LGB Schedule of Business 2020 – 2021

Documents highlighted in green indicate OAT template to be used
Key: LGB; Strategic Progress Board; Finance, HR & Operations.

Early Autumn	Autumn	Spring	Summer
✓ Confirmation of Chair and voting of Vice Chair	✓ Feedback on outcomes from progress board.	✓ Receive SEND report from SENCO and SEND link governor.	✓ Review arrangements for parents to receive reports about student performance in National Curriculum subjects
✓ Review of committee structure, membership and voting of Chairs	✓ Agree Admissions policy for next academic year if consultation was required.	✓ Feedback on IDSR from progress board	✓ Agree academy prospectus
✓ Agree LGB Terms of Reference	✓ Receive safeguarding report from Designated Safeguarding Lead and Safeguarding Link Governor report	✓ Ensure that Trust Board approved admission arrangements are published.	✓ Review exclusions and attendance of students. Attendance of staff, and governors reviewed.
✓ Agree Admissions policy for next academic year (prior to consultation / or if no consultation required)	✓ Review exclusions and attendance of students. Attendance of staff and governors reviewed	✓ Annual review of publication of equality information & objectives	✓ Review careers advice for students
✓ Completion/review of Annual Governor Forms Pack, including: DoI, Contact Details and Code of Conduct	✓ Discuss and question publication of Pupil Premium Data and ensure Pupil Premium Report is published on the academy website	✓ Receive most recent Academy website audit from Head Office	✓ Review governor monitoring plan and evaluate governor visits
✓ Review Academy Development Plan (ADP) and, in light of this, set governor monitoring objectives for the LGB for the year ahead, including attendance targets	✓ Update on Principal's performance management review and objective setting	✓ Additional links Governor Reports	✓ Chair of Governors 360 review
✓ Appoint Link Governors, including; statutory: SEND and Safeguarding; and strongly recommended: Pupil Premium / Careers / Enrichment.	✓ Committee updates	✓ Review Parent View Responses	✓ Clerk appraisal
✓ Context and challenges – how are leaders ensuring and assuring appropriate curriculum choices (the ambition for pupils (including SEND) curriculum intent shared with governors) and how this is being implemented (time given).	✓ Confirming times for staff and student surveys	✓ Undertake annual skills audit	✓ Annual Self- Review of effectiveness of governance
✓ Review arrangements for parents to receive reports about student performance in National Curriculum subjects	✓ Monitoring objectives from the ADP	✓ Review the academy's FBV statement and curriculum in place to support the equality objectives and Prevent agenda.	✓ Review skills audit and develop training programme
✓ Share governance training programme	✓ Review EVOLVE report	✓ Monitor the arrangements for educational visits.	✓ Monitor the provision of sex and relationships education
✓ Agree policy review schedule	✓ Review staff and governor training logs	✓ Feedback on stakeholder engagement	✓ Monitoring objectives from the ADP
✓ Review governor vacancies	✓ Update on stakeholder engagement	✓ Review EVOLVE report	✓ Review EVOLVE report
✓ Committee updates		✓ Monitoring objectives from the ADP	✓ Consider stakeholder engagement for the next school year with key lines of enquiry added to Training and Development plan
✓ Set dates for future meetings		✓ Agree budget and staffing structure for next academic year	✓ Update on curriculum implementation
		✓ Agree curriculum intent and implementation for next academic year	✓ Review staff and governor training logs
		✓ Update on stakeholder engagement	✓ Update on stakeholder engagement
			✓ Receive Enrichment Report

✓ Review and scrutinise previous year's examination results ✓ Share Performance Targets (as agreed with Regional Director) ✓ Review Ofsted Areas for Improvement ✓ Review academy development priorities ✓ Review attendance data from previous year and agree targets and review attendance plan for current year.	✓ Review Ofsted Areas for Improvement ✓ Review academy priority areas for development ✓ Review progress towards targets ✓ Review Parent View	✓ Agree curriculum plans for next ✓ academic year including monitoring arrangements for collective worship ✓ Receive IDSR and review ✓ Review Ofsted Areas for Improvement ✓ Review academy priority areas for development ✓ Review progress towards targets ✓ Review Parent View	✓ Review progress and outcomes of Academy Development Plan ✓ Review Ofsted Areas for Improvement ✓ Review academy priority areas for development ✓ Review progress towards targets ✓ Review Parent View
✓ Review draft end of year position. ✓ Review the Finance director's report including update on the year to date position when compared with budget and the updated termly forecast. ✓ Risk register review ✓ Grant spending update including catch up funding and Pupil premium ✓ PE and Sport premium (primary) ✓ Review safeguarding processes including training arrangements and audit of SCR ✓ Review of policies where local options available ✓ Review of NQT arrangements, support and timetable ✓ Review any findings from internal audit	✓ Review the Finance Director's report including update on the year to date position when compared with budget and the updated termly forecast. ✓ Review of academy benchmarking data ✓ Review of draft staffing structure and curriculum for the next financial year. ✓ Standing Items: Finance headlines; HR report – staffing / staff attendance; Risk management, including review of risk register and Safeguarding ✓ Review of policies where local options available ✓ Review academy lettings and charging arrangements ✓ Review any findings from internal audit ✓ Receive annual report on performance management of teaching staff	✓ Review the Finance Director's report including an update on the year to date position when compared with budget and the updated termly forecast. ✓ Review of academy benchmarking data ✓ Review and provide effective challenge of the draft budget and staffing structure for next academic year. ✓ Standing Items: Finance headlines; HR report – staffing / staff attendance; Risk management, including review of risk register and Safeguarding ✓ Health and Safety report ✓ Review academy maintenance plan ✓ Review of policies where local options available ✓ Review any findings from internal audit	✓ Review the Finance Director's report including an update on the year to date position when compared with budget and review the updated termly forecast. ✓ Review pay of teachers and support staff ✓ Standing Items: Finance headlines; HR report – staffing / staff attendance; Risk management including review of risk register and Safeguarding ✓ Ensure asset register is up to date and compliant ✓ Review pay of teachers and support staff ✓ Review safeguarding processes including training arrangements and a check of the SCR ✓ Review of policies where local options available ✓ Review any findings from internal audit ✓ Be informed on the final approved budget and staffing structure for the next academic year.