Admin (Chair of GB to propo split of responsibilities between governors; Safeguarding, SEND, Christia Distinct, Training, GDPR, Business Manager & Chair)	Accountability Panel 1 Standards	Accountability Panel 2 Finance	GPRD/GKIT meeting with Academy Improvement Director or CEO	Full Governing Body Meeting
AUTUMN TERM 2025	02 September – 18 th October	02 September – 18 th October	03 – 28 November 2025	24 November – 19 December 2025
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)	Leaders present impact report GKIT Focus Review last year's outcomes & achievements v targets Note agreed targets for year ahead and strategies to raise standards Note child protection and safeguarding policies and updates and agree monitoring method. Read KCSIE. Review Admissions Policy/Discuss any future changes	Leaders present impact report GKIT Focus Note projected outturn for previous year Monitor income and expenditure against agreed budget Approve planned use of surpluses (if appropriate) Note headteacher recommendations re: teachers' salary review Review Health & Safety report & produce action plan Review and Update academy risk register Review Business Continuity Plan Consider and approve proposals for major capital projects (if applicable)	Celebrate strengths Identify development areas Review progress against actions from previous visits Trust Governance update/communication Undertake bespoke support and governor upskilling Make governors aware of key educational changes Identify and agree information that Governors would feel beneficial for Spring Term.	Election of Officers Review minutes of previous meeting and Accountability Panels Governor feedback from GKIT – determine focus for Accountability Panels Priorities for academy improvement Headteacher report – including staffing update Evaluate rates of pupil attendance Review skills audit and agree training needs Formally note/adopt policies and monitoring method as appropriate Acknowledge/discuss Monitoring Report Approve admission arrangement for 2027/28
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 fo				
safeguarding documents*, in				
SNMAT Safeguarding Team)				
SPRING TERM 2026	05 January - 13	05 January – 13 February	23 February – 27 March	2 March –27 March 2026
	February 2026	2026	2026	
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			actions from previous visits;	Governor feedback from
(MR)	Review report on	Monitor income and		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)				
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		following on site visit) &		premium strategies, report on
policies	Review standards	determine action plan to	Make governors aware of key	SEND provision, effectiveness
Gather pupil attendance		address recommendations.	educational changes	of curriculum offer
statistics for review at FGB	Discuss any proposals to			Progress against SDP, SEF
(MR)	change the 2028/2029	Monitor Health & Safety	Identify and agree information	updates, report on LAC, GDPR
Safeguarding – report on	admission arrangements	action plan	that Governors would feel	
status of action plan (MR)	in preparation for		beneficial for Summer Term	Confirm proposed 2028/29
			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	period	projects (if applicable)		changes (if applicable)
(MR)		projects (ii applicable)		changes (ii 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				1 Tomtomig Neport
monitoring visits are				
completed and evidenced				
using templates provided (in				
Governorhub and for				
safeguarding documents*, in				
SNMAT Safeguarding Team)				
SUMMER TERM 2026	13 April – 22 May 2026	13 April – 22 May 2026	01-26 June 2026	29 June – 27 July 2026
Update Single Central	Leaders present impact	Leaders present impact	Celebrate strengths	Review minutes of previous
Record, ensuring completion		report	Cetebrate strengths	meeting and Accountability
of monitoring checks* (MR)	report	Тероп	Identify development areas	Panels
Staff Absence Monitoring	GKIT Focus	GKIT Focus	l dentity development areas	Panets
S	GKII Focus	GKIT FOCUS	Davious programs against	Cayarnar faadhaak from Caring
(MR)	Review standards	Descive was seed builded	Review progress against	Governor feedback from Spring term GKIT – determine focus for
Review Accident Reporting	Review standards	Receive proposed budget for 2024/25 that will be	actions from previous visits	
(F45) at the academy (MR)	Review areas of the		Trust Governance	Autumn Accountability Panels
GDPR monitoring (MR)		presented to the SNMAT		Lloodtoodborrenat to
Monitor Educational Visits	curriculum	Board. Submit to Business	update/communication	Headteacher report – to
(MR)		Director by 01 July 2026.		include report on post 16
Review website (MR)		Manitarinaanaand	Undertake bespoke support	provision, report on EYFS
Circulate updated SNMAT		Monitor income and	and governor upskilling	Farmanilla mate /a dant maliaina
policies		expenditure against agreed	Make governors sweet of live	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		Note CAC statement for		Deview CNIMAT automorphism
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		Osmaids and a	beneficial for Autumn Term	A a los acodas desarrollas de constantes de
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)			