Clerking in new contexts: LA maintained schools
Termly agenda planner example - Primary

Purpose of this document
This is an example of a planner that can be used to help plan governance business and meeting.

	Autumn term	Spring term	Summer term	Throughout year as required
Teaching, Learning and Outcomes Committee	Review summer results and new targets Review school improvement plan Review school monitoring and evaluation timetable Plan governor monitoring visits for the term Review attendance and exclusions: pupils	Review summer results and new targets Review school improvement plan Review progress of cohorts Plan governor monitoring visits for the term Review attendance and exclusions: pupils	Review summer results and new targets Review school improvement plan Plan governor monitoring visits for the term Review attendance and exclusions: pupils	*Review of school effectiveness /LA/external reports
Finance and Resources Committee	Review of budget monitoring, virements and year end forecast Review and approve financial scheme of delegation	Review of budget monitoring, virements and year end forecast Recommend budget proposal and three year plan	Review of budget monitoring, virements and year end forecast Approve best value statement for submission Ensure review of financial controls initiated	

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Finance and Resources Committee cont.	Review benchmarking reports Review and approve inventory of assets School fund audit Review SFVS Attend the health and Safety tour Review attendance: staff	Review service level agreements/ contracts (buybacks) for inclusion in budget Submit updated SFVS document (by 31 March) Monitor H&S action plan Review attendance: staff Review Staffing structure	Review financial competencies of resources committee members (self-assessment for SFVS) Monitor H&S action plan Review attendance: staff	
Pay Committee	Review all pay recommendations and Teachers pay policy for approval All other responsibilities as set out in the terms of reference			

NGA Learning Link