

# How to arrange meetings

## Governance business: year planner

### How to use this document

This template can be adapted to be used in all school settings as the basis for a plan of governance business over an academic year.

### Planning governance business for the year

In each academic year the board will need to get through the governance business needing to be done in that year and will need to plan accordingly, with your help.

The aim is to create a schedule of business and meetings which allow for as even a flow of work as possible through the year.

In practice it should be possible to schedule both using an existing planner but you need to know what it is you are trying to do.

Here is a possible approach to follow:

- Using an existing planner identify the governance business to be done in a normal year
- Identify the governance structure and terms of reference for any committees
- Identify anything unusual for the year ahead which will need to fit into the schedule and any consequent timing issues
- Highlight what business has to be done at or by a particular time (fixed)
- Decide what business is for board and what for any committees and in what order
- Plot business through the year allocating to board and any committees starting with the essential business
- Then add in business that has to be done in the year but can be done at any time (flexible)
- Finalise planner
- Set agendas

### Using annual planners

Be aware that:

- in MATs much of the business is set centrally at trust level and so unless you are working at central level there will be less need to plan business as you will be working to an annual planner someone else has set
- existing planners can be useful but are unlikely to include significant governance business that happens occasionally (eg responding to a poor Ofsted, SEL)

# How to arrange meetings

## Governance business: year planner

recruitment, need to recruit a lot of new board members, new scheme of delegation, a move to a no committee structure) which need to be factored in

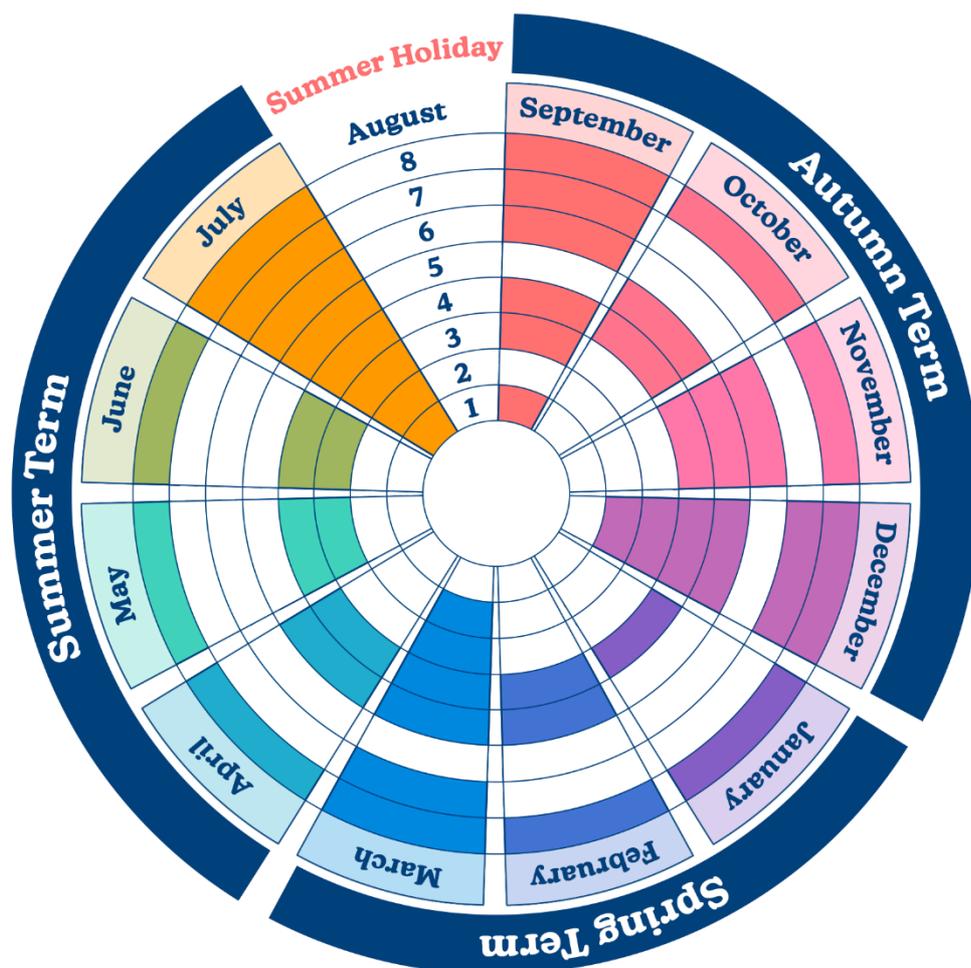
- LA planners can be useful will not for example include academisation which will take up a lot of governance time in and out of meetings.

### Governing year diagram

The diagram below is intended to summarise key governance activities and events during a typical year and uses a typical governance structure of a governing board with two committees. It is meant to provide orientation for new governance professionals, governors and trustees as to how governance elements fit together.

Please note that it is not intended to be a definitive year planner for all governing boards; we recognise that whilst there are some things which have to happen and by specified deadlines, governing boards are structured differently and do things effectively in different ways.

1. Governance
2. Your organisation
3. Strategy
4. Progress and attainment
5. Finance
6. Performance management
7. Compliance
8. Effectiveness



# How to arrange meetings

## Governance business: year planner

	Governance	Your organisation	Strategy	Progress and attainment	Finance	Performance management	Compliance	Effectiveness
<p><b>SEPTEMBER</b> Board meeting 1</p>	<p>Elect chair and vice chair</p> <p>Approve code of conduct</p> <p>Complete register of interests</p> <p>Confirm scheme of delegation/ delegation planner</p> <p>Confirm committees and membership</p> <p>Confirm committees' terms of reference</p>		<p>Agree and changes to strategy, key priorities and expected outcomes</p>	<p>Receive reports on previous academic year pupil outcomes</p>		<p>GB appointed panel confirms arrangements for senior executive leader's performance appraisal</p> <p>GB panel carries out senior executive leader performance appraisal</p>	<p>Review and approve policies as per policy review schedule, including the annual review of the child protection policy and procedures</p>	<p>Appoint named governors/trustees for specific roles, e.g. safeguarding</p> <p>Agree and begin programme of governor/trustee training</p> <p>Agree and begin programme of governor/trustee visits</p>
<p><b>OCTOBER</b> Finance and Resources Committee 1</p>				<p>Continue programme of governor/trustee visits</p>	<p>Receive reports on budget</p> <p>Update on premises</p> <p>Update on staffing</p>			<p>Continue programme of governor/trustee training</p>
<p><b>NOVEMBER</b> Standards Committee 1</p>				<p>Receive first in-year tracking data on pupil progress and attainment visits</p> <p>Receive reports on quality of teaching</p> <p>Continue programme of governor/trustee visits</p> <p>Pay committee</p>	<p>Agree senior executive leader pay based on GB panel recommendations</p>	<p>Receive recommendations for pay awards for SLT</p> <p>Review performance management processes</p>		<p>Continue programme of governor/trustee training</p>

# How to arrange meetings

## Governance business: year planner

	Governance	Your organisation	Strategy	Progress and attainment	Finance	Performance management	Compliance	Effectiveness
DECEMBER Board meeting 2		Receive report on context and any changes	Update on progress meeting strategic priorities	Update on progress in meeting current year expected outcomes  Continue programme of governor/trustee visits			Receive report on compliance (e.g. safeguarding)  Review and approve policies as per policy review schedule, including child protection policy and procedures  Ensure school website fully complies with DfE requirements  VA and Foundation schools and academies: draw up admissions policy for the next academic year	Continue programme of governor/trustee training
JANUARY Standards committee 2				Receive second in year tracking data on pupil progress and attainment  Update on interventions being made to ensure expected outcomes are met  Receive reports on quality of teaching  Review curriculum and report to Finance and				Continue programme of governor/trustee training

# How to arrange meetings

## Governance business: year planner

	Governance	Your organisation	Strategy	Progress and attainment	Finance	Performance management	Compliance	Effectiveness
				Resources Committee  Continue programme of governor/trustee visits				
FEBRUARY Finance and Resources committee 2				Continue programme of governor/trustee visits	Receive reports on budget (maintained)  Draft budget for following year (maintained)			Continue programme of governor/trustee training
MARCH Board meeting 3		Receive report on context and any changes  Agree curriculum plans for next academic year	Update on progress meeting strategic priorities	Update on progress in meeting current year expected outcomes  Continue programme of governor/trustee visits	Schools Financial Value Standards (SFVS) to be completed and sent to LA by 31 March (maintained)  Approve budget (maintained)		Receive report on compliance  Review and approve policies as per policy review schedule e.g. Special Educational Needs, Equal Opportunities, Freedom of Information publication scheme  VA and Foundation schools and academy trusts: publish proposed admissions arrangements for next autumn	Continue programme of governor/trustee training
APRIL Finance and Resources Committee 3				Continue programme of governor/trustee visits	Update on premises  Update on staffing			Continue programme of governor/trustee training

# How to arrange meetings

## Governance business: year planner

	Governance	Your organisation	Strategy	Progress and attainment	Finance	Performance management	Compliance	Effectiveness
					Receive reports on budget (academy trusts)			
MAY Standards committee 3			Review strategic priorities	<p>Receive third in-year tracking data on pupil progress and attainment</p> <p>Update on interventions being made to ensure expected outcomes are met</p> <p>Receive reports on quality of teaching</p> <p>Continue programme of governor/trustee visits</p>				Continue programme of governor/trustee training
JUNE Governor/Trustee away day			<p>Review progress meeting mission/purpose and strategic priorities</p> <p>Discuss organisation's self-evaluation/conduct and analysis</p> <p>Horizon scan for following year</p> <p>Discuss priorities for following year</p> <p>Board social</p>	Continue programme of governor/trustee visits				<p>Continue programme of governor/trustee training</p> <p>GB self-evaluation or commission external evaluation</p> <p>Update governing board skills audit</p> <p>Plan succession and recruit</p>

# How to arrange meetings

Governance business: year planner

	Governance	Your organisation	Strategy	Progress and attainment	Finance	Performance management	Compliance	Effectiveness
JULY Board meeting 4	Clerk's appraisal by the chair	Receive report on context and any changes	Agree new strategic priorities for following year	Update on progress in meeting current year expected outcomes  Continue programme of governor/trustee visits	Approve budget (academy trusts)	Appoint governors/trustees to carry out executive leader's performance appraisal  Decide on external advisor for senior executive leader's performance appraisal  Commission training for those involved with senior executive leader's performance appraisal	Review and approve policies as per policy review schedule  Receive report on compliance	Continue programme of governor/trustee training