports and pupil data • Review curriculum monitoring completed under the Governor Monitoring Schedule • Review Computing Code of Conduct where due • Review/approve planned residential visits where governing-body approval is required
Safeguarding Lead Governor	• Review Safeguarding and Child Protection Policy and the effectiveness of safeguarding arrangements • Receive termly Safeguarding Governor monitoring report and review completion of Section 175 actions
Inclusion Lead Governor	• Termly SEND/Inclusion report following meeting with the SENCO, including year-end assessment of provision and funding impact • Approve/update the SEND Information Report for publication • Review Behaviour Principles and relevant behaviour/bullying policies • Review suspensions/exclusions, attendance and off-site/off-roll education for the year, including equality/inclusion themes • Review school-uniform compliance and any issues arising from the 2026 statutory guidance • Approve/review the annual Public Sector Equality Duty statement and progress against equality objectives
Finance Lead Governor	• Period 3 (June) budget monitoring / year-end forecast - review before the confirmed mid-July OCC return deadline • Review effectiveness/value for money of Pupil Premium, SEND, Service Pupil Premium and other targeted funding • Review/audit voluntary or school private funds as required by SFVS • Review year-end staffing costs and significant financial risks for 2027-28
Premises and Health and Safety Lead Governor	• Annual inspection/report on premises and grounds, including security, statutory compliance and outstanding actions • Review progress in implementing the Accessibility Plan • Review energy, utilities, climate resilience and sustainability performance



Lead	Agenda Item
Community Lead Governor	• Approve the Governors' end of year Community Report • Review impact of community engagement, pupil voice and parent/carer/staff engagement
Chair (with Clerk Support as needed)	• Conduct the annual Governing Board self-review, including impact, skills, succession, training needs and governance action plan • Review Chair/Vice Chair effectiveness and elect/appoint Chair and Vice Chair for 2027-28 if the Board chooses to do so in the summer term • Review governor terms of office, vacancies and recruitment actions for 2027-28 • Approve/reconfirm Standing Orders and review the Circle Model/committee arrangements • Review the Instrument of Government • Approve/reconfirm the Delegation Planner • Review/adopt the Governor Code of Conduct / Behaviour Principles and Nolan Principles • Agree the 2027-28 Statutory Policy Schedule • Update/publish governing-board membership, responsibilities, attendance and register of interests, including governors who left in the previous 12 months • Update Meet the Governors and diversity information where appropriate and consent thresholds permit • Confirm GIAS and GovernorHub data are up to date, including Chair/Vice Chair, Clerk, committee membership and Lead Governor roles • Confirm DBS/section 128 and safeguarding/Prevent training records are complete; plan induction/training for any new governors • Confirm whistleblowing procedures are in place and appoint/reappoint the Whistleblowing Governor • Appoint the Headteacher Appraisal Panel for 2027-28, ensure members are trained and appoint the external adviser • Appoint the Pay Committee for 2027-28 and preserve independent appeal arrangements • Approve the 2027-28 Governance Schedule and annual Governor Monitoring Schedule • Approve/reconfirm the Governance Policy and all Lead/Deputy Lead Terms of Reference; appoint Lead and Deputy Lead Governors • Agree the programme of FGB meeting dates for 2027-28 • Approve/review Governor Expenses, Monitoring/Visits and Induction Policies • Confirm arrangements for September 2027 safeguarding training and review the new KCSIE when published • Ensure PE and Sport Premium / successor-funding reporting is completed by the applicable DfE summer deadline

