**MAINTAINED SCHOOLS CYCLE OF BUSINESS**

**AUTUMN TERM 2024**

Statutory expectations highlighted

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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%2C-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