

2021/22 Governance Planner

Meeting dates:

Members (6.30pm)	Trust Board (4.30pm)
16 th September 2021	16 th September 2021
	21 st October 2021
	9 th December 2021
	3 rd March 2022
12 th May 2022	12 th May 2022
	16 th June 2022
	14 th July 2022

Committees:

Finance & Audit (2pm)	HR (2pm)	Learning & Achievement
8 th September 2021	7 th September 2021	tbc
1 st December 2021		
9 th February 2022	8 th February 2022	
11 th May 2022		
15 th June 2022	21 st June 2022	
13 th July 2022		

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

Autumn Term 1 st November 2021	Spring Term 28 th February 2022	Summer Term 6 th June 2022
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Finance Governors Budget Briefing: 24th June 2022

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

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 2022**

Tasks to do on an ongoing basis (as necessary)

STATUTORY	NON-STATUTORY
Make sure policies are reviewed and approved according to review cycle.	Conduct governor monitoring visits to the school and share findings with the board (when it's safe to do so)
Notify the Department for Education (DfE) via Get Information About Schools (GIAS) within 14 days of any changes in information about: <ul style="list-style-type: none"> • Members • Trustees • Local governors • Chair of trustees • Chairs of local governing bodies • Accounting officer • Chief financial officer 	Organise support and training for trustees and local governors
Make sure all members, trustees and local governors that have been delegated management responsibilities have current DBS checks and section 128 checks	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)
Register new trustees (directors) with Companies House	Organise induction for any new governors.
Update and publish register of interests	Monitor the school improvement plan and review progress
Review and update all risk registers	Analyse and challenge the school's self-evaluation form (SEF) and any updates
Update and publish governors' information on the school website	Review the impact of the Pupil premium and 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	
<input type="checkbox"/>	Elect the Chair and Vice-Chair of the board and of committees.
<input type="checkbox"/>	Set Trust Board/LGB objectives for the year
<input type="checkbox"/>	Confirm the Trust'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 Trusts' website
<input type="checkbox"/>	Make sure that policies and procedures in your school comply with the latest Keeping Children Safe in Education (updated guidance comes into effect on 1 September 2021)
<input type="checkbox"/>	Make sure Trust and Schools are up to speed on the changes to the Schools Admissions Code (the updated guidance comes into effect on 1 September 2021)
<input type="checkbox"/>	Consult on school admission arrangements if the Trust proposes changes for entry in September 2023, or if the arrangements haven't changed for the last 7 years
<input type="checkbox"/>	Make sure gender pay gap information is published, where applicable, by 5 October (this deadline was extended by 6 months due to coronavirus)
<input type="checkbox"/>	Decide/review link governor roles
<input type="checkbox"/>	Review the headteacher's pay and performance
<input type="checkbox"/>	Approve the Trust Business Plan/ School Improvement Plan and allocate responsibilities for monitoring (i.e. link governors, committees)
<input type="checkbox"/>	Challenge and approve pupil performance targets (bear in mind these targets are going to be affected by the impact of coronavirus over the past year)
<input type="checkbox"/>	Review public examination and national test results (bear in mind that there'll be limited data available from 2021)

KEY DATES AND DEADLINES	NOTES
1 September	<ul style="list-style-type: none"> Financial year begins for academies Academy Trust Handbook 2021 comes into effect
1 October	<p>Inform LA whether Trust wants 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 (see the School Admissions Code that applies from September 2021)</p>
5 October	<p>Trusts/Schools that are required to report on their gender pay gap information must do so for the 2020/21 reporting year (which uses a snapshot date of 31 March 2020) – this deadline was extended by 6 months due to coronavirus</p>
31 October	<p>Set out on website how in-year applications will be handled (see the School Admissions Code that applies from September 2021)</p>
1 October – 31 January	<p>Consulting on admission arrangements, consultation must last for at least 6 weeks and take place between these dates</p>
7 October	<p>Autumn school census day</p>
8 October	<p>Second pupil premium instalment</p>
3 November	<p>Autumn census return deadline</p>
4 November	<p>School workforce census day</p>
<p>November</p> <p><i>Please note: the exact dates aren't available yet at the time of this planner's publication</i></p>	<ul style="list-style-type: none"> First payment of the teachers' pay grant and teachers' pension grant for 2021/22 academic year First payment of the PE and sport premium for 2021/22 academic year
9 November	<p>Deadline to complete the land and buildings collection tool (LBCT)</p>
31 December	<p>Deadline for submitting audited accounts to the ESFA</p>

Spring term tasks

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

TASK	
<input type="checkbox"/>	Finalise admission arrangements for September 2023 and publish them 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 (SRMSAT)
<input type="checkbox"/>	Make sure equality information is reviewed (and equality objectives, where necessary), and the website is 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
<input type="checkbox"/>	Make sure gender pay gap information is published, where applicable
<input type="checkbox"/>	Convene an admission appeals panel, if needed

KEY DATES AND DEADLINES	NOTES
11 January	Third pupil premium instalment
20 January	Spring school census day
25 January	Deadline for auditor to submit your 2020/21 accounts return
16 February	Spring census return deadline
31 January	Deadline for publishing your 2020/21 audited financial statements on your school's website
28 February	<ul style="list-style-type: none"> • Deadline to determine your admission arrangements for September 2023 • Deadline to publish admissions appeals timetable for 2022 on your website
1 March	National offer day for secondary schools
15 March	Complete and submit the school resource management self-assessment tool

KEY DATES AND DEADLINES	NOTES
15 March	Deadline to send a copy of admission arrangements to your local authority and publish admission arrangements for entry in September 2023
6 April	Deadline for updating information on how Trust/Schools are 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
<input type="checkbox"/> Submit the budget forecast return outturn (BRFO) to the ESFA (in May)
<input type="checkbox"/> Approve the budget for next year and submit your 3-year budget forecast return (BFR3Y) 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 next year, if appropriate
<input type="checkbox"/> Set governing board meeting dates for the year

KEY DATES AND DEADLINES	NOTES
8 April	Final pupil premium instalment
16 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>	<ul style="list-style-type: none"> • Second payment of the teachers' pay grant and the teachers' pension grant for the 2021/22 academic year • Final payment of the PE and sport premium for 2021/22 academic year
1 May	KS1 test period begins
9 May	KS2 test week begins

KEY DATES AND DEADLINES	NOTES
<p>17 May</p> <p><i>Please note: the site hasn't been updated with the 2022 deadline at the date of this planner's publication,</i></p>	<p>Deadline to submit budget forecast return outturn (BFRO) to the ESFA</p>
<p>19 May</p>	<p>Summer school census day</p>
<p>31 May</p>	<p>Deadline for most trusts to file your audited financial statements with Companies House (9 months from the end of the accounting period)</p>
<p>6 June</p>	<p>Phonics screening check week begins</p>
<p>15 June</p>	<p>Summer census return deadline</p>
<p>30 June</p>	<p>Usual end of accounting period for academy trusts</p>
<p>July</p> <p><i>Please note: the exact date isn't available yet at the time of this planner's publication</i></p>	<p>Final payment for universal infant free school meals for the 2021/22 academic year</p>
<p>26 July</p> <p><i>Please note: that the site hasn't been updated with the 2022 deadline at the date of this planner's publication, so check this date nearer the time</i></p>	<p>Deadline to submit your 3-year budget forecast return (BFR3Y) to the ESFA</p>