

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 or CEO	Full Governing Body Meeting
<b>AUTUMN TERM 2024</b>		03 – 27 September 2024	30 September – 18 October 2024	04 – 27 November 2024	28 November – 18 December 2024
<p>Set Meeting Dates (according to SNMAT cycle)</p> <p>Agenda setting for APs &amp;/or support with FGB (if clerked by NCC)</p> <p>Complete Skills Audit</p> <p>Identify key roles for Governors – including governor visits and monitoring for the year ahead</p> <p>Sign Code of Conduct</p> <p>Complete Declaration of Business Interests</p> <p>Review staff training records</p> <p>Ensure annual safeguarding information is updated and actioned (MR)</p> <p>Update Single central record, ensuring completion of monitoring checks* (MR)</p> <p>Ensure implementation &amp; method for monitoring Hays Safeguarding training (MR)</p> <p>Ensure Safer recruitment training is completed (MR)</p> <p>Action Headteacher ARP &amp; Salary Review (according to SOD) (update via MR)</p> <p>Gather pupil attendance statistics for review at FGB (MR)</p> <p>Share SEF judgments (MR)</p> <p>Staff Absence Monitoring (MR)</p>		<p>Leaders present impact report</p> <p>GKIT Focus (from June 23)</p> <p>Review last year’s outcomes &amp; 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</p> <p>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 &amp; Safety report &amp; 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>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 arrangement for 2025/26 and inform the Trust Support Assistant</p>

<p>Circulate Staff Code of Conduct</p> <p>Review Accident Reporting (F45) at the academy (MR)</p> <p>GDPR monitoring (MR)</p> <p>Review premises &amp; put together proposed action plan (MR)</p> <p>Circulate revisions to HR policies / procedures</p> <p>Circulate updated SNMAT policies</p> <p>Circulate academy specific policies</p> <p>SEN (MR)</p> <p>Pupil Premium (MR); 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><b>SPRING TERM 2025</b></p>		<p>06 – 24 January 2025</p>	<p>27 January – 14 February 2025</p>	<p>24 February – 14 March 2025</p>	<p>17 March – 04 April 2025</p>
<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>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>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</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) &amp; determine action plan to address recommendations.</p> <p>Monitor Health &amp; Safety action plan</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>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</p>

<p>Review training needs and plans (MR)</p> <p>Review premises action plan (MR)</p> <p>Review Health &amp; 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>October consultation period</p>	<p>Consider and approve proposals for major capital projects (if applicable)</p>		<p>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>
<b>SUMMER TERM 2025</b>		22 April – 07 May 2025	08 May – 23 May 2025	02-27 June 2025	1 July – 29 July 2025
<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>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. <b>Submit to Business Director by 01 July 2024.</b></p> <p>Monitor income and expenditure against agreed budget &amp; 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>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 &amp; action plan</p> <p>Acknowledge/discuss Monitoring Report</p>

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)					
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