

Governor Action Plan 2021/2022

ANNUAL/REVIEW	SECONDARY	PRIORITY		
Item	Date for action	Person responsible	Update	
General				
Election of chair / vice chair / committee chairs	Aut FGB	Govs		
Code of Conduct signed and agreed	Aut FGB			
Pecuniary/Business/relationship interests up to date- on website and GIAS	Aut FGB	HT		
Establish committees and membership	Spring FGB	Govs		
Nominate link governors and agree protocol for visits and feedback	Spring FGB	Govs		
Agree terms of reference for committees and link governors	Spring FGB	HT, Govs		
Meeting dates set for year	Sum FGB	Govs		
Admissions arrangements agreed and published	When Publ	Govs		
School Performance				
Receive and discuss Analyse School Performance (ASP) information and Inspection Data Summary report – IDSR	Spring T&L	HT, SMT, Govs		
School internal data reports – reporting on the progress of all pupils in all year groups and significant groups (e.g. Pupil Premium)	Sum T&L	HT, SMT, Govs		
Consider attendance of pupils	Termly	HT, SMT, Govs		
Effectiveness of Pupil Premium- are we using the PP strategy report format	Summer T&L	HT, Govs		
Effectiveness of PE and Sports Funding	Summer L&M	HT, Govs		
Safeguarding				
British Values / SMSC report considered	Spring L&M	HT, Govs		
Annual safeguarding report considered and approved	Summer L&M	HT, Govs		
Behaviour policy reviewed	Aut L&M	Govs		
Performance Management				
Headteacher PM in place (HTPM)	Spring Staffing	Committee		
Teachers' Pay Committee in place	Spring Staffing	Govs		
Pay / Appraisal policies updated	Spring Staffing	Govs		
Work / life balance of all staff (including headteacher) reviewed	Spring Staffing	Govs		
Finance				
SFVS signed off (maintained schools)	Spring Finance	OM, Govs		
Financial Accounts completed and published (academies)	Spring Fin	Govs		
Set budget	Summer Fin	HT, Govs		

Review budget (at least 6 times a year- new guidelines)	Termly Fin	HT, Govs	
Financial scheme of delegation agreed	Aut Fin	Govs	
School Fund audit (maintained schools) reviewed	Sum Fin	Govs	
3-5 year budget modeller reviewed	Aut Fin	Govs	
Charging and remissions policy in place and agreed and on website	Aut L&M	Govs	
Premises			
Condition of Premises checklist	Sum Fin	HT, Govs	
Health and Safety self evaluation	Spr Fin	HT, Govs	
Health and Safety annual report	Spr Fin	HT, Govs	
Identify priorities for year	Sum Fin	HT, Govs	
Policies			
Establish policy review timetable	Aut L&M	OM, Govs	
Review, approve and publish behaviour policy, child protection/safeguarding/relationship and sex education/careers	Sum L&M	HT	
Publish Equality Objectives	Sum L&M	HT, Govs	
Governor Actions			
Arrange Safeguarding Link Governor meeting	Aut	HT S Gov	
Safeguarding Governor report & actions	Spring	S Gov	
Arrange SEND Governor meeting	Aut	HT SEND Gov	
SEND Governor report and actions	Spring	SEND Gov	
SEND Governor read and sign section 2 of KCSIE	Aut FGB	All	
Skills Audits updated	Spring FGB	Govs	
Governor training	Spring FGB	HT/Govs	
Consider and approve school development plan	Aut FGB	HT, SMT	
Consider school SEF and approve	Sum L&M	HT, SMT, Govs	
Re-set/review vision for next 3-5 years	Sum L&M	Govs	
Governor development plan reviewed and renewed	Complete by Feb '20	Govs	
Timetable of governor visits to school	Spring FGB	Govs	
Report to parents on the actions of governors	Termly	Govs	
Check website complies with statutory requirements and is up to date	Aut L&M	Govs	