

# LGB Schedule of Business 2021 – 2022

Documents highlighted in green indicate OAT template available  
Key: LGB; Strategic Progress Board; Finance, HR & Operations.

Early Autumn	Autumn	Spring	Summer
<ul style="list-style-type: none"> <li>✓ Confirmation of Chair and voting of Vice Chair</li> <li>✓ Review of committee structure, membership and voting of Chairs</li> <li>✓ Note LGB Terms of Reference</li> <li>✓ Agree Admissions policy for next academic year (prior to consultation or if no consultation required)</li> <li>✓ Completion/review of Annual Governor Forms Pack, including: DoI, Contact Details and Code of Conduct</li> <li>✓ Review Academy Development Plan (ADP) and, in light of this, set governor monitoring objectives (add to T&amp;D plan) for the LGB for the year ahead, including attendance targets</li> <li>✓ Appoint Link Governors, including; statutory: SEND and Safeguarding; and strongly recommended: Pupil Premium. Further roles available.</li> <li>✓ Context and challenges – how are leaders ensuring and assuring appropriate curriculum choices (the ambition for pupils (including SEND) curriculum intent shared with governors) and how this is being implemented (time given).</li> <li>✓ Review arrangements for parents to receive reports on student performance in National Curriculum subjects</li> <li>✓ Reminder of Training and Dev plan</li> <li>✓ Agree internal policy review schedule</li> <li>✓ Review governor vacancies</li> <li>✓ Committee updates</li> <li>✓ Review top 10/all red risks (whichever is greater) and any increased risks</li> </ul>	<ul style="list-style-type: none"> <li>✓ Feedback on outcomes from progress board.</li> <li>✓ Agree Admissions policy for next academic year if consultation was required.</li> <li>✓ Receive safeguarding report from Designated Safeguarding Lead and Safeguarding Link Governor</li> <li>✓ Review exclusions and attendance of students. Review attendance of staff and governors.</li> <li>✓ Discuss and question publication of Pupil Premium Data and ensure Pupil Premium Report is published on the academy website</li> <li>✓ Update on Principal's performance management review and objective setting</li> <li>✓ Committee updates</li> <li>✓ Confirming times for staff and student surveys</li> <li>✓ Monitoring objectives from the ADP</li> <li>✓ Review EVOLVE report</li> <li>✓ Review all staff and governor training logs</li> <li>✓ Update on stakeholder engagement and monitoring objectives from governors</li> <li>✓ Full review of risk register</li> </ul>	<ul style="list-style-type: none"> <li>✓ Receive SEND report from SENCO and SEND link governor.</li> <li>✓ Feedback on IDSR from progress board</li> <li>✓ Ensure that Trust Board approved admission arrangements are published.</li> <li>✓ Discuss admissions policy for 2 years time – if changes are to be proposed, contact OAT governance team for process. (May require sign off in summer term depending on LGB dates)</li> <li>✓ Annual review of publication of equality information &amp; objectives</li> <li>✓ Receive most recent Academy website audit from Head Office</li> <li>✓ Review Parent View Responses</li> <li>✓ Undertake annual skills audit</li> <li>✓ Review the academy's FBV statement and curriculum in place to support the equality objectives and Prevent agenda.</li> <li>✓ Review EVOLVE report</li> <li>✓ Monitoring objectives from the ADP</li> <li>✓ Agree budget and staffing structure for next academic year</li> <li>✓ Agree curriculum intent and implementation for next academic year</li> <li>✓ Update on stakeholder engagement and monitoring objectives from governors</li> <li>✓ Nominate representative(s) to populate the training and development plan for next academic year and present at summer term meeting for review (i.e. clerk/chair/principa/vice-chair/governors etc.) (e.g. T&amp;D plan available)</li> <li>✓ Review top 10/all red risks (whichever is greater) and any increased risks</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review arrangements for parents to receive reports about student performance in National Curriculum subjects</li> <li>✓ Agree academy prospectus</li> <li>✓ Review exclusions and attendance of students. Review attendance of staff and governors.</li> <li>✓ Review careers advice for students</li> <li>✓ Monitor the provision of sex and relationships education</li> <li>✓ Monitoring objectives from the ADP</li> <li>✓ Review EVOLVE report</li> <li>✓ Update on curriculum implementation</li> <li>✓ Review all staff and governor training logs</li> <li>✓ Update on stakeholder engagement and monitoring objectives from governors</li> <li>✓ Receive Enrichment Report</li> <li>✓ Review training and development plan</li> <li>✓ Consider stakeholder engagement for the next school year with key lines of enquiry added to Training and Development plan (consider evaluation of monitoring from past 12 months)</li> <li>✓ Chair of Governors 360 review (recommended)</li> <li>✓ Clerk appraisal (recommended)</li> <li>✓ Annual Self- Review of effectiveness of governance (recommended)</li> <li>✓ Set dates for future meetings</li> <li>✓ Review top 10/all red risks (whichever is greater) and any increased risks</li> </ul>

<ul style="list-style-type: none"> <li>✓ Review and scrutinise previous year's examination results</li> <li>✓ Share Performance Targets (as agreed with Regional Director)</li> <li>✓ Review Ofsted Areas for Improvement</li> <li>✓ Review academy development priorities</li> <li>✓ Review attendance data from previous year and agree targets and review attendance plan for current year.</li> <li>✓ Review SEND report</li> <li>✓ Attendance, AP Provision, reduced timetables and leavers/starters</li> <li>✓ Impact of SI resources</li> <li>✓ Exclusions and behaviour</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review Ofsted Areas for Improvement</li> <li>✓ Review academy priority areas for development</li> <li>✓ Review progress towards targets</li> <li>✓ Review Parent View</li> <li>✓ Review SEND report</li> <li>✓ Attendance, AP Provision, reduced timetables and leavers/starters</li> <li>✓ Impact of SI resources</li> <li>✓ Exclusions and behaviour</li> </ul>	<ul style="list-style-type: none"> <li>✓ Agree curriculum plans for next academic year including monitoring arrangements for collective worship</li> <li>✓ Receive IDSR and review</li> <li>✓ Review Ofsted Areas for Improvement</li> <li>✓ Review academy priority areas for development</li> <li>✓ Review progress towards targets</li> <li>✓ Review Parent View</li> <li>✓ Review SEND report</li> <li>✓ Attendance, AP Provision, reduced timetables and leavers/starters</li> <li>✓ Impact of SI resources</li> <li>✓ Exclusions and behaviour</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review progress and outcomes of Academy Development Plan</li> <li>✓ Review Ofsted Areas for Improvement</li> <li>✓ Review academy priority areas for development</li> <li>✓ Review progress towards targets</li> <li>✓ Review Parent View</li> <li>✓ Review SEND report</li> <li>✓ Attendance, AP Provision, reduced timetables and leavers/starters</li> <li>✓ Impact of SI resources</li> <li>✓ Exclusions and behaviour</li> </ul>
<ul style="list-style-type: none"> <li>✓ Review draft end of year position.</li> <li>✓ Review the Finance director's report including update on the year to date position when compared with budget and the updated termly forecast.</li> <li>✓ Risk register review</li> <li>✓ Grant spending update including catch up funding and Pupil premium</li> <li>✓ PE and Sport premium (primary)</li> <li>✓ Review safeguarding processes including training arrangements and audit of SCR</li> <li>✓ Review of policies where local options available</li> <li>✓ Review of NQT arrangements, support and timetable</li> <li>✓ Review any findings from internal audit</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review the Finance Director's report including update on the year to date position when compared with budget and the updated termly forecast.</li> <li>✓ Review of academy benchmarking data</li> <li>✓ Review of draft staffing structure and curriculum for the next financial year.</li> <li>✓ Standing Items: Finance headlines; HR report – staffing / staff attendance; Risk management, including review of risk register and Safeguarding</li> <li>✓ Review of policies where local options available</li> <li>✓ Review academy lettings and charging arrangements</li> <li>✓ Review any findings from internal audit</li> <li>✓ Receive annual report on performance management of teaching staff</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review the Finance Director's report including an update on the year to date position when compared with budget and the updated termly forecast.</li> <li>✓ Review of academy benchmarking data</li> <li>✓ Review and provide effective challenge of the draft budget and staffing structure for next academic year.</li> <li>✓ Standing Items: Finance headlines; HR report – staffing / staff attendance; Risk management, including review of risk register and Safeguarding</li> <li>✓ Health and Safety report</li> <li>✓ Review academy maintenance plan</li> <li>✓ Review of policies where local options available</li> <li>✓ Review any findings from internal audit</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review the Finance Director's report including an update on the year to date position when compared with budget and review the updated termly forecast.</li> <li>✓ Review pay of teachers and support staff</li> <li>✓ Standing Items: Finance headlines; HR report – staffing / staff attendance; Risk management including review of risk register and Safeguarding</li> <li>✓ Ensure asset register is up to date and compliant</li> <li>✓ Review pay of teachers and support staff</li> <li>✓ Review safeguarding processes including training arrangements and a check of the SCR</li> <li>✓ Review of policies where local options available</li> <li>✓ Review any findings from internal audit</li> <li>✓ Be informed on the final approved budget and staffing structure for the next academic year.</li> </ul>