

Annual planner for the local academy committees

Agenda items

How to use this document

This is an example of a planner document that the governance professional clerking the local governance tier might expect to be provided with. It is not intended to be an exemplar.

Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Lead – Chair	Lead – Chair	Lead – Chair	Lead – Chair	Lead – Chair	Lead – Chair
Election of Chair and Vice Chair Updated trust SoD and ToR for information <ul style="list-style-type: none"> Declaration forms Code of Conduct - adoption Skills audits Agree key responsibility areas and monitoring plan Vacancies Training 	Monitoring reports <ul style="list-style-type: none"> Safeguarding Premium Website compliance Risk register	Monitoring reports <ul style="list-style-type: none"> Curriculum SEND Vacancies Training	Monitoring reports <ul style="list-style-type: none"> Safeguarding Pupil premium Risk register	Monitoring reports <ul style="list-style-type: none"> Curriculum (PSHE/RSE) Collective worship 	Monitoring reports <ul style="list-style-type: none"> Safeguarding SEND Risk register Training Log Vacancies Training
Lead – head/SEL	Lead – head/SEL	Lead – head/SEL	Lead – head/SEL	Lead – head/SEL	Lead – head/SEL
Headteacher’s report <ul style="list-style-type: none"> Start of year Pupil outcomes by group SIP Priorities and plan Pupil Premium Plan Sports Premium Plan 	<ul style="list-style-type: none"> Headteacher’s report SEND Information report Pupil questionnaire Policies 	<ul style="list-style-type: none"> Headteacher’s report Pupil outcomes by group SIP update Parent questionnaire 	<ul style="list-style-type: none"> Headteacher’s report Policies 	<ul style="list-style-type: none"> Headteacher’s report Pupil outcomes by group SIP update Staff questionnaire 	<ul style="list-style-type: none"> Headteacher’s report Policies
Trust docs for info	Trust docs for info	Trust docs for info	Trust docs for info	Trust docs for info	Trust docs for info
<ul style="list-style-type: none"> Trust Vision and Improvement priorities Trust report 	<ul style="list-style-type: none"> Finance update Premises, Health and Safety 	Trust report	<ul style="list-style-type: none"> Finance update Premises, Health and Safety 	Trust report	<ul style="list-style-type: none"> Finance update Premises, Health and Safety