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| **FULL GOVERNING BODY – ANNUAL SCHEDULE OF MEETINGS** | | | | | | | |
| **For Information** |  | | **For Discussion** |  | **For Agreement** | |  |
| Standing Item for each FGB  FGB   * Register of Business Interest   Finance   * Single Central Register * Virements > £5000 * Expenditure > £5000 * Policy Approval * Staffing Update * Premises Update * Finance Action Plan * Summary of Finance Reports   ECM   * Pupil Matters Report (To include: No on Roll, No of RI, No of children on CIN, No of children on CP, Referrals made to SC/FOH, No Section 17, No of Section 47) * Review attendance (% attendance, % PA, FPN) * Policy Approval * Safeguarding Update * Higher Achievers additional provision * Teaching and Learning Policy * School Evaluation | | | | | | | |
| **Month** | | **Reports/Items** | | | | **Responsibility to Prepare/Submit** | |
| August | | Prepare Key Facts Document | | | | HT/SMT | |
| **September FGB 1** | | * Receive Key Facts Document and analyse end of Year Data * School Development Priorities for Academic Year * Agree Standing Orders * Review and Approval of Financial Regulations * Approval of Auditor for SPF * Review of lettings rates and charges * 3 Year Budget update | | | | HT  HT  Clerk / SBM  SBM  SBM  SBM  SBM | |
| October | | * Core Subject Leaders prepare and circulate action plans (SDPs) | | | | Core Subject Leaders | |
| November | | * Subject Governors meet with Core Subject Leaders and submit short written report to Clerk (CP, SEN, Reading, writing, maths, PP) * Send items to Clerk for Dec meeting | | | | Subject Governors  All | |
| **December FGB 2** | | * Key Facts * Receive Governor Summary sheets by Cohort/Class based on AP1 data * Note Governor Qs arising from AP1 data * Receive RAISE Online report * Pupil Matters Report * Ratify Business Continuity Plan * Governor Reports (CP, SEN, Reading, writing, maths, PP) * SDP’s (reading, writing, maths) * 3 Year Budget update * Approval of Lettings Rates | | | | Class Teachers / HT  HT  HT  DHT  DHT  SBM / Finance Gov  Governors  SMT  SBM | |
| January | | * Circulate answers to Governor Qs (include in Feb FGB Minutes) * Send items to Clerk for Feb meeting * Subject Governors meet with Core Subject Leaders and submit short written report to Clerk | | | | Head  All  Subject Governors | |
| **February FGB 3** | | * Receive Pupil Premium/Sports premium/CPD reports * Receive Subject Governor Reports * Include answers to Governor Questions in minutes * Pupil Matters Report * SDP’s (reading, writing, maths) * Approval of audited SPF accounts * Budget Planning Update | | | | Governors/DHT  Governors  Clerk  DHT  SMT | |
| **March FGB 4** | | * Key Facts * Receive Governor Summary sheets by Cohort/Class based on AP2 data * Note Governor Questions arising from AP2 data * Ratification of Delegated Budget Plan * Audit Report * SFVS * Catering Business Plan | | | | Class Teachers/HT  HT  Finance Gov / SBM  Finance Gov / SBM  Finance Gov / SBM  Finance Gov / SBM  SBM | |
| **April** | | * Circulate answers to Governor Qs (include in Feb FGB Minutes) | | | | Class Teachers / HT | |
| **May** | | * Subject Governors meet with Core Subject Leaders and submit short written report to Clerk (CP, SEN, Reading, writing, maths, PP) | | | |  | |
| **June FGB 5** | | * Receive Pupil Premium/Sports premium/CPD reports * Governor Reports (CP, SEN, Reading, writing, maths, PP) * Receive Annual Review from Curriculum Leaders (Leaders to attend meeting) * Receive Subject Governor Reports * Approve Residential Trips for Forthcoming academic year * Pupil Matters Report * Agree Three Year Budget * Receive Audit Action Plan * Agree meeting Dates for next academic year * Set Attendance Target for next academic year | | | | Governors/DHT  Governors  Curriculum Leaders  Governors  SBM  DHT  SBM  SBM  Clerk  DHT | |
| **July** | |  | | | |  | |