

## Toolkit: Checklist Term 1 Recommended (can be carried forward to Term 2 as required)

**Make sure that your governing board focuses on its strategic responsibilities this Autumn and refer to this checklist when preparing agendas. Ensure there is a clear focus on improving outcomes for all pupils and don't forget to include standing items such as apologies, approval of minutes and conflict of interest at all meetings.**

**Safeguarding/Child Protection should be a standing agenda item – it is for the GB to determine exactly what this item will cover and whether it is at FGB or committee. It may be a report from the Headteacher, the link governor or Designated Safeguarding Lead (if not the headteacher) or looking at a particular aspect of safeguarding e.g. e-safety.**

**Review and approve all relevant policies in line with your policy schedule.**

### **Full Governing Board**

*(If not already undertaken in the Summer)*

- Elect Chair and Vice Chair if terms of office have come to an end
- Establish the committees for the year and review their terms of reference
- Appoint governors to the statutory committees: pupil disciplinary and staff disciplinary and appeals panels. Admissions committee in Academies and Voluntary aided schools
- Review the scheme of delegation including spending limits under financial delegation
- Appoint Clerk/Review Clerking/ Agree annual appraisal cycle of Clerk
- Agree dates of full governing board and committee meetings for the year and agree any standing invitations to any non-governors e.g. deputy head teachers
- Review the register of conflict of interest (must be done annually and published on website) and sign code of conduct
- Read Keeping Children Safe in Education 2020 and ensure appropriate safeguarding training for all governors has been completed or is planned
- Review the school vision and mission statement and ensure continued relevance
- Review outcomes of school self-evaluation process and links to school improvement plan
- Review progress and impact of school improvement priorities to date and agree priorities for coming year
- Receive minutes of all committee meetings held since the last full governors' meeting
- Receive a written Headteacher's report
- Review Standing Orders (if in place) (not statutory)
- Review impact of Primary School Sport Fund (Primary schools only)

Academy Clerks should ensure company records including details of directors (trustees) are updated with Company House including Persons with Significant Controls (PSC) register and report that this has been completed.

All clerks to ensure School Governance Service and Get Information about Schools are updated with new governors/trustees and any resignations – during Autumn and throughout the year.

### **Staffing Matters**

- Confirm that the Headteacher and at least one governor has undertaken recent training on safer recruitment, either on-line or provided centrally
- Form performance management committee of governors to formalise the HT's objectives for the coming year and standards to be used and set a mid-year review date (**Advice must be taken from an External Adviser in maintained schools and is recommended for academies**)
- Pay committee considers any pay recommendations made by the Headteacher/performance review governors, ensure recommendations are fair and reasonable and reflect the performance of the school
- Ensure consistency and fairness of the appraisal process and outcomes as implemented across the school
- Receive confirmation from Headteacher/pay committee that all teachers' salaries have been reviewed and that each teacher has been provided with a pay statement
- Review pay, appraisal and capability policies before the autumn appraisal cycle

### **Finance Matters**

- Approve a budget forecast return outturn by 21<sup>st</sup> May (Academies, cannot be delegated) *NB: was cancelled for May 2020, due to COVID*
- Monitor the budget against expected expenditure
- Ensure Annual Returns as at 31<sup>st</sup> August are filed with the Education Funding Agency by 31<sup>st</sup> Dec (Academies only) including audited accounts, financial statements, and value for money statements signed by the auditor and governors
- Ensure appropriate returns are made to Company House (Academies only)
- Compare school's performance data and budget between schools using DfE benchmarking data
- Review staffing structure with respect to financial management skills

### **Curriculum Matters**

- Ensure pupil target setting is robust and challenging
- Receive reports from curriculum leaders
- Review Special Educational Needs provision
- Ensure that the school provides an update on the implementation and impact of the special needs policy and accessibility plans
- Ensure that equalities are embedded in all policies and frameworks, that equality targets are set and publicised
- Ensure the school publishes information to demonstrate compliance with the three strands of the Public Sector Equality Duty
- Ensure Independent and impartial careers advice is available to all year 9-11 pupils
- Ensure your school is ready to implement the relations education (Primary) and RSE and health education at secondary from September

### **Premises Matters**

- Monitor and review capital works to be undertaken in accordance with yearly programme

- Monitor the maintenance programme
- Monitor the impact of the Health and Safety policy
- Ensure effective records are kept with respect to Health and Safety
- Ensure appropriate risk assessments are being made e.g. fire risk assessments
- Ensure that the school carries out Health & Safety training on a training day
- Assess the impact of the Accessibility plan
- Ensure that Health & Safety courses are being attended
- Ensure minibus safety requirements are being adhered to
- Ensure School Premises Alteration forms are being sent to the LA (maintained schools)