

2023/24 SNMAT Governance Meeting Cycle

Admin (Chair of GB to propose split of responsibilities between governors; Safeguarding, SEND, Christian Distinct, Training, GDPR, Business Manager & Chair)	Who?	Accountability Panel 1 Standards	Accountability Panel 2	GPRD/GKIT meeting with Academy Improvement Director	Operational Support & Development Meeting with Director of Operations	Full Governing Body Meeting
AUTUMN TERM 2023		05 – 29 September 2023	02 October – 20 October 2023	06 - 27 November 2023	06 September – 01 December 2023	28 November – 20 December 2023
<p>Set Meeting Dates (according to SNMAT cycle) Agenda setting for APs &/or support with FGB (if clerked by NCC) Complete Skills Audit Identify key roles for Governors – including governor visits and monitoring for the year ahead Sign Code of Conduct Complete Declaration of Business Interests Review staff training records Ensure annual safeguarding information is updated and actioned (MR) Update Single central record, ensuring completion of monitoring checks* (MR) Ensure implementation & method for monitoring Hays Safeguarding training (MR) Ensure Safer recruitment training is completed (MR) Action Headteacher ARP & Salary Review (according to SOD) (update via MR) Gather pupil attendance statistics for review at FGB (MR) Share SEF judgments (MR) Staff Absence Monitoring (MR) Circulate Staff Code of Conduct Review Accident Reporting (F45) at the academy (MR) GDPR monitoring (MR) Review premises & put together proposed action plan (MR) Circulate revisions to HR policies / procedures Circulate updated SNMAT policies Circulate academy specific policies SEN (MR) Pupil Premium (MR); Sports Funding (MR) Ensure link governor monitoring visits are completed and evidenced using templates provided (in Governorhub and for safeguarding documents*, in SNMAT Safeguarding Team)</p>		<p>Leaders present impact report GKIT Focus (from June 23)</p> <p>Review last year's outcomes & achievements v targets</p> <p>Note agreed targets for year ahead and strategies to raise standards</p> <p>Note child protection and safeguarding policies and updates and agree monitoring method. Read KSIE.</p> <p>Review Admissions Policy/Discuss any future changes for 2026/27</p>	<p>Leaders present impact report GKIT Focus</p> <p>Note projected outturn for previous year</p> <p>Monitor income and expenditure against agreed budget</p> <p>Approve planned use of surpluses (if appropriate)</p> <p>Note headteacher recommendations re: teachers' salary review</p> <p>Review Health & Safety report & produce action plan</p> <p>Review and Update academy risk register</p> <p>Review Business Continuity Plan</p> <p>Consider and approve proposals for major capital projects (if applicable)</p>	<p>Celebrate strengths</p> <p>Identify development areas</p> <p>Review progress against actions from previous visits</p> <p>Trust Governance update/communication</p> <p>Undertake bespoke support and governor upskilling</p> <p>Make governors aware of key educational changes</p> <p>Identify and agree information that Governors would feel beneficial for Spring Term.</p>	<p>Well-being</p> <p>Trust-wide focus for the term</p> <p>Review/identify development areas</p> <p>Celebrate strengths</p> <p>Communication with Trust Support Team</p> <p>DOO update with headteacher</p>	<p>Election of Officers</p> <p>Review minutes of previous meeting and Accountability Panels</p> <p>Governor feedback from GKIT – determine focus for Accountability Panels</p> <p>Priorities for academy improvement</p> <p>Headteacher report – including staffing update</p> <p>Evaluate rates of pupil attendance</p> <p>Review skills audit and agree training needs</p> <p>Formally note/adopt policies and monitoring method as appropriate</p> <p>Acknowledge/discuss Monitoring Report</p> <p>Approve admission arrangements for 2025/26 and inform the Trust Support Assistant</p>
SPRING TERM 2024		04 – 23 January 2024	24 January – 09 February 2024	19 February – 12 March 2024	04 January – 01 April 2024	13 March – 28 March 2024
<p>Update Single Central Record, ensuring completion of monitoring checks* (MR) Staff Absence Monitoring (MR) Review Accident Reporting (F45) at the academy (MR) GDPR monitoring (MR) Circulate updated SNMAT policies Circulate academy specific policies Gather pupil attendance statistics for review at FGB (MR) Safeguarding – report on status of action plan (MR) Review training needs and plans (MR) Review premises action plan (MR) Review Health & Safety action plan (MR) SEN (MR) Pupil Premium (MR) Sports Funding (MR) Ensure link governor monitoring visits are completed and evidenced using templates provided (in Governorhub and for safeguarding documents*, in SNMAT Safeguarding Team)</p>		<p>Leaders present impact report GKIT Focus</p> <p>Review report on development of Christian ethos</p> <p>Review equality and diversity reporting</p> <p>Review standards</p> <p>Discuss any proposals to change the 2026/2027 admission arrangements in preparation for October consultation period</p>	<p>Leaders present impact report GKIT Focus</p> <p>Monitor income and expenditure against agreed budget.</p> <p>Receive internal audit control report (if applicable following on site visit) & determine action plan to address recommendations.</p> <p>Monitor Health & Safety action plan</p> <p>Consider and approve proposals for major capital projects (if applicable)</p>	<p>Celebrate strengths; Identify development areas; Review progress against actions from previous visits;</p> <p>Trust Governance update/communication</p> <p>Undertake bespoke support and governor upskilling</p> <p>Make governors aware of key educational changes</p> <p>Identify and agree information that Governors would feel beneficial for Summer Term impact reports</p>	<p>Well-being</p> <p>Trust-wide focus for the term</p> <p>Review progress against actions from previous visits</p> <p>Celebrate strengths</p> <p>Communication with Trust Support Team</p> <p>DOO update with headteacher</p>	<p>Review minutes of previous meeting and Accountability Panels</p> <p>Governor feedback from Autumn term GKIT – determine focus for Summer Accountability Panels</p> <p>Headteacher report – to include impact of pupil premium strategies, report on SEND provision, effectiveness of curriculum offer</p> <p>Progress against SDP, SEF updates, report on LAC, GDPR</p> <p>Confirm proposed 2026/27 arrangements for consultation and inform the Trust Support Administrator of proposed changes (if applicable)</p> <p>Formally note/adopt policies and monitoring method as appropriate</p> <p>Acknowledge/discuss Monitoring Report</p>

Admin (Chair of GB to propose split of responsibilities between governors; Safeguarding, SEND, Christian Distinct, Training, GDPR, Business Manager & Chair)	Who?	Accountability Panel 1 Standards	Accountability Panel 2	GPRD/GKIT meeting with Academy Improvement Director	Operational Support & Development Meeting with Director of Operations	Full Governing Body Meeting
SUMMER TERM 2024		15 April – 03 May 2024	07 May – 24 May 2024	03 - 28 June 2024	18 April – 11 July 2024	01 July – 26 July 2024
<p>Update Single Central Record, ensuring completion of monitoring checks* (MR)</p> <p>Staff Absence Monitoring (MR)</p> <p>Review Accident Reporting (F45) at the academy (MR)</p> <p>GDPR monitoring (MR)</p> <p>Monitor Educational Visits (MR)</p> <p>Review website (MR)</p> <p>Circulate updated SNMAT policies</p> <p>Circulate academy specific policies</p> <p>Gather pupil attendance statistics for review at FGB (MR)</p> <p>Safeguarding – report on status of action plan (MR)</p> <p>Completion of self-evaluation</p> <p>Review training needs and plans (MR)</p> <p>Review premises action plan (MR)</p> <p>Review Health & Safety action plan (MR)</p> <p>SEN (MR)</p> <p>Pupil Premium (MR)</p> <p>Sports Funding (MR)</p> <p>Ensure link governor monitoring visits are completed and evidenced using templates provided (in Governorhub and for safeguarding documents*, in SNMAT Safeguarding Team)</p>		<p>Leaders present impact report</p> <p>GKIT Focus</p> <p>Review standards</p> <p>Review areas of the curriculum</p>	<p>Leaders present impact report</p> <p>GKIT Focus</p> <p>Receive proposed budget for 2024/25 that will be presented to the SNMAT Board. Submit to Business Director by 01 July 2024.</p> <p>Monitor income and expenditure against agreed budget & note projected outturn at year end.</p> <p>Note GAG statement for following year.</p> <p>Consider and approve proposals for major capital projects (if applicable)</p>	<p>Celebrate strengths</p> <p>Identify development areas</p> <p>Review progress against actions from previous visits</p> <p>Trust Governance update/communication</p> <p>Undertake bespoke support and governor upskilling</p> <p>Make governors aware of key educational changes</p> <p>Identify and agree information that Governors would feel beneficial for Autumn Term impact reports</p>	<p>Well-being</p> <p>Trust-wide focus for the term</p> <p>Review progress against actions from previous visits</p> <p>Celebrate strengths</p> <p>Communication with Trust Support Team</p> <p>DOO update with headteacher</p>	<p>Review minutes of previous meeting and Accountability Panels</p> <p>Governor feedback from Spring term GKIT – determine focus for Autumn Accountability Panels</p> <p>Headteacher report – to include report on post 16 provision, report on EYFS</p> <p>Formally note/adopt policies and monitoring method as appropriate</p> <p>Review SNMAT safeguarding report & action plan</p> <p>Acknowledge/discuss Monitoring Report</p>
<p>Key:</p> <p>Operational Tasks; Governance Cycle/Focus; Statutory topics</p> <p>Administration column – Standing Agenda items and term specific tasks. Business/Office Manager to facilitate and manage (in conjunction with Chair & Headteacher as applicable), issuing documents in advance of FGB meeting and Accountability Panels</p> <p>Who – Chair (& Headteacher as applicable) to propose named governor(s) individual areas of responsibility</p> <p>GPRD/GKIT – Academy Improvement Director to arrange date of meeting with the academy and confirm agenda</p> <p>Operational Support & Development meetings – Director of Operations to arrange meeting with Business/Office Manager and a follow up with Headteacher</p> <p>Full Governing Body Meeting – combination of operational tasks, GKIT feedback and statutory requirements</p> <p>Monitoring Reports (MR) – method for reporting back on termly agenda items that require specific monitoring (templates provided). The reports are submitted to the full governing body in advance of the meeting and acknowledged/discussed as appropriate</p> <p>A template is provided for the Leaders Impact Report</p>						