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** **Finance**	**GPRD/GKIT meeting with Academy Improvement Director or CEO**	**Full Governing Body Meeting**
AUTUMN TERM 2026		2nd September – 16th October	2nd September – 16th October	2nd – 30th November	23 November – 18 December
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)		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

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 monitorir visits are completed and evidenced using templates provided (in Governorhub and for safeguarding documents*, SNMAT Safeguarding Team)					
SPRING TERM 2027		4 January – 12 February	4 January – 12 February	22 February – 25 March	1 March –25 March
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)		Leaders present impact report GKIT Focus Review report on development of Christian ethos Review equality and diversity reporting Review standards Discuss any proposals to change the 2029/2030 admission arrangements	Leaders present impact report GKIT Focus Monitor income and expenditure against agreed budget. Receive internal audit control report (if applicable following on site visit) & determine action plan to address recommendations.	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	Review minutes of previous meeting and Accountability Panels Governor feedback from Autumn term GKIT – determine focus for Summer Accountability Panels Headteacher report – to include impact of pupil premium strategies, report on SEND provision, effectiveness of curriculum offer Progress against SDP, SEF updates, report on LAC, GDPR

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)		in preparation for October consultation period	Monitor Health & Safety action plan Consider and approve proposals for major capital projects (if applicable)	would feel beneficial for Summer Term impact reports	Confirm proposed 2029/30 arrangements for consultation and inform the Trust Support Administrator of proposed changes (if applicable) Formally note/adopt policies and monitoring method as appropriate Acknowledge/discuss Monitoring Report
SUMMER TERM 2027		12 April – 21 May	12 April – 21 May	7-25 June	28 June – 28 July
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) Monitor Educational Visits (MR) Review website (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) Completion of self-evaluation		Leaders present impact report GKIT Focus Review standards Review areas of the curriculum	Leaders present impact report GKIT Focus Receive proposed budget for 2024/25 that will be presented to the SNMAT Board. Submit to Business Director **by 01 July 2027.** Monitor income and expenditure against agreed budget & note projected outturn at year end. Note GAG statement for following year. 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 Autumn Term impact reports	Review minutes of previous meeting and Accountability Panels Governor feedback from Spring term GKIT – determine focus for Autumn Accountability Panels Headteacher report – to include report on post 16 provision, report on EYFS Formally note/adopt policies and monitoring method as appropriate Review SNMAT safeguarding report & action plan Acknowledge/discuss Monitoring Report

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)					