



Annual Planner 2023-24

	Autumn Term		Spring Term		Summer Term	
	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
	Thursday 28 September (Paper to IL by 21/9)	Thursday 30 November (Papers to IL by 23/11)		Thursday 7 March (Papers to IL by 29/2)		Thursday 4 July (Papers to IL by 27/6)
Governors and Members AGM	<ul style="list-style-type: none"> • SDP (Area 4.2/5.1) • SDP Governance Priorities • Governance: Chair and Vice Chair Elections • Governor Attendance/ Policy schedule/Terms of Ref/Annual Impact Statement/Register of Interests/Mid-Year Review of Training Matrix (Area 7.5) • Approval of policies • Policy Approval Panel Report 	<p>Governors</p> <ul style="list-style-type: none"> •SLT Report •Annual Report & Accounts •Pupil Premium Strategy (Area 4.3) •School Fund Audit (Area 5.2) •Gov Mon: Church School Distinctiveness/Safeguarding (Area 6.1) •Parent survey focus •Risk register •SEND Aims and Targets •Committee Reports •Governance Update: Skills Audit •Approval of policies including Admissions <p>Members AGM</p> <ul style="list-style-type: none"> •Annual Report & Accounts •Appoint auditors. •Membership •Review Memorandum and Articles of Association 		<ul style="list-style-type: none"> • Mid-year Review of SDP • SLT Report • Parent Views/Survey (Area 7.4) • Gov Mon: Church School Distinctiveness/Safeguarding (Area 6.1) • Parent survey outcomes • SEND Mid-year Review • Committee Reports Governance: Governor training matrix (Area 7.5) • Approval of policies • Policy Approval Panel Report 		<ul style="list-style-type: none"> • SIP Impact Report (Area 4.2) • SLT Report • Approval of Budget • Long Term Finance Plan • Staffing Structure • Gov Mon: Church School Distinctiveness/Safeguarding (Area 6.1)/Funds Impact (Area 2.2) • SEND Impact • Committee Reports • Approval of policies • Policy Approval Panel Report • Governance: Term Dates/ Annual planner/Dates of Meetings/Committee membership/ /Annual Declarations/Code of Conduct (Area 7.5)
Church Sch. Distinct.	Strategic Goals/SIAMS Plan		Collective Worship and RE		Review Goals/SIAMS Plan	
Safeguarding		SCR CPOMS	Pupil Voice E safety	Visitors and Volunteers	Staff Interviews Training Pathway	Audit



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Funds Impact		Pupil premium/Sports strategies			Implementation and impact	
SDP SEND	Aims and targets		Mid-year review		Impact	
	Autumn Term		Spring Term		Summer Term	
	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
	Thursday 5 October (Papers to IL by 28/9)		Thursday 1 February (Papers to IL by 25/1)		Thursday 2 May (Papers to IL by 27/4)	
Provision and School Improvement Committee	<ul style="list-style-type: none"> • School Data Analysis – End of year external data (Area 2.1) • Catch-up funding impact evaluation (Area 2.1) • SEND Report/Plan (Area 2.2) • Inclusion – Joiners Data • Gov Mon: Ensuring inclusion in provision • Pupil Numbers and Attendance (Areas 1.1-1.3) • Subject leader action plans (Area 2.1) 	•	<ul style="list-style-type: none"> • School Data Analysis – Autumn Term (Area 2.1) • Inclusion – Joiners Data • Catch-up funding impact evaluation (Area 2.1) • Gov mon: SEND review/pupil welfare • Pupil Voice (Area 7.3) • Inclusion (Area 1.1 - 1.3) • Subject Leader Progress Reports on Core Subjects (Area 2.1) • Pupil Numbers and Attendance Audit (Areas 1.1-1.3) 		<ul style="list-style-type: none"> • School Data Analysis Spring term (Area 2.1) • Curriculum Planning Integrated with Financial Planning (Area 3.1) • Gov mon: SEND impact/diversity objectives • Subjects Leader no Core Subject Reports (Area 2.1) • Catch-up funding impact evaluation (Area 2.1) • Inclusion – Joiners Data • Pupil Numbers and Attendance (Areas 1.1-1.3) 	



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SDP Priorities	Aims and targets		Mid-year review		Impact	
	Autumn Term		Spring Term		Summer Term	
	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
		Thursday 9 November (Papers to IL by 2/11)	Thursday 18 January (Papers to IL by 11/1)	Thursday 25 April (Papers to IL by 18/4)		Thursday 20 June (Papers to IL by 13/6)
Finance, Premises & Personnel Committee		<ul style="list-style-type: none"> • Audited Accounts • Annual Report • Premises Maintenance Report (Area 4.5) • Staff pay including HT (Area 4.7) • Finance Reports (Area 4.1 and 4.6) • Outturn Report • Other Funds Report • Spending Proposals (Area 4.3) • Internal Audit (Area 5.2) • Market testing of auditors (if needed) • Premises report • Gov Mon: School Food Compliance Plans • Staffing report (Area 7.1) 	<ul style="list-style-type: none"> • Schedule of Contracts (Area 4.4) • Accessibility Plan (Area 4.3) • Staff Absence analysis (Area 7.1) • Supplier Spend Chart • Staff Survey (Area 7.2) • Health and Safety Audit (Area 6.2) • Finance Reports (Area 4.1 and 4.6) • Outturn Report • Other Funds Report • Spending Proposals (Area 4.3) • Longer Term Finance Plan • Premises report • Staffing report 	<ul style="list-style-type: none"> • ICT and Website Audit • Fire safety audit (Area 6.2) • Focussed Staff Survey (Area 7.2) • Finance Reports (Area 4.1 and 4.6) • Outturn Report • Other Funds Report • Spending Proposals (Area 4.3) • Spending (Area 4.3) • Premises report • Staffing report (Area 7.1) 		<ul style="list-style-type: none"> • Finance Benchmarking analysis (Area 4.1) • Agree Budget • Agree Sports Premium Strategy • Gov Mon: Health and Safety Annual Report (Area 6.2) • Finance Reports (Area 4.1 and 4.6) • Outturn Report • Other Funds Report • Supplier Spend Chart • Spending Proposals (Area 4.3) • Longer Term Finance Plan (Area 4.3) • Spending Proposals (if needed) (Area 4.3) • Premises reports • Staffing report (Area 7.1)



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H & S/Food Compliance	School Food Compliance Plans		Health and Safety audit	Fire safety audit		Health and safety annual report
Finance		Annual Report			Financial benchmarking	Budget
Policy Approval Panel		Thursday 14 December (Papers to IL by 7/12)		Thursday 21 March (Papers to IL by 14/3)		Thursday 11 July (Papers to IL by 4/7)

Monitoring Timetable 2023-24

Area	Governor(s)	Autumn Term		Spring Term		Summer Term	
		Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Church School Distinctiveness	Hollie Morgan	Strategic Goals/SIAMS Plan		Collective Worship and RE		Review Goals/SIAMS Plan	
Safeguarding and Attendance	Andy Harrison		SCR CPOMS Attendance	Pupil Voice E safety	Visitors and Volunteers Attendance	Staff Interviews Training Pathway	Audit
Funds Impact	Andy Johnson		Pupil premium/Sports strategies			Implementation and impact	
SEND	Calum Hanrahan	Aims and targets		Mid-year review		Impact	
SDP Priorities – Provision	Joshua Lock	Aims and targets		Mid-year review		Impact	
Health & Safety/Food Compliance	Claire	School Food Compliance		Health and Safety audit	Fire safety audit		Health and safety annual report
Finance	Vanessa O'Mahony		Annual Report			Financial benchmarking	Budget