|  |
| --- |
| **FULL GOVERNING BODY – ANNUAL SCHEDULE OF MEETINGS** |
| **For Information** |  | **For Discussion** |  | **For Agreement** |  |
| Standing Item for each FGBFGB* 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
 | HTHT Clerk / SBMSBM SBMSBMSBM |
| 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 GovernorsAll |
| **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 / HTHTHTDHTDHTSBM / Finance Gov GovernorsSMTSBM |
| 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
 | HeadAllSubject 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/DHTGovernorsClerkDHTSMT |
| **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/HTHTFinance Gov / SBMFinance Gov / SBMFinance Gov / SBMFinance Gov / SBMSBM |
| **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/DHTGovernorsCurriculum LeadersGovernorsSBMDHTSBMSBMClerkDHT |
| **July** |  |  |