Kymbrook and Thurleigh Primary Schools Federation

Annual Governance Planner 2025-2026

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
Strategy and compliance	**Admissions** : consult on any changes to admission arrangements (esp. if it has not been changed for seven years – as per guidance in the Admissions Code) - NGA Guidance link: admissions arrangements	**Admissions**: ensure admissions arrangements are published on the school website - publish local authority admissions arrangements on the school website	**Strategic Vision: Review SDP** with SLT **School week hours**: review compliance with minimum expectation on length of school week - NGA Strategy: https://www.nga.org.uk/knowledge-centre/strategic-guide-boards-leaders/
Accountability	**Performance Mgmt**: CoG/Chairs & SIA conduct Executive headteacher's performance and pay review - P&P Cttee review staff appraisal arrangements **Safeguarding Lead Gov** review safeguarding arrangements and procedures **Pupil Premium**: review and approve updated PP Strategy statement **PE and sport premium**: review spending and impact report	**Review Equality & Diversity Policy** to evidence compliance with the Public Sector Equality Duty . Publish equality objectives at least every four years **Schools' website compliance**: Comms Lead Gov produces report to FGB on school website compliance (in line with *DfE publication requirements)	**Exclusions & Attendance**– FGB via HT Report Part 1:Final annual review of pupil exclusions and pupil attendance data **Staff** - annual review of staff attendance (FGB)

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	• **KS Outcomes**: evaluate outcomes compared with national/previous year • **SEND Annual Report**: SEND Lead Gov review and approve at FGB prior to publication on website		
Financial & resource oversight	• **Building/Facility Management** – keep under review at each Finance Cttee review estates management strategy and plans • **Staffing structure** - review and approve any changes	• **Budget Forecast**: Review and approve three-year budget forecast • **Approve the budget** for the next financial year https://www.nga.org.uk/knowledge-centre/budget-setting-maintained-schools • Receive and evaluate financial benchmarking data • **SFVS** - Complete the schools financial value standard	• **CFR:** Ensure that the annual consistent financial reporting (CFR) framework is completed and submitted
Stakeholder engagement	• **Communications:** evaluate communication methods with relevant external stakeholders	• **Engagement:** Co-Chair to monitor and report to FGB on community engagement	• **Stakeholder views:** Review pupil voice, staff survey results and parent feedback
Governance procedures & effectiveness	• **Register of pecuniary Interests** - update and publish on schools' websites • Annual review of **instrument of government** • **CoG/VC Election: Sept 2026** - elect a chair and vice chair following 2 year term • **Gov attendance record:** review and *publish governor attendance at	• **Clerk:** annual appraisal of governance professional • **Skills Audit Evaluation**: and agree board development priorities. •	• **Annual GB Self-review**: conduct governing board self-evaluation • **Annual review** of chair and individual governor contributions • **Meeting dates:** Set meeting dates for the next academic year • **Review Lead roles**; review descriptors and assign governors • Review committee structure, membership and terms of reference

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Area of focus	Autumn	Spring	Summer
	meetings for the previous academic year • **Code of Conduct:** - review and adopt • **Identify skills**: Complete **skills audit** • **Governor Visits** - agree dates for Autumn & Spring term visits • **Governor Visit Policy**: review and approve for new academic year.		(https://www.nga.org.uk/knowledge-centre/committee-terms-of-reference/) • Conduct an evaluation of governing board diversity •

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