



# Kymbrook and Thurleigh Primary Schools Federation

## Annual Governance Planner 2024-2025

The Federation of KT Primary Schools Governing Board will use this annual planner to ensure **statutory and required activity** as well as best practice activities are scheduled to support effective governance throughout the academic year. It is also used to assist the Chair and the schools' senior leaders alongside the Clerk to set appropriate meeting agendas each term. Some of the activities outlined will be delegated to the **Finance Committee** and the **Pay & Performance Committee** which report to the **Full Governing Board**. Governance business conducted within each of these meetings are also determined by the meeting's **Terms of Reference** which list and schedule various policies for review and approval.

Area of focus	Autumn	Spring	Summer
<b>Strategy and compliance</b>	<ul style="list-style-type: none"> <li>• <b>Admissions</b> : consult on any changes to admission arrangements (esp. if it has not been changed for seven years – as per guidance in the Admissions Code)</li> <li>• NGA Guidance link: <a href="#">admissions arrangements</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Admissions</b>: ensure admissions arrangements are published on the school website</li> <li>• publish <a href="#">local authority admissions arrangements</a> on the school website</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Strategic Vision: Review SDP</b> with SLT</li> <li>• <b>School week hours</b>: review compliance with <a href="#">minimum expectation on length of school week</a></li> <li>• NGA Strategy: <a href="https://www.nga.org.uk/knowledge-centre/strategic-guide-boards-leaders/">https://www.nga.org.uk/knowledge-centre/strategic-guide-boards-leaders/</a></li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• <b>Performance Mgmt</b>: CoG/VC &amp; SIA conduct <a href="#">headteacher's performance</a> and pay review</li> <li>• P&amp;P Cttee review staff appraisal arrangements</li> <li>• <b>Safeguarding Lead Gov</b> review <a href="#">safeguarding arrangements and procedures</a></li> <li>• <b>Pupil Premium</b>: review and approve updated PP Strategy statement</li> <li>• <b>PE and sport premium</b>: review spending and impact report</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Review Equality &amp; Diversity Policy</b> to evidence compliance with the <a href="#">Public Sector Equality Duty</a> . Publish equality objectives at least every four years</li> <li>• <b>Schools' website compliance</b>: Comms Lead Gov produces report to FGB on school website compliance (in line with <a href="#">*DfE publication requirements</a>)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Exclusions &amp; Attendance</b>– FGB via HT Report Part 1:Final annual review of <a href="#">pupil exclusions</a> and <a href="#">pupil attendance</a> data</li> <li>• <b>Staff</b> - annual review of staff attendance (FGB)</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>KS Outcomes:</b> evaluate outcomes compared with national/previous year</li> <li>• <b>SEND Annual Report:</b> SEND Lead Gov review and approve at FGB prior to publication on website</li> </ul>		
<b>Financial &amp; resource oversight</b>	<ul style="list-style-type: none"> <li>• <b>Building/Facility Management</b> – keep under review at each Finance Cttee review <a href="#">estates management strategy and plans</a></li> <li>• <b>Staffing structure</b> - review and approve any changes</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Budget Forecast:</b> Review and approve three-year budget forecast</li> <li>• <b>Approve the budget</b> for the next financial year <a href="https://www.nga.org.uk/knowledge-centre/budget-setting-maintained-schools">https://www.nga.org.uk/knowledge-centre/budget-setting-maintained-schools</a></li> <li>• Receive and evaluate <a href="#">financial benchmarking data</a></li> <li>• <b>SFVS</b> - Complete the <a href="#">schools financial value standard</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>CFR:</b> Ensure that the annual <a href="#">consistent financial reporting (CFR) framework</a> is completed and submitted</li> </ul>
<b>Stakeholder engagement</b>	<ul style="list-style-type: none"> <li>• <b>Communications:</b> evaluate communication methods with relevant external stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Engagement:</b> Comms Lead Gov to compile report on community engagement</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Stakeholder views:</b> Review pupil voice, staff survey results and parent feedback <a href="https://www.nga.org.uk/knowledge-centre/stakeholder-engagement-fourth-core-function/">https://www.nga.org.uk/knowledge-centre/stakeholder-engagement-fourth-core-function/</a></li> </ul>
<b>Governance procedures &amp; effectiveness</b>	<ul style="list-style-type: none"> <li>• <b>Register of pecuniary Interests</b> - update and publish on schools' websites</li> <li>• Annual review of <b>instrument of government</b></li> <li>• <b>CoG/VC Election: Sept 2024</b> - elect a chair and vice chair following 2 year term</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Clerk:</b> annual <a href="#">appraisal of governance professional</a></li> <li>• <b>Skills Audit Evaluation:</b> and agree board development priorities.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Annual GB Self-review:</b> conduct <a href="#">governing board self-evaluation</a></li> <li>• <b>Annual review</b> of <a href="#">chair and individual governor contributions</a></li> <li>• <b>Meeting dates:</b> Set meeting dates for the next academic year</li> <li>• <b>Review Lead roles;</b> review descriptors and assign governors</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>Gov attendance record:</b> review and *publish governor attendance at meetings for the previous academic year</li> <li>• <b>Code of Conduct:</b> - review and adopt</li> <li>• <b>Identify skills:</b> Complete <b>skills audit</b></li> <li>• <b>Governor Visits</b> - agree dates for Autumn &amp; Spring term visits</li> <li>• <b>Governor Visit Policy:</b> review and approve for new academic year.</li> </ul>		<ul style="list-style-type: none"> <li>• Review committee structure, membership and terms of reference ( <a href="https://www.nga.org.uk/knowledge-centre/committee-terms-of-reference/">https://www.nga.org.uk/knowledge-centre/committee-terms-of-reference/</a> )</li> <li>• Conduct an evaluation of <a href="#">governing board diversity</a></li> <li>•</li> </ul>

### Ongoing tasks

- review and approve policies in accordance with your [policy review cycle](#)
- receive [headteacher reports](#) of progress against strategic priorities and the development plan
- receive [budget monitoring reports](#)
- review and update the school's [risk register](#)
- conduct [governance visits](#) in accordance with the agreed schedule and report back to full board
- \*approve and retain governing board [meeting minutes](#) (and make available)
- \*ensure [Get Information About Schools](#) (GIAS) and the [school website](#) are updated with governing board membership
- organise [induction for new governors](#)
- ensure \*DBS checks (and any other required checks) are carried out for new governors
- monitor and maintain governor training and development
- monitor [pupil and staff wellbeing](#)
- monitor [provision for pupils with special educational needs and disabilities \(SEND\)](#)
- [succession planning](#): engage in team building and conversations that support effective and continuing governance