

2022/23 Governance Planner

Meeting dates:

Members (6.30pm) via Teams	Trust Board (4.30pm)
22 nd September 2022	15 th September 2022
	20 th October 2022
	8 th December 2022
26 th January 2023	23 rd February 2023
	27 th April 2023
	22 nd June 2023
	13 th July 2023

Committees:

Finance & Audit (2pm)	HR (2pm)	Learning & Achievement
7 th September 2022	13 th October 2022	31 st October 2022
30 th November 2022		21 st November 2022
8 th February 2023	27 th February 2023	6 th March 2023
10 th May 2023		15 th May 2023
7 th June 2023	13 th June 2022	26 th June 2023
5 th July 2023		

Chair of Governors' Termly Briefing (via Teams @ 2pm):

Autumn Term	Spring Term	Summer Term
14 th November 2022	13 th March 2023	23 rd June 2023 (budget)

Finance Governors Budget Briefing: 23rd June 2023

Local Governing Body:

Every Term:

- Review of **risk** should be an agenda item for each full LGB meeting
- A Headteacher's report should be reviewed once a term.
- Review school policies in accordance with school policy schedule
- Budget monitoring`1

Key points by Term:

- Autumn Term – School Performance Review and Target setting
- Spring Term – Review year-end accounts
- Summer Term – Schools budgets 2022/23 (final draft) to be approved and submitted to ASST Central team by **31st May 2023**

Tasks to do on an ongoing basis (as necessary)

STATUTORY	NON-STATUTORY
<p>Make sure policies are reviewed and approved according to your school's review cycle</p>	<p>Conduct governor monitoring visits to the school and share findings with the board</p>
<p>Notify the Department for Education (DfE) via Get Information About Schools (GIAS) within 14 days of any changes in information about:</p> <ul style="list-style-type: none"> • Members • Trustees • Local governors • Chair of trustees • Chairs of local governing bodies • Accounting officer • Chief financial officer 	<p>Organise support and training for trustees and local governors</p>
<p>Make sure all members, trustees and local governors that have been delegated management responsibilities have current DBS checks and section 128 checks</p>	<p>Receive reports on key areas and discuss them (e.g. safeguarding report, special educational needs and/or disability reports, headteacher's report, link governor reports)</p>
<p>Register new trustees (directors) with Companies House</p>	<p>Organise induction for any new governors. Let your governors know about online training courses from The Key</p>
<p>Update and publish your register of interests</p>	<p>Monitor the school improvement plan and review progress</p>
<p>Review and update your school's risk register</p>	<p>Analyse and challenge the school's self-evaluation form (SEF) and any updates</p>
<p>Update and publish governors' information on the school website</p>	<p>Review the impact of the:</p> <ul style="list-style-type: none"> • Pupil premium • PE and sport premium (primary schools)

Autumn term tasks

➤ Statutory tasks are in **bold** – where these relate to specific dates/deadlines, see the table directly below this one

TASK	NOTES
<input type="checkbox"/> Elect the chair and vice-chair of the board and of committees (this must be in accordance with the term of office you've set for these roles, but usually takes place in the autumn term)	
<input type="checkbox"/> Sign your governors' code of conduct	
<input type="checkbox"/> Set governing board objectives for the year	
<input type="checkbox"/> Confirm the school's: <ul style="list-style-type: none"> • Vision and values statements and objectives • Pupil premium action plan • PE and sport premium action plan (primary schools) 	
<input type="checkbox"/> Decide/review the trust's scheme of delegation of governance functions, membership and terms of reference of any committees – including local governing bodies – and publish on the school's website	
<input type="checkbox"/> Make sure that policies and procedures in your school comply with the latest Keeping Children Safe in Education guidance (the updated guidance comes into effect on 1 September 2022)	
<input type="checkbox"/> Consult on school admission arrangements if you're proposing changes for entry in September 2024, or if the arrangements haven't changed for the last 7 years	
<input type="checkbox"/> Decide/review link governor roles	
<input type="checkbox"/> Review the headteacher's pay and performance	
<input type="checkbox"/> Approve the school improvement plan and allocate responsibilities for monitoring (i.e. link governors, committees)	
<input type="checkbox"/> Challenge and approve pupil performance targets	
<input type="checkbox"/> Review public examination and national test results	

TASK	NOTES
<input type="checkbox"/> Conduct a governing board skills audit to make sure you have the necessary skills for the year ahead	
<input type="checkbox"/> Review and update standing orders (where applicable)	

KEY DATES AND DEADLINES	NOTES
1 September	<ul style="list-style-type: none"> Financial year begins for academies Academy Trust Handbook 2022 comes into effect
1 October 2022 to 31 January 2023	If you're consulting on admission arrangements (or you haven't consulted in the past 7 years), consultation must last for at least 6 weeks and take place between these dates
6 October	Autumn school census day
10 October	Second pupil premium instalment
2 November	Autumn census return deadline
3 November	School workforce census day
November <i>Please note: the exact dates aren't available yet at the time of this planner's publication</i>	First payment of the PE and sport premium for 2022/23 academic year
8 November	Deadline to complete the land and buildings collection tool (LBCT)
2 December	School workforce census return deadline
31 December	Deadline for submitting audited accounts to the ESFA

Spring term tasks

› Statutory tasks are in **bold** – where these relate to specific dates/deadlines, see the table directly below this one

TASK	NOTES
<input type="checkbox"/> Finalise admission arrangements for September 2024 and publish them on your website (by 28 February)	
<input type="checkbox"/> Review and approve any changes to the school's staffing structure	
<input type="checkbox"/> Complete and submit the school resource management self-assessment tool	
<input type="checkbox"/> Make sure equality information is reviewed (and equality objectives, where necessary), and the school website updated	
<input type="checkbox"/> Review pupil welfare information to identify priorities for next year, including: <ul style="list-style-type: none"> • Safeguarding • Careers guidance • Pupil premium provision 	
<input type="checkbox"/> Review estates management to identify priorities for maintenance and development for the following year (if not covered by a sub-committee)	
<input type="checkbox"/> Make sure gender pay gap information is published, where applicable	
<input type="checkbox"/> Convene an admission appeals panel, if needed. Publish your appeals timetable for 2023 on your website	
<input type="checkbox"/> Review and scrutinise the budget – how you do this will be specific to your board. Get more information on this budget approval process . Your submission deadline will be in the summer	

KEY DATES AND DEADLINES	NOTES
10 January	Third pupil premium instalment
19 January	Spring school census day
19 January	Deadline for your trust's auditor to submit your 2021-22 accounts return
31 January	Deadline for publishing your 2021-22 audited financial statements on your trust's website
15 February	Spring census return deadline

KEY DATES AND DEADLINES	NOTES
28 February	<ul style="list-style-type: none"> • Deadline to determine your admissions arrangements for September 2024 • Deadline to publish admissions appeals timetable for 2023 on your website
1 March	National offer day for secondary schools
March <i>Please note: the exact deadline isn't available yet at the time of this planner's publication</i>	Complete and submit the school resource management self-assessment tool
15 March	Deadline to send a copy of your admission arrangements to your local authority (LA) and publish your admission arrangements for entry in September 2024
30 March	Deadline to publish gender pay gap information on your website if your trust has 250 or more employees
6 April	Deadline for updating information on how your school is complying with the Public Sector Equality Duty (PSED) (in most cases – schools first had to publish this by 6 April 2012 and it has to be updated at least annually, with equality objectives needing to be published at least once every 4 years)

Summer term tasks

➤ Statutory tasks are in **bold** – where these relate to specific dates/deadlines, see the table directly below this one

TASK	NOTES
<input type="checkbox"/> Approve the budget and submit the budget forecast return (BRF) to the ESFA (in July)	
<input type="checkbox"/> Complete the financial management and governance self-assessment	
<input type="checkbox"/> Conduct a governing board self-evaluation	
<input type="checkbox"/> Conduct a governing board skills audit to inform recruitment for next year	
<input type="checkbox"/> Review attendance of pupils, staff, trustees and governors over the academic year	
<input type="checkbox"/> Review pupil exclusions for the year	
<input type="checkbox"/> Review the impact of the: <ul style="list-style-type: none"> • Pupil premium • PE and sport premium (primary schools) 	
<input type="checkbox"/> Review the school strategy	
<input type="checkbox"/> Receive headteacher's reports on performance management	
<input type="checkbox"/> Review the pay of teachers and staff	
<input type="checkbox"/> Appoint a clerk to the board and local governing bodies (LGBs) for the next academic year, if appropriate	
<input type="checkbox"/> Set governing board meeting dates for the year	

KEY DATES AND DEADLINES	NOTES
12 April	Final pupil premium instalment
17 April	National offer day for primary schools
May <i>Please note: the exact dates aren't available yet at the time of this planner's publication</i>	Final payment of the PE and sport premium for 2022/23 academic year
1 May	Key Stage (KS) 1 test period begins
8 May	KS2 test week begins
18 May	Summer school census day

KEY DATES AND DEADLINES	NOTES
31 May	Deadline for most trusts to file your audited financial statements with Companies House (9 months from the end of the accounting period)
12 June	Phonics screening check week begins
14 June	Summer census return deadline
30 June	Usual end of accounting period for academy trusts
July <i>Please note: the exact date isn't available yet at the time of this planner's publication</i>	Final payment for universal infant free school meals for the 2022/23 academic year
26 July <i>Please note: that the site hasn't been updated with the 2023 deadline at the date of this planner's publication, so check this date nearer the time</i>	Deadline to submit your budget forecast return (BFR) to the ESFA
31 July <i>Please note: that the site hasn't been updated with the 2023 deadline at the date of this planner's publication, so check this date nearer the time</i>	Deadline by when your primary school must publish details of how it spent its PE and sport premium funding
1 August	Inform your LA whether you want to be part of its in-year co-ordination scheme (if it's offered) and send it all the information it needs to publish on its website, including application forms
31 August	Set out on your website how in-year applications will be handled