`	Who?	Accountability Panel	Accountability Panel 2	GPRD/GKIT meeting with	Full Governing Body Meeting
split of responsibilities		1 Standards		Academy Improvement	
between governors;		Standards		Director or CEO	
Safeguarding, SEND, Christia					
Distinct, Training, GDPR,					
Business Manager & Chair)					
AUTUMN TERM 2024		03 – 27 September 2024	30 September – 18 Octobe 2024	04 – 27 November 2024	28 November – 18 December 2024
Set Meeting Dates (according		Leaders present impact	Leaders present impact	Celebrate strengths	Election of Officers
to SNMAT cycle)		report	report		
Agenda setting for APs &/or		GKIT Focus (from June	GKIT Focus	Identify development areas	Review minutes of previous
support with FGB (if clerked		23)			meeting and Accountability
by NCC)			Note projected outturn for	Review progress against	Panels
Complete Skills Audit		Review last year's	previous year	actions from previous visits	
Identify key roles for		outcomes &			Governor feedback from GKIT –
Governors – including		achievements v targets	Monitor income and	Trust Governance	determine focus for
governor visits and monitoring			expenditure against agreed	update/communication	Accountability Panels
for the year ahead		Note agreed targets for	budget		
Sign Code of Conduct		year ahead and		Undertake bespoke support	Priorities for academy
Complete Declaration of		strategies to raise	Approve planned use of	and governor upskilling	improvement
Business Interests		standards	surpluses (if appropriate)		
Review staff training records				Make governors aware of key	Headteacher report – including
Ensure annual safeguarding		Note child protection	Note headteacher	educational changes	staffing update
information is updated and		and safeguarding	recommendations re:		
actioned (MR)		policies and updates and	teachers' salary review	Identify and agree information	Evaluate rates of pupil
Update Single central record,		agree monitoring		that Governors would feel	attendance
ensuring completion of		method. Read KSIE.	Review Health & Safety	beneficial for	
monitoring checks* (MR)			report & produce action	Spring Term.	Review skills audit and agree
Ensure implementation &		Review Admissions	plan		training needs
method for monitoring Hays		Policy/Discuss any future			
Safeguarding training (MR)		changes for 2026/27	Review and Update		Formally note/adopt policies
Ensure Safer recruitment			academy risk register		and monitoring method as
training is completed (MR)					appropriate
Action Headteacher ARP &			Review Business Continuity		
Salary Review (according to			Plan		Acknowledge/discuss
SOD) (update via MR)					Monitoring Report
Gather pupil attendance			Consider and approve		
statistics for review at FGB			proposals for major capital		Approve admission arrangement
(MR)			projects (if applicable)		for 2025/26 and inform the Trust
Share SEF judgments (MR)					Support Assistant
Staff Absence Monitoring					
(MR)					

			T	T
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 f				
safeguarding documents*, in				
SNMAT Safeguarding Team)				
SPRING TERM 2025	06 – 24 January 2025	27 January – 14 February	24 February – 14 March	17 March – 04 April 2025
	, , , , , , , , , , , , , , , , , , , ,	2025	2025	
Update Single Central	Leaders present impact	Leaders present impact	Celebrate strengths;	Review minutes of previous
Record, ensuring completion	report	report	Identify development areas;	meeting and Accountability
of monitoring checks* (MR)	GKIT Focus	GKIT Focus	Review progress against	Panels
Staff Absence Monitoring	OKIT I OCUS	OKITTOCUS	actions from previous visits;	Governor feedback from
(MR)	Review report on	Monitor income and	detions from previous visits,	Autumn term GKIT – determine
Review Accident Reporting	development of Christian	expenditure against agreed	Trust Governance	focus for Summer
(F45) at the academy (MR)	ethos	budget.	update/communication	Accountability Panels
GDPR monitoring (MR)	Citios	budgot.	apacto/communication	7.000antability Fanots
Circulate updated SNMAT	Review equality and	Receive internal audit	Undertake bespoke support	Headteacher report – to
policies	diversity reporting	control report (if applicable	and governor upskilling	include impact of pupil
Circulate academy specific	alvorsity reporting	following on site visit) &	and sovernor apoximing	premium strategies, report on
policies	Review standards	determine action plan to	Make governors aware of key	SEND provision, effectiveness
Gather pupil attendance	noview stailualus	address recommendations.	educational changes	of curriculum offer
statistics for review at FGB	Discuss any proposals to	address recommendations.	- Gadoationat changes	Progress against SDP, SEF
(MR)	change the 2026/2027	Monitor Health & Safety	Identify and agree information	updates, report on LAC, GDPR
Safeguarding – report on	admission arrangements	action plan	that Governors would feel	apadico, report on LAO, ODFN
status of action plan (MR)	in preparation for	action plan	beneficial for Summer Term	Confirm proposed 2026/27
Status of action plan (Mn)	iii piepaiatioii ioi		impact reports	arrangements for consultation
			impact reports	arrangements for consultation

Review training needs and	October consultation	Consider and approve		and inform the Trust Support
plans (MR)	period	proposals for major capital		Administrator of proposed
Review premises action plan	portod	projects (if applicable)		changes (if applicable)
(MR)		projects (ii applicable)		onunges (in applicable)
Review Health & Safety action				Formally note/adopt policies
plan (MR)				and monitoring method as
SEN (MR)				appropriate
Pupil Premium (MR)				Acknowledge/discuss
Sports Funding (MR)				Monitoring Report
Ensure link governor				Tromcomignopore
monitoring visits are				
completed and evidenced				
using templates provided (in				
Governorhub and for				
safeguarding documents*, in				
SNMAT Safeguarding Team)				
SUMMER TERM 2025	22 April – 07 May 2025	08 May – 23 May 2025	02-27 June 2025	1 July – 29 July 2025
Update Single Central	Leaders present impact	Leaders present impact	Celebrate strengths	Review minutes of previous
Record, ensuring completion	report	report	0	meeting and Accountability
of monitoring checks* (MR)	100		Identify development areas	Panels
Staff Absence Monitoring	GKIT Focus	GKIT Focus	, ,	
(MR)			Review progress against	Governor feedback from Spring
Review Accident Reporting	Review standards	Receive proposed budget	actions from previous visits	term GKIT – determine focus for
(F45) at the academy (MR)		for 2024/25 that will be	·	Autumn Accountability Panels
GDPR monitoring (MR)	Review areas of the	presented to the SNMAT	Trust Governance	
Monitor Educational Visits	curriculum	Board. Submit to Business	update/communication	Headteacher report – to
(MR)		Director by 01 July 2024.	·	include report on post 16
Review website (MR)			Undertake bespoke support	provision, report on EYFS
Circulate updated SNMAT		Monitor income and	and governor upskilling	
policies		expenditure against agreed		Formally note/adopt policies
Circulate academy specific		budget & note projected	Make governors aware of key	and monitoring method as
policies		outturn at year end.	educational changes	appropriate
Gather pupil attendance			_	
statistics for review at FGB		Note GAG statement for	Identify and agree information	Review SNMAT safeguarding
(MR)		following year.	that Governors would feel	report & action plan
Safeguarding – report on			beneficial for Autumn Term	,
status of action plan (MR)		Consider and approve	impact reports	Acknowledge/discuss
Completion of self-evaluation		proposals for major capital		Monitoring Report
Review training needs and		projects (if applicable)		
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)			