

THE SPRING CHECKLIST

Recommended actions

(S) indicates a statutory requirement

- Approve next year's budget and staffing structure** (budget details will be sent by the Accounting and Budget Support Team) (S)
- LA Maintained Schools - School's Financial Value Standard (SFVS)** (Deadline 31 March)
 - Academies** – published annual accounts to be on school website by 31 January
 - Academies** - annual accounts to be filed with Companies House
- Review **pay policy (S)** – check with HR team for further guidance
- Publish proposals and **admission arrangements** for the following autumn - schools which are admission authorities (S)
- Review **special educational needs policy (S)**
- Review/monitor your **School Development Plan**
- Review your **Child Protection Action Plan** with your Head, developed following your CP audit undertaken in the Autumn
- Receive final **confirmation of data** (ASP, IDSR, FFT etc.) and review
- Through The School Governance Service, decide your **governors' training** priorities and book appropriate courses or a session at your school or within your cluster – ask Sandra Singer sandra.singer@wiltshire.gov.uk for further details

School Websites:

- Ensure published information on the **school website** is accurate, up to date and complies with current regulations. This includes the Governors' page. For more details of what a **maintained school** must publish please visit: <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>
- **Secondary Schools check your website is compliant with information on Careers. For more information click on the link.** [Careers programme information](#)

If appropriate

- Plan the **induction** of any new governors and encourage them to book onto a School Governance Service 'New Governor' (induction training) day or **access on-line training free of charge as part of their subscription package.**

There are eight core online modules which provide immersive, challenging and interactive learning in all the key areas that new governors or trustees need in order to become effective in their governance role from the start. Those with more experience can refresh and test their understanding of the key areas of governance. A certificate of achievement is downloadable after every module.

To explore this online facility (offered by the Virtual College/NGA), please visit the School Governance Resources pages on Right Choice, or follow this link: <http://rightchoice.wiltshire.gov.uk/P15213> where you can log in directly to the online learning page.

- The next induction day '**New Governor**' seminar offered by The School Governance Service (with places available) **runs on 27 February 2020 at St John's Parish Centre in Trowbridge.**
- **Policies** – check review cycle. For more support follow this link. <https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts>
- Undertake half yearly **performance management review** of the Headteacher.
- Add **new governors** to Right Choice - If you have changes on your GB this term and need to update the details on Right Choice. On the Governors tab, and 'My governing board', click on the '+' and 'Create New Governor'
- Ensure that the DfE GIAS database '**Get information about schools**' is up to date.
- Remind Governors of the resources available to them on the **Right Choice** website and share details of how to access them. <http://rightchoice.wiltshire.gov.uk>

Governor information from DfE

Check out the DfE website for publications relevant to governing bodies

<http://www.education.gov.uk/schools/leadership/governance>

Right Choice

