**MAINTAINED SCHOOLS CYCLE OF BUSINESS**

**AUTUMN TERM 2024**

Statutory expectations highlighted

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|  | **GOVERNING BODY** | **CURRICULUM** | **PERSONNEL** | **PREMISES** | **FINANCE** |
| 1st  half | * **Elect Chair and Vice-Chair** * **Review Committee membership inc. HT/HoS PM reviewers and Terms of Reference (incl. appointment of external advisor to HT PM Panel)** * **Register of Business Interests** * **Ensure the school is compliant with the latest Keeping Children Safe in Education** * **Ensure details held about governors are provided to the Secretary of State via GIAS** * **\*VA and foundation schools: consult on any changes to the** [**admissions arrangements**](https://www.nga.org.uk/Knowledge-Centre/Pupil-success-and-wellbeing/Admissions-and-Exclusions/School-Admissions-Code-2014.aspx) **or consult if it has not been changed for seven years (in accordance with the timelines stipulated in the** [**Code**](https://www.gov.uk/government/publications/school-admissions-code--2) * **Review staff appraisal arrangements** * **Review** [**safeguarding arrangements and procedures**](https://www.nga.org.uk/Knowledge-Centre/Pupil-success-and-wellbeing/Pupil-wellbeing/Safeguarding.aspx) * **Review draft \***[**pupil premium**](https://www.nga.org.uk/Knowledge-Centre/Pupil-success-and-wellbeing/Pupil-Premium/Guide-to-pupil-premium.aspx) **strategy statement** * **Primary schools: review \***[**PE and sport premium**](https://www.gov.uk/guidance/pe-and-sport-premium-for-primary-schools#accountability) **spending and impact report** * **Review and approve** [**special educational needs**](https://www.nga.org.uk/Knowledge-Centre/Pupil-success-and-wellbeing/SEND/Special-educational-needs-and-disabilities-and-the.aspx) **information report ahead of publication** * Evaluate pupil outcomes using relevant [performance data](https://www.nga.org.uk/Knowledge-Centre/Pupil-success-and-wellbeing/Educational-outcomes/Monitoring-Performance/Analysing-performance-data/Breakdown-of-the-sources-of-data-available-to-gove.aspx) from the previous academic year * Link Governors roles and Link Visits Programme * GB Skills analysis (including Finance) * Policy review to include: * **Complaints** * **Pupil Attendance** * Review Governors’ Code of Conduct * GB meeting schedule * Ofsted Action Plan progress (if applicable) * Staffing Update * Governing Body Annual Cycle review **(to include a Pay Committee meeting and 6 Budget Monitoring opportunities)** | * **Elect Chair and Vice-Chair** * **Review Terms of Reference** * Curriculum area review * Review Curriculum Policies to include: * **SEND** * **RSE Policy** * **Early Career Teachers** * Link Governors’ visits * Analyse school performance data * Review SDP and allocate responsibilities for monitoring * Student attendance and behaviour * Individual Healthcare Plans (Annual assessment) * To receive the annual report from the Designated teacher for looked after children (LAC) | * **Elect Chair and Vice-Chair** * **Review Terms of Reference** * Review HR related policies to include: * **Teachers’ Pay Appraisal** * **Teachers’ Pay** * **GDPR and Data protection Policies (privacy notice/ biometric data)** * Staff Performance reviews | * **Elect Chair and Vice-Chair** * **Review Terms of Reference** * **Asset Management Plan** * Premises Audit * Review [estates management strategy and plans](https://www.nga.org.uk/knowledge-centre/estates-management/) | * **Elect Chair and Vice-Chair** * **Review Terms of Reference** * **Budget monitoring 2 (SFVS)** * Review progress against SDP * Review links with other committees * Policy review to include: * Governors’ Allowances (if applicable) * **Review annual SLAs, Services and Contracts (SFVS)** * **Financial Risk Register (SFVS)** |
| 2nd half | * **Review HT Performance Management (by 31 December)** * **Financial Risk Register (SFVS)** * Ratification of policies reviewed by the committees this term, including: * **Whistleblowing (SFVS)** * **Financial Regulations (SFVS)** * **Scheme of Delegation (SFVS)** * **Review Staff pay** * Headteacher’s Report * Target setting * Review GB strategic plan/self-evaluation and set objectives for the year * Reports on the provision for Looked After Children (termly if applicable) * Link Governor Visit Reports * Review performance data * Review Mission Statement * Review Admissions Policy (if applicable) * Premises Safety Health Check * receive report on **statutory** [**gender pay gap**](https://www.gov.uk/government/collections/gender-pay-gap-reporting) **information** ahead of publication (where required) | * Target setting * Review performance data including SATs/national tests/examinations, Ofsted and FFT dashboards * Review pupil progress and attainment * Review quality of teaching via the HT Report /visits and external reports | * **Review Pay Policy** * **Review and conduct HT Perf. Management** | * Policy review to include: * **Lettings/Charging** * **Health and Safety** * **Accessibility** * Premises Safety Health Check (PSHC) | * Policy review to include: * **Whistleblowing (SFVS)** * **Financial Regulations (SFVS)** * **Scheme of Delegation (SFVS)** * **Budget Monitoring 3 (SFVS)** * **Review of Finance staff expertise and contingency plan (SFVS)** * **Review of Business Continuity Plan (SFVS)** * **Commence SFVS** **review process for current year** * **receive report on \*statutory** [**gender pay gap**](https://www.gov.uk/government/collections/gender-pay-gap-reporting) **information ahead of publication (where required)** |

Statutory tasks are in **bold.** Items not marked bold are best practice. All items related to SFVS are highlighted in brackets

Useful dates:

30 September – closing date for HT resignation

– autumn census day

**MAINTAINED SCHOOLS CYCLE OF BUSINESS**

**SPRING TERM 2025**

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|  | **GOVERNING BODY** | **CURRICULUM** | **PERSONNEL** | **PREMISES** | **FINANCE** |
| 1st  half | * **Compile SFVS ready for submission to DfE** * **Financial Risk Register (SFVS)** * **VA and foundation schools: ensure admissions arrangements are published on the school website** * **publish** [**local authority admissions arrangements**](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online#admission-arrangements) **on the school website if the LA manages your admissions process** * **review information demonstrating compliance with the** [**Public Sector Equality Duty**](https://www.nga.org.uk/Knowledge-Centre/Vision-ethos-and-strategic-direction/Equality-and-diversity-responsibilities,-culture-a.aspx) **annually and publish equality objectives at least every four years** * **receive a report on school website compliance (in line with** [**DfE publication requirements)**](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online) * **review** [**careers programme**](https://www.nga.org.uk/knowledge-centre/providing-an-effective-careers-programme/) **(statutory requirements for secondary schools)** * Review progress of School Development Plan/Improvement Plan * Staffing Plan * Review effectiveness of Pupil Premium funding * Monitor GB Performance | * Curriculum Development Plan * Policy review to include: * **Worship** * **RE** * **Pupil Premium** * **Behaviour** * Receive online Analyse School Performance (ASP) document/GCSE and test analysis data | * Policy review e.g.: * **Data Protection (2 yearly)** * **FOI Publication scheme** * **Review staffing structure (SFVS)** | * Asset Management Plan/Buildings Report * First consideration of the budget and plans for the coming financial year * Premises update | * **Budget Monitoring 4) (SFVS)** * Review Pupil Premium Funding report for publishing on school website * Review Sports Premium Funding report (primary only) for publishing on school website * Review recommendations from other committees * **Include benchmarking of staffing, SLT, non-staff expenditure and other expenditure against DfE recommendations to ensure best value (SFVS)** |
| 2nd half | * Recruitment progress * **GB Development Training Plan (To include Finance Training for Governors (SFVS)** * **Approve SFVS for submission by 31 March** * Headteacher’s Report to include IHP * Ensure equality information is reviewed and school website updated * Ensure gender pay gap information is published (where applicable) * Ratification of policies reviewed by the committees this term * Review and approve any changes to the school’s staffing structure * **Draft Budget Plan (SFVS)** * Agreement of Parent Survey | * Curriculum presentations * Policy review e.g.: * **Child Protection** * **Peer on Peer Abuse & Sexual Behaviour Policy** * **Safeguarding** * Home/School agreement * Review effectiveness of Sports and Pupil Premium funding * Review progress on SDP | * Review procedures and policies e.g.: * **Staff Code** * **School journeys** * **Child Protection** | * Site walk * Health and Safety Audit Report | * Finance Audit Report (where applicable) * Policy review to include: * **Charging and Lettings** * **Prepare 3 Year Budget Planning and Pupil Forecasts (SFVS)** * **Budget Monitoring 5 (to include predicted Outturn numbers for revenue and Capital) (SFVS)** * review and agree any [staffing structure](https://www.nga.org.uk/Knowledge-Centre/Staffing/Staffing-Structure.aspx) changes * receive and evaluate [financial benchmarking data](https://www.nga.org.uk/Knowledge-Centre/Finance/Maintained-school-finance/Finiancial-oversight-in-maintained-schools.aspx) |

Statutory tasks are in **bold.** Items not marked bold are best practice.

Useful dates:

– spring census day

closing date for HT resignations

– ESFA confirms academies’ budgets

– closing date for Deputy HT resignations

– national offer for secondary schools

31 March – SFVS submission

31 March – deadline for publishing gender pay gap information

**MAINTAINED SCHOOLS CYCLE OF BUSINESS**

**SUMMER TERM 2025**

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|  | **GOVERNING BODY** | **CURRICULUM** | **PERSONNEL** | **PREMISES** | **FINANCE** |
| 1st  half | * Teaching and Learning Review * Draft Annual Governance Statement * Review Mission statement * Review Instrument of Government * Review GB succession plan (To include GB Finance Expertise/ contingency plan (SFVS) * Annual Effectiveness Report (Governors) * Mid-year review report for Head and all staff members * Ratification of Budget * Financial Risk Register (SFVS) * undertake annual [strategy review](https://www.nga.org.uk/Knowledge-Centre/Vision-ethos-and-strategic-direction/Being-Strategic-A-guide-for-governing-boards.aspx) * **review compliance with** [**minimum expectation on length of school week**](https://www.nga.org.uk/Knowledge-Centre/Compliance/Policies-and-procedures/Making-changes-to-the-school-day.aspx) | * Curriculum presentations * Receive data re tests * Review pupil progress and attainment | * Review staffing structure to include SLT benchmarking (SFVS) * Mid-year review report for Head and all staff members * Policy review to include: * **Allegations against staff statement** * **Staff Discipline, Conduct and Grievance and Capability Procedures** * Review Support staff pay | * Premises Update | * **Final Budget plan incl, Outturn Report** * **Budget Monitoring 6 (SFVS)** |
| 2nd half | * **Review of Asset register and Asset disposals (SFVS) inc. stock take certificate** * **Approve school term and holiday dates/occasional and INSET days** * **Review Staff pay** * Ratification of policies reviewed by the committees this term * Headteacher’s Report * Feedback from Parental Survey * Approve SEND information Report * School Fund Audit * Annual Governance Statement – publish annual report on effectiveness and publication of governor data * Review pupil behaviour and exclusions * Agree schedule of meeting dates * Progress of SDP * annual review of [pupil exclusions](https://www.nga.org.uk/Knowledge-Centre/Pupil-success-and-wellbeing/Admissions-and-Exclusions/Exclusions-guidance-A-four-stage-guide-for-governi.aspx) data * annual review of [pupil attendance](https://www.nga.org.uk/Knowledge-Centre/Pupil-success-and-wellbeing/Attendance.aspx) data * annual review of staff attendance | * KS3 outcomes (secondary) * KS2 results (primary) * Review quality of teaching (via HT’s Report) * Healthcare Plan Audit (when applicable) * Review progress on SDP * **Attendance Policy (pupils)** | * Policy review to include: * **Teacher Appraisal** * **Teachers’ Pay** * **Complaints** * Review staff attendance | * To note schedule of works * Health and Safety Audit Report (when applicable) * **Review of Asset register and Asset disposals** | * **Budget Monitoring 1 (SFVS)** |

Statutory tasks are in **bold.** Items not marked bold are best practice. Child protection is part of safeguarding, and it is a matter for the school to propose as to what other safeguarding policies they choose to have in place to meet their safeguarding responsibilities.

This provides a broad framework for planning purposes. Governing Boards/Bodies are encouraged to modify this document as appropriate.

Where a review of all staff pay is not covered in personnel, the Governing Board/Body MUST form a **Pay Committee** to meet annually.

Useful dates:

– national offer day for primary schools

– closing date for HT resignations

- Key stage 2 tests are timetabled from

TBA –GCSE and A level examinations start

– summer census