

**HARRIETSHAM C E PRIMARY SCHOOL
GOVERNING BOARD – 2025-26 YEAR PLANNER**

Term 1 Planning & Business (September & October 2025)	Term 3 (February 2026)	Term 4 (March 2026)	Term 5 (May 2026)	Term 6 (July 2026)
<ul style="list-style-type: none"> ➤ Annual update to business interests on Governor Hub for publication on the school's website ➤ Review Information for recording in DfE Get Information About Schools database ➤ Disclosure and Barring Service Checks for Governors ➤ Governor Code of Conduct 2025 – Board to agree and confirm in Governor Hub ➤ Agree TORs/SOs in respect of procedural working of the governing board ➤ Identify governor's committee membership, delegated roles and responsibilities for the following areas: ➤ Child Protection/ Safeguarding ➤ Pupil Premium ➤ SEN ➤ Health & Safety ➤ Governor Training and Development ➤ Finance (x2) ➤ EYFS 	<ul style="list-style-type: none"> ➤ Headteacher's Report via School Plan ➤ Review Governor self-evaluation of competencies matrix ➤ Single Central Register ➤ Single Equality Scheme – review ➤ Annual SEND report ➤ Pupil Premium Grant Impact Statement for 2025-26 ➤ Pupils' progress data for the Autumn terms ➤ Agree curriculum plans for the year ➤ Nine month budget monitoring ➤ Review of banking signatories ➤ Review and commend the SFVS return for FGB approval in consideration of latest compliance visit recommendations ➤ Agree Third Party Transaction document ➤ Review of Financial Risk Register 	<ul style="list-style-type: none"> ➤ Headteacher's Report via School Plan ➤ Identify Governor to oversee SATs administration in T5. ➤ GB to ratify Schools Financial Value Standard submission ➤ Review of non-teaching staff's pay ➤ Prepare Schools Financial Value Standard ➤ Chair of Committee and CoG plus one other Finance Governor to complete the Governors' Financial Competencies Matrix ➤ GB to ratify SFVS 	<ul style="list-style-type: none"> ➤ Headteacher's Report ➤ Pupils' progress data for spring terms ➤ Collective worship and RE ➤ Pupils' attendance ➤ Pupils' behaviour ➤ Well-being of staff and pupils ➤ Personal Development ➤ Review of governing body's performance and procedures ➤ Mid-year appraisals for the Headteacher and teaching staff ➤ Analysis of yearend budget and BCM/Outturn report ➤ Agree three year budget plan ➤ Staffing structure ➤ Best Value monitoring (ensure all decisions are made according to 'best value') ➤ Review of School's Asset Register ➤ GB to agree yearend budget figures and three year budget plan 	<ul style="list-style-type: none"> ➤ Election of Chair (next 2027) ➤ Election of Co-Vice Chair (next 2027 – SB) ➤ Election of Co-Vice Chair (next 2027 – CB) – agree continuation of Vice Chair arrangement ➤ Provisional pupils' performance data in end of KS2 SATS, Year 1 (and Year 2 re-takes) in the Phonics Screening Tests and Year R percentage of pupils who attained the GLD ➤ Yearend evaluation against identified priorities in SIP ➤ Annual Governance Statement ➤ Sports Premium Expenditure Report and Impact Statement for 2025-26 ➤ Latest budget monitoring report ➤ Agree staff complement and Staffing Structure for 2026-27 academic year

<ul style="list-style-type: none"> ➤ Headteacher performance appraisal (x3) ➤ Monitoring the school's website for compliance ➤ Headteacher's Report ➤ Receive and approve School Improvement Plan, SEF and SIAMS action plan ➤ Review school's performance in SATs/National tests Analyse School Performance (ASP) and Information Data Summary Report (IDSR) – discuss and analyse data ➤ Pupils' progress data for term 1 ➤ Latest budget monitoring (August) ➤ Publish proposals and admissions arrangements for the following Autumn ➤ GDPR Report #1 of 2 ➤ Consider pupils' performance targets ➤ Identify areas within SIP for governors' committee meetings and set objectives for the governing body for the year ➤ Annual Safeguarding Report ➤ Policies – Governing Board to ratify all statutory policies ➤ Teaching staff's pay linked to their performance 	<ul style="list-style-type: none"> ➤ Review of LA contracts ➤ Review of contracts and tenders ➤ H&S site inspection report #2 of 3 ➤ Single Central Register – receive confirmation that SLT have checked SCR ➤ Headteacher's Performance Appraisal Group update ➤ GDPR Report #2 of 2 		<ul style="list-style-type: none"> ➤ H&S site inspection report #3 of 3 ➤ Single Central Register – receive confirmation that SLT have checked SCR 	<ul style="list-style-type: none"> ➤ Agree dates and times of meetings for 2026-27 academic year ➤ Single Central Register – receive confirmation that SLT have checked SCR ➤ Preparation for SIAMS ➤ Collective worship and RE ➤ Pupils' attendance ➤ Pupils' behaviour ➤ Well-being of staff and pupils ➤ Personal Development
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<ul style="list-style-type: none"> ➤ Six month budget monitoring – receive and agree ➤ Review Business Continuity Plan ➤ Review of Financial Risk Register ➤ Benchmarking comparison report ➤ Keeping Children Safe in Education September 2025 – governors to confirm that they have received, read and understand the information and record confirmation in Governor Hub profile ➤ Single Central Register – receive confirmation from the School’s Leaders that the SCR has been fully updated with the details of new staff’s and volunteers’ information including DBS Health & Safety Site Inspection Report #1 of 3 per annum ➤ Preparations for SIAMS (last inspection 2024) ➤ Collective worship and RE ➤ Pupils’ attendance ➤ Pupils’ behaviour ➤ Well-being of staff and pupils ➤ Personal Development 				
Standing Agenda Items: <ul style="list-style-type: none"> ➤ Opportunity for governors to declare business/pecuniary interests against any agenda item 				

- **GB membership**
- **Approve minutes and address matters arising**
- **Interim Headteacher's Report**
- **School Plan/SEF/SIAMS – school updates and committees' reports linked to School Plan objectives**
- **Latest budget monitoring *see below**
- **Safeguarding/Child Protection/Medical Needs**
- **Health & Safety – via reporting from Finance Committee and H&S Governor**
- **Strategic Planning**
- **Policies for review (see policy review schedule)**
- **Governor Training & Development**

Items in black: FGB

Items in blue: Finance/Budget Requirements/Finance and Personnel Committee *please note six budget monitoring reports to be shared with Governors across the academic year so FGB will review reports other than those reviewed by Finance Committee

Items in red: Quality of Learning, Behaviour & Pastoral Committee