

Annual Schedule of Governing Body Business 2015-2016

What is it? The schedule was devised to give governing bodies an overview of their many responsibilities and help you to plan your year's work. Where activities need to be completed by a specific date the term has been identified; elsewhere governing bodies will decide the most appropriate timing for themselves. **Shaded** items are a statutory requirement.

In the middle column we indicate items which we suggest should be delegated or kept as full governing body decisions. Where we have emboldened '**Full**' it **MUST** be decided by the full governing body. Apart from those few emboldened items, the **decision** about whether to delegate is for the governing body.

The main focus must be to secure school improvement. This means that governors need to have a clear understanding of the strengths and weaknesses of the school, they need to be influential in determining priorities for school improvement, monitoring progress and evaluating impact. This is a prominent element of the Annual Schedule.

How to use it? Ensure that all statutory requirements are included as agenda items and plan the rest of your agenda around school improvement.

"In the best schools, inspectors...expect to see effective oversight of the governing body. Good governors focus on the central issues which lie at the heart of school improvement - the quality of teaching, the progress and achievement of their pupils, and the culture which support this..." Sir Michael Wilshaw, HMCI, to the Policy Exchange, February 2013

In June 2015 Ofsted released a new Common Inspection Framework (CIF), which will be used from 1st September 2015.

<http://schools.oxfordshire.gov.uk/cms/node/162>

Academies: Governors of academies are advised to refer to their Articles of Association when deciding which of the items listed in this schedule relate to their work. A few items specific to academies are included and have been highlighted in red.

We recommend that you use this schedule in conjunction with our Toolkit, *Managing the Work of the Governing Body*, which can be downloaded from the Governor Services Website

<http://schools.oxfordshire.gov.uk/cms/node/374>

AUTUMN - TERMS 1 & 2

Tasks	Full GB or delegated	Notes & Supporting Material (All available on the Governor Services website.)
SCHOOL IMPROVEMENT		
Decide whether you need to invest governing body (GB) time in ensuring that the school's vision and ethos are clearly defined and that the GB has a clear view of its strategic role. Ofsted's new School Inspection Handbook (published June 2015) includes guidance for inspectors on the duties and responsibilities of school governors.	<i>Full GB/Chairs' Planning group</i>	1. <i>Managing the Work of the Governing Body, Tool 1: Considers how governing bodies can make a difference and contains advice and self-assessment checklists.</i> 2. <i>Governors' Handbook. January 2015. DfE:</i> https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/395789/Governors_Handbook.pdf 3. <i>School Inspection Handbook 2015</i> https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/391531/School_inspection_handbook.pdf
Determine the key tasks your GB needs to complete in the coming year, notably a review of school improvement priorities, based on • An updated school self-evaluation, which considers the attainment and progress of ALL pupils; the quality of teaching; pupil behaviour and safety; and leadership and management • A review of progress with School Improvement Plan priorities • Monitoring the impact of the revised national curriculum.	<i>Full GB/Chairs' Planning group</i>	<i>Managing the Work of the Governing Body, Tool 2</i> Evaluation of school performance will take account of diverse sources of data and other information, and consider the impact of school improvement actions taken to date.
Conduct an evaluation of school performance data, including Year 1 Phonics test, SATS & GCSE results, attendance and exclusions.	<i>Full (overview) Delegate (analysis)</i>	Analysis of pupil learning achievement - by year group, pupil group, subject. Data sources include RAISEonline, Dashboards, school internal tracking data, other (e.g. Fischer Family Trust). Evaluate whether school interventions to 'close the gap' for all groups and spending of pupil premium funds have been effective.
Agree how governors will monitor school performance. Carry out termly monitoring activities to agreed schedule.	<i>Full/ Delegated</i>	E.g. Classroom visits, learning walks, data reviews, reports to full GB and committees.
Decide on appropriate school Performance Targets (with advice from External Adviser)	<i>Full</i>	No longer statutory requirement but governing bodies will want to keep the focus on raising attainment and progress
Review/decide the level and nature of • External professional support and challenge, including external validation of the school's data. • Partnership working with other schools	<i>Full</i>	 Briefing Paper external support Sept Agree when the GB will receive external reports.

Publish on school website the way that the school has used the Pupil Premium and the impact you have measured.	<i>Delegate</i>	Reports must include how much the school received in the current academic year, how the money will be spent; how the previous year's allocation was spent and, crucially, the outcomes of this expenditure - what difference did it make to disadvantaged pupils? http://www.nga.org.uk/Guidance/Holding-your-school-to-account/Premiums/Pupil-Premium-(1).aspx
STATUTORY (shaded) & GOOD GOVERNANCE		
Elect GB Chair and Vice-Chair. Consider the GB's Succession Plan.	<i>Full</i>	(Unless GB has made decision not to elect in the autumn). http://www.ncogs.org.uk/documents/public/SBS2ndedn.pdf - The School Governance (Constitution & Federation) England (Amendment) Regulations 2014 http://www.legislation.gov.uk/ukxi/2014/1257/contents/made - Succession Breeds Success. https://www.ncogs.org.uk/documents/public/SBS2ndedn.pdf
Review committee structure. Agree each governor's areas of responsibility - ensure everyone makes a contribution to GB effectiveness.	<i>Full</i>	Managing the Work of the Governing Body, Steps 3 & 6
Update/approve delegation and committee terms of reference.	<i>Full</i>	Managing the Work of the Governing Body, Steps 4 & 5
Agree GB and Committee dates for at least the next 12 months	<i>Full</i>	Managing the Work of the Governing Body Step 6
Update register of pecuniary interests		Additional information about governors and the duty to publish the register of Pecuniary Interests on the school's website come into effect from 1st September 2015. https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools
Agree a written Behaviour Principles Statement		https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/392489/behaviour_and_discipline_in_schools_statutory_guidance.pdf
Review Complaints Policy.		In 2014, DFE published a new toolkit: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/337374/School_Complaints_Toolkit_2014.pdf It is for the GB to decide when to review the policy but should adhere to any published dates.
Plan schedule for policy review.	<i>Full or Chair's planning group</i>	Child Protection and Teachers' Pay are the only policies defined as needing annual review; in practice maintained schools adopt the LA's pay policy. Governing bodies are free to determine the frequency for other policies, unless changes to legislation or statutory guidance necessitate more urgent attention.



COGS Succession Breeds Success.pdf

Appoint a Child Protection Governor	Full	'Governing bodies and proprietors should ensure a member of the GB, usually the chair, is nominated to liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the headteacher...' Governors' Handbook, Jan.2015
Appoint a Whistleblowing Governor	Full	https://www.gov.uk/whistleblowing-procedure-for-maintained-schools
Ensure the policy to support pupils with medical conditions is included in the cycle of policy reviews.	Delegate	Statutory guidance for governing bodies of maintained schools and proprietors of academies in England April 2014. The policy must be 'regularly' reviewed. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_pupils_at_school_with_medical_conditions.pdf
Receive annual report on Safeguarding Children, including the Prevent Duty, bullying and analysis of racist incidents.	Full	(If not dealt with during summer). Checklists and Annual Report pro forma can be found on Insite Schools: go to Safeguarding/governors. Keeping Children Safe in Education. April 2014 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf
Decide when the GB is going to receive the annual written report from the Designated Teacher for Looked After Children (LAC)	Full	The report should include: LAC progress; impact of Pupil Premium; Designated Teacher training. (See The Oxfordshire Governor, Summer 2014)
Review impact of strategy to ensure good attendance for 16 year olds.	Delegate	This reflects the statutory requirement that young people remain in education until age 18.
Ensure that post 16 pupils who did not achieve at least a GCSE grade C in English or maths follow a 16-19 study programme aimed at reaching that standard.	Delegate	This reflects the belief that young people have better employment and life prospects if they reach a level of competence in English and maths.
Ensure work experience placements comply with revised Health & Safety Executive Guidance	Delegate	These are designed to cut through the bureaucracy that the HSE believes can hinder the process of providing work placements. http://www.hse.gov.uk/youngpeople/workexperience/index.htm
Review the independent careers advice for Years 8-13	Delegate	Statutory guidance: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/302422/Careers_Statutory_Guidance_-_9_April_2014.pdf
Obtain parents' consent if the school uses biometric recognition systems		
Analyse GB training needs and agree programme for 2015-2016.	Full or Delegate	Audit of skills Quick self-evaluation  A quick governing body self-evaluation

Consider commissioning a Strategic Governance Review	Full	Governor Services Team can set up. See The Oxfordshire Governor, Summer 2014
RESOURCES		
Approve Teachers' Pay Policy	Delegate	Draft model pay policy to follow:
Conduct Head Teacher Appraisal: Appoint 3 governors who will appraise the performance of the head teacher (HT) in the autumn term. (You must have 2 present.) **Appoint the External Adviser, agree dates and prepare for HT's appraisal. Conduct HT's appraisal and agree new objectives. Make recommendation regarding HT pay award. Provide HT with statement of their position on the pay spine - backdated to September. (This may be term 6 or Term 1.)	Full Delegate Delegate	http://portal.oxfordshire.gov.uk/content/public/LandC/Resources/HumanResources/120716%20OCC%20Model%20Appraisal%20Policy%20FINAL.pdf HT appraisal is a statutory duty, and is a key lever of School Improvement. Appraisal Regulations  OCCModelAppraisalPolicyFINAL-RevisedSe
Teacher Appraisal: Receive a Report from the HT on the effective implementation of the staff Appraisal Policy and review the Policy. Ensure Pay Panel has confirmed pay decision for all teachers.	Delegate	
Monitor current budget performance: actual versus plan.	Resources	
Compare actual pupil numbers with the estimate upon which the school budget has been set and consider implications for the budget in 2015-2016 and subsequent years.		
Academies: ensure budget forecast for 2015/16 is submitted by 28 September		
Academies: ensure accounts return for the 2014/15 academic year is submitted by 31 December 2015		
SPRING - TERMS 3 & 4		
Tasks	Full GB or delegated	Notes & Supporting Material
SCHOOL IMPROVEMENT		
Carry out termly monitoring & reporting of key aspects of school self-evaluation.	Delegated; summary to full GB	i.e. selective monitoring related to one or more of: attainment and progress of pupils and pupil groups; the quality of teaching; behaviour and safety; leadership and management. Methods could include classroom visits, learning walks.
Termly review of pupil achievement data.	Delegate	Pupil Attainment and Progress
Primary schools: review and publish outcomes of PE and Sport Funding against success criteria and baseline data.		https://www.gov.uk/what-maintained-schools-must-publish-online

STATUTORY (shaded) & GOOD GOVERNANCE		
Consult on Admissions Policy (VA & Foundation schools and academies only) if you propose to make changes.	<i>Delegate</i>	Consultation MUST be for a minimum of 8 weeks and MUST take place between 1 November and 1 March of the year before proposed changes apply. For example: for arrangements which are to apply to applications in 2015 (entry in September 2016), consultation MUST be completed by 1 March 2015. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements. http://www.education.gov.uk/schools/adminandfinance/schooladmissions
Review Support Staff Pay Policy	<i>Delegate</i>	 ModelPayPolicySupportStaff.docx OCC Model Pay Policy
Interim progress review of head teacher performance objectives	<i>Delegate</i>	One or more of the appraisal governors (late spring or early summer)
RESOURCES		
Review school improvement plan to identify budget priorities.	<i>Full</i>	
Receive budget share based on new funding formula, and prepare 2016/17 draft budget.	<i>Delegate</i>	
Decide on purchase of services to meet school needs	<i>Delegate or Full</i>	Governor Services, Clerking, Training Service Level Agreements. Chair to sign off on GB's behalf
Monitor current budget performance, actual versus plan.	<i>Delegate</i>	
SUMMER - TERMS 5 & 6		
Tasks	Full GB or delegated	Notes & Supporting Material
SCHOOL IMPROVEMENT		
Carry out termly monitoring & reporting of key aspects of school self-evaluation.	<i>Delegated; summary to full GB</i>	i.e. selective monitoring related to one or more of: attainment and progress of pupils and pupil groups; the quality of teaching; behaviour and safety; leadership and management. Methods could include classroom visits, learning walks.
Termly review of pupil achievement data.	<i>Delegate</i>	Pupil Attainment and Progress
Monitor update of school self-evaluation	<i>Delegate</i>	Can be done at any time, but initial review of school improvement priorities may be useful in summer terms to prepare for finalisation in Autumn.
STATUTORY (shaded) & GOOD GOVERNANCE		
Secondary Schools: Evaluate outcomes of cookery lessons for pupils in key stage 3.	<i>Delegate</i>	http://www.schoolfoodplan.com
Salaries: Provide all teachers with details of the statement of their position on the pay spine - effective from September.	<i>Delegate to Headteacher</i>	School Teachers' Pay and Conditions Document
Receive annual report on Safeguarding Children including Bullying and analysis of racist incidents (and action taken) if not dealt with in Term 1	<i>Full</i>	Checklists and Annual Report pro forma can be found on Insite Schools. Guidance: Keeping Children Safe in Schools. DFE. April 2014 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_gdnce_FINAL.pdf

Receive report on effectiveness of school's Equality Scheme & Plan	<i>Delegate</i>	http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Directorates/Children%2C+Young+People+ +Families/Our+services/Equality+ +Diversity/Schools+equality+guidance/
Analyse GB training needs and agree programme of training for 2016-17	<i>Delegate</i>	 A quick governing body self-evaluation
Interim progress review of head teacher performance objectives	<i>Delegate</i>	One or more of the appraisal governors (late spring or early summer)
RESOURCES		
Review the effectiveness with which teachers' - including the headteacher's - salaries are related to their performance.		Governors should ensure that pay is linked to performance and will be expected to explain the link when the school is inspected.
Plan for the use of Devolved Formula Capital in light of Asset Management Plan	<i>Delegate</i>	
Revenue Budget: Approve the budget plan prior to submission to the local authority (Term 5)	<i>Full (recommended)</i>	
Monitor current budget performance, actual versus plan.	<i>Delegate</i>	
OTHER RESPONSIBILITIES - AT ANY TIME IN THE YEAR		
Tasks	Full GB or delegated	Notes & Supporting Material
STATUTORY (shaded) & GOOD GOVERNANCE		
Ensure information on the school website is up-to-date and appropriate ie at least meets statutory requirements. NB. New: additional requirements in relation to Pecuniary Interests	<i>Delegate</i>	 Information to be published on website. https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools
Consider leadership vision for the school and agree a limited number of priorities for School Development. Keep the focus on "how well are pupils learning?"	<i>Full</i>	
Receive monitoring report from School Improvement Officer or External Adviser visit. Request External Adviser attend FGB meeting to report.	<i>Full</i>	
Determine your school's strategic improvement priorities: - Review aspects of your School Self Evaluation to determine strategic improvement priorities. -	<i>Full</i>	- The self-evaluation will take into account - o attainment and progress of ALL pupils and groups of pupils - o the quality of teaching - o pupil behaviour and safety - o leadership and management Incorporate these strategic improvement priorities in a draft update of your School Improvement Plan and approve with amendments (if appropriate).

Review the impact of your School Improvement Plan.	<i>Full</i>	Impact will be measured by outcomes - improvements in achievement, including closing the gap; or improvements in behaviour and safety.
Receive reports on Racist Incidents or other prejudice-based bullying - as they occur and consider implications.	<i>Full</i>	Governors can use this information to inform their view of the school community's cohesion and take action if appropriate.
Consult on Admissions Policy (VA & Foundation schools and academies only) if you propose to make changes.	<i>Delegate</i>	Consultation MUST be for a minimum of 8 weeks and MUST take place between 1 November and 1 March of the year before proposed changes apply. For example: for arrangements which are to apply to applications in 2015 (entry in September 2016), consultation MUST be completed by 1 March 2015. This consultation period allows parents, other schools, religious authorities and the local community to raise any concerns about proposed admission arrangements. http://www.education.gov.uk/schools/adminandfinance/schooladmissions

OTHER RESPONSIBILITIES - AT ANY TIME IN THE YEAR

Tasks	Full GB or delegated	Notes & Supporting Material
STATUTORY (shaded) & GOOD GOVERNANCE		
Review the ways in which the school collects and uses the views of pupils, parents and staff to check that you are not missing opportunities to learn about the school. Conduct surveys at least annually.	<i>Delegate</i>	Ofsted will use responses on Parent View http://parentview.ofsted.gov.uk/and surveys conducted by the school.
Agree programme of visits by governors to focus on key priorities identified in the School Development/Improvement Plan.	<i>Full</i>	
Devise strategy to ensure improved two-way communication with parents and the wider community.	<i>Delegate</i>	The removal of the need for Annual Parents' Meetings does not remove governing bodies' accountability.
Consider publishing an Annual Governance Statement.	<i>Full</i>	"It is good practice for the board to review its own performance regularly and publish an annual statement to explain how it has fulfilled its responsibilities." DFE advice document on The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013. https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270783/school_governance_regulations_2013_departmental_advice.pdf
Receive reports to ensure monitoring of the school's Health & Safety Policy.	<i>Delegate</i>	Governor Briefing Paper: Monitoring Health & Safety in your School (Aug 2005)  Health Safety Governors' Briefing1.
Review school uniform requirements to ensure affordability.	<i>Delegate</i>	Guidance: https://www.gov.uk/government/news/new-school-uniform-guidance-published