**Local Governing Board Annual Schedule of Work 2023/24**

This template provides a schedule of the most important compliance and best practice tasks that DGAT local governing boards (LGBs) should cover and consider across the academic year, as reflected in the Trust’s scheme of delegation.

It is good practice to manage the annual business of the LGB around the three core functions of governance, as identified in the [Governance handbook](https://www.gov.uk/government/publications/governance-handbook), and plan each agenda throughout the academic year accordingly. It is the role of the clerk to governors to advise and support the LGB to remain focussed on the strategic aspects of governance. The three core functions of governance are:

1. Ensuring clarity of vision, ethos and strategic direction.
2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff.
3. Overseeing the financial performance of the organisation and making sure its money is well spent.

DGAT LGBs must continually ensure the Trust’s vision and Christian values are upheld and that these underpin all decision-making.

The template is divided into four sections – one section per term with an additional late autumn meeting planned to enable LGBs to focus on the administrative tasks local governors are required to undertake at the start of the academic year – although this is entirely optional. There is space for the LGB to assign each task to the appropriate meeting, e.g., an LGB meeting or the relevant committee meeting. There is also a section included for each term to schedule policy reviews.

This annual schedule of work provides a framework for compliance and ensuring accountability, the LGB will still need to identify appropriate monitoring activities to meet the three core functions of governance relevant to its school and local context.

It is recommended that all LGB or committee meetings include the following procedural elements:

**Attendance and apologies**

Local governors should be held to account for their commitment and capacity to attend LGB and committee meetings, with schools required to publish this information on the Trust website. It is therefore vital that apologies and unaccepted apologies are recorded accurately and are based on local governors providing a clear reason for apologies being made. If a local governor fails to provide a reason for non-attendance at a meeting, the remaining governors should give serious consideration to not accepting their apologies.

**Elections**

The appointment of the chair of each LGB is the responsibility of the Trust Board. Prior to the last Trust Board meeting of the academic year which will be 9 July 2024, the LGB should propose the local governor they consider suitable for appointment. This proposal is made to the Trust Board via the Head of Governance and People (HoGP). The Trust Board will consider the proposal at its last board meeting of the academic year and will confirm their decision to the LGB via the HoGP. The Trust Board’s decision is final.

It is the responsibility of the clerk to governors to make certain that appointments are managed in such a way as to ensure that all local governors have an equal opportunity to nominate or propose a chair and vice chair. Whilst this is usually an annual activity, an election can take place at any time.

**Policies**

The Trust Board has ultimate accountability and responsibility for policy management and compliance across the Trust, but the scrutiny, local adaptation and delivery of certain policies and guidance may be delegated to the LGB through the Trust’s scheme of delegation. Oversight of the way in which LGBs deal with and implement the requirements of the policy lies securely with the Trust Board, who is responsible for ensuring compliance with the requirements of each policy implemented.

Within the DGAT scheme of delegation there are three policies which the LGB have delegated to the LGB to review and ratify at local level; these are:

* Child Protection and Safeguarding
* Relationships, Health and Education
* Behaviour policy – including exclusions

There may be other policies that the LGB decide it is relevant to monitor. These should be included in the policy section at the end of each term’s schedule of business. Guidance on the provision and arrangements for policies across the Trust is detailed in the document ‘DGAT Policy Arrangements and Provision’ which is available in the policy section of each Members’ area on the DGAT website.

**Register of business interests**

Local Governors must complete a Register of Business Interests form on an annual basis, and this information must be published on the school website. DGAT provide templates for LGBs to complete which are available on the DGAT website. It is also important that, at the start of each meeting, the clerk asks for any new declarations to be made and for any interests that should be recorded specifically related to issues being discussed during that meeting.

**Pupil voice**

Pupil voice is an important aspect of governance and should be included within the LGB’s annual schedule of work. The LGB should consider ways to include and listen to the views of pupils and allow these to influence their discussions and decision making. The LGB could consider attending a school council meeting, conducting pupil surveys or inviting pupil leaders to LGB meetings to monitor how embedded pupil voice is throughout the school.

**Headteacher report to governors**

Headteachers must use the DGAT ‘Headteacher report to the LGB’ to ensure that governance remains in line with the Trust scheme of delegation, strategic in focus and contains the items included in this annual schedule of work.

**Local governor training**

DGAT provides a range of high-quality training for local governors linked to the LGBs delegated responsibilities. Details of this can be found in the Trust CPDL brochure [here](https://www.dgat.org.uk/cpdl-and-events).

Newly elected or appointed local governors must register on the DGAT New Local Governor Induction training and must complete the following training from TheSchoolBus within a month of appointment or election.

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In addition to this, local governors must complete an annual safeguarding update, either in school alongside staff at the September INSET or by watching the annual update provided by the Trust safeguarding lead. Confirmation of this training must be reported to the school’s Designated Safeguarding Lead and confirmed on GovernorHub by the end of September. All local governors must complete Prevent training on appointment and undertake the short (20 minute) refresher course every three years. Details of this training can be found [here](https://www.gov.uk/guidance/prevent-duty-training).

**DGAT data drops**

The Trust’s data drops for this academic year are:

* Friday 27 October 2023
* Friday 9 February 2024
* Friday 12 July 2024

LGBs should take these dates into account when planning FGB and committee meetings to ensure relevant and up-to-date pupil progress data is available and headteachers and leaders have had sufficient time to analyse the data for reporting to governors.

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| **Early Autumn term: September – January** | | | | | |
| **Ensuring procedural compliance** | **LGB or committee meeting**  **[Please specify committee]** | **Suggested tasks for ensuring accountability** | **LGB or committee meeting**  **[Please specify committee]** | **Ensuring financial compliance** | **LGB or committee meeting**  **[Please specify committee]** |
| All governors complete a DGAT Register of Interests form and provide updated contact details.  Review and agree terms of reference for LGB meetings.  Agree required panels for the coming academic year, e.g. admissions, pay panel, complaints panel, staff grievance and disciplinary appeals panel, exclusions panel.  Appoint a local governor responsible for SEN and inclusion and book onto DGAT update training **(23 October 2023)**  Appoint a Local Governor responsible for Pupil Premium and book onto DGAT training **(23 October 2023)**  Appoint a local governor for safeguarding and book onto DGAT training **(26 September 2023)**  Elect the chair and vice chair for each committee.  Review and agree the LGB’s committee structure and agree terms of reference for committees, ensuring a finance committee is established as a minimum.  Agree meeting dates for all LGB meetings and committee meetings – please provide the HoGP with meeting dates.  Agree a freedom of information Publication Scheme and ensure the publication of a General Privacy Notice.  Agree a policy monitoring schedule, separating statutory and school-based policies, and allocate to appropriate committee.  Review the DGAT scheme of delegation and ensure all local governors are clear on the responsibilities of the LGB **– the draft scheme of delegation will be considered by the Trust Board on 10 October 2023 following feedback from LGBs.**  Ensure, as a minimum, all local governors have completed annual safeguarding refresher training, and that all staff members and local governors have read and signed to confirm ‘[Keeping children safe in education’](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) and the Child Protection and Safeguarding Policy are aware of any changes in the guidance.  Ensure the safeguarding governor has completed the local authority governor safeguarding training.  Agree the annual premises and development plan. |  | Review the school’s Christian ethos and values statement.  Review and agree the LGB code of conduct.  Review and agree the draft school improvement plan.  Review school targets for the coming year as determined by the school improvement team and the Trust.  Agree the LGB annual monitoring plan.  Agree additional link governor roles.  Review and discuss school’s performance outcomes.  Receive the headteacher’s report to the LGB and ensure challenge.  Receive and consider the school interventions plan for the academic year.  Receive and consider data for specific cohort groups and targets for pupil outcomes.  Receive and consider the termly SEND Report to the LGB.  Consider planned off-site visits that exceed 24 hours, ensuring appropriate risk assessments have been undertaken.  Review the school’s buildings and maintenance risk assessment.  Undertake a site health and safety walk with the school’s health and safety lead.  Ensure the SCR is compliant and up-to-date – particularly focusing on new appointments for the autumn term. |  |  |  |

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| **Policies to be reviewed and implemented this term.** | **Review at LGB**  **(Y/N)** | **Review at committee**  **(Y/N)**  **[Please specify committee]** | **Comments** |
| Review and implement and monitor the DGAT Child Protection and Safeguarding Policy, ensuring it meets local arrangements for safeguarding. |  |  |  |
| Review and implement and monitor the DGAT Relationships and Health Education Policy, having due regard for Church of England and Trust guidance |  |  |  |
| Review, implement and monitor a Behaviour Policy, which includes the school’s policy on exclusions. |  |  |  |

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| **Late Autumn Term: September to January** | | | | | |
| **Ensuring procedural compliance** | **LGB or committee meeting**  **[Please specify committee meeting]** | **Suggested tasks for ensuring accountability** | **LGB or committee meeting**  **[Please specify committee meeting]** | **Ensuring financial and compliance** | **LGB or committee meeting**  **[Please specify committee meeting]** |
| Undertake a compliance audit of the school website and submit to the HoGP by **26 January 2024**  Determine the development needs of local governors and implement an appropriate training and development programme.  In partnership with the Deputy CEO, determine which governor will participate in the headteacher performance management and agree a date for the performance management meeting to take place.  Consider and plan how the LGB will comply with any required LA audits e.g., annual safeguarding audit.  Publish the admission appeals timetable on the school website by 15 March 2024  To implement and monitor the DGAT Relationships, Health and Education Policy, having due regard for Church of England and Trust guidance.  To implement and monitor a Behaviour Policy. |  | Discuss the curriculum offer, ensuring it reflects the vision statement, is broad and balanced, promotes educational excellence for all pupils and meets the requirements of the DGAT funding agreement.  Receive and consider the Designated Safeguarding Lead Report to the LGB.  Receive and consider a pupil premium report and impact statement.  Receive an anonymised update from the LGB pay panel on the performance management process for all staff members.  Review the school’s published British Values Statement and how it is implemented and embedded throughout all aspects of school life, including the curriculum.  Receive and consider the annual SEND Information Report and ensure this is published on the school website.  Receive and consider the termly SEND Report to the LGB.  Review progress towards achieving the outcomes of the SDP.  Receive the Headteacher’s report to the LGB and ensure challenge is recorded.  Review attendance data for all cohorts and groups of pupils.  Review behaviour and exclusion data for all cohorts and groups of pupils, including all forms of behaviour incidents e.g. homophobic incidents, peer-on-peer abuse and racist incidents.  **[Every four years as a minimum]** Review the [Accessibility Plan](https://www.theschoolbus.net/article/accessibility-plan/1594) and ensure compliance with the Equality Act 2010.  Monitor the annual buildings maintenance plan.  Review the security of school premises and equipment.  Monitor the accident book and agree appropriate actions.  Review the annual section 175 audit and agree how to monitor actions.  Ensure the SCR is compliant and up-to-date.  Review school performance data published in the IDSR. |  | Receive a finance report from and ensure challenge is recorded.  Review the ‘note of visit’ from the DGAT finance lead visit and follow up on any actions noted.  Pay panel to review teaching and non-teaching staff salaries, proposed increments and appraisal process.  Review the school Risk Register.  Receive and review information from the autumn term census data.  Complete theGovernor Monitoring Checklist for Financial Efficiency. |  |

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| **Policies to be reviewed and implemented this term.** | **Review at LGB**  **(Y/N)** | **Review at committee**  **(Y/N)**  **[Please specify committee]** | **Comments** |
| **[Please complete using the school’s own policy review schedule]** |  |  |  |
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| **Spring term: January to April** | | | | | |
| **Ensuring procedural compliance** | **LGB or committee meeting**  **[Please specify committee meeting]** | **Suggested tasks for ensuring accountability** | **LGB or committee meeting**  **[Please specify committee meeting]** | **Ensuring financial compliance and efficiency** | **LGB or committee meeting**  **[Please specify committee meeting]** |
| Arrange the headteacher’s mid-term performance management review.  Review the complaints log, identifying any trends. |  | Conduct a staff wellbeing audit, review results and plan any required actions.  Receive the Headteacher’s report to the LGB and ensure challenge is recorded.  Receive and review link governor monitoring reports.  Consider data from SONAR for specific cohort groups, comparing with each cohort’s last published data and starting point.  Receive and consider the termly SEND Report to the LGB.  Receive an update and progress towards achieving the outcomes of the SDP.  Receive and consider the Designated Safeguarding Lead Report to the LGB.  Monitor the impact of the curriculum, ensuring it provides broad and a balanced, aspirational and high-quality learning opportunities for all pupils.  Review and discuss the school’s self-evaluation document.  Monitor the number of internal and external exclusions, the number of pupils at risk of exclusion and identify trends. Seek clarification on interventions to support DGAT policy on exclusions.  Review attendance data for all cohorts and groups of pupils.  Monitor the provision of collective worship and the provision of RE in line with school’s curriculum.  Monitor the Christian character and RE provision in the school.  Review the training and CPD provision for the school, ensuring it reflects the school development priorities.  Review how the school, including the LGB, is engaging with the DGAT CPD offer.  The safeguarding governor visits school to review actions from the school’s section 175 audit.  Undertake a site health and safety walk with the school’s health and safety lead please use the SHE unit template to support this visit.  Respond to any admissions appeals. |  | Receive a report on the [‘School resource management self-assessment tool’ dashboard](https://www.gov.uk/government/publications/school-resource-management-self-assessment-tool) and evaluate trends and outcomes.  Receive a finance report and ensure challenge is recorded.  Review the ‘note of visit’ from the DGAT finance lead visit and follow up on any actions noted.  Receive and review information from the spring term census data.  Review the impact of pupil premium funding.  Receive an update on service level agreements and contract renewals and evaluate plans for renewals considering value for money, in line with the agreed budget and in accordance with the finance policy. |  |

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| **Policies to be reviewed and implemented this term.** | **Review at LGB**  **(Y/N)** | **Review at committee**  **(Y/N)**  **[Please specify committee]** | **Comments** |
| **[Please complete using the school’s own policy review schedule]** |  |  |  |
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| **Summer term: April to July** | | | | | |
| **Ensuring procedural compliance** | **LGB or committee meeting**  **[Please specify committee meeting]** | **Suggested tasks for ensuring accountability** | **LGB or committee meeting**  **[Please specify committee meeting]** | **Ensuring financial compliance** | **LGB or committee meeting**  **[Please specify committee meeting]** |
| Review number on roll for September.  Undertake an annual review of the work and impact of the LGB.  Receive a report on and monitor accidents and incidents data for pupils, staff and visitors.  Review the impact of the home school agreement and receive an update on any changes required and why.  Complete the LGB skills audit and analyse results ready for the autumn term.  Complete the clerk to governor’s appraisal – if the clerk is not employed by the central clerking service.  Propose and consider meeting dates for the next academic year including all committees.  To adopt and review Home-School agreements.  Set the meeting dates for the LGB and its committee meetings for the following academic year.  Undertake a compliance audit of the school website and submit to the HoGP by **21 June 2024**  Vote for and propose a chair to the DGAT board of Trustees – this must be completed by and shared with the HoGP by **28 June 2024** consideration by the Trust Board on **9 July 2024** |  | Consider publishing an annual local governance report to parents and careers and provide a copy to the HoGP.  Receive annual report on pupil voice and collaboration.  Receive a report on the planned transition support for pupils leaving in the summer term.  Receive the Headteacher’s report to the LGB and ensure challenge is recorded.  Review attendance data for all cohorts and groups of pupils.  Receive a report on predicted pupil performance outcomes for all cohorts and discuss any predicted trends and mitigation. Compare end of key stage data against published data.  Receive and consider pupil mobility data.  Undertake parent and community surveys and consider outcomes.  Review the impact of link governor roles and governor monitoring activity over the year.  Consider in-year outcomes data for specific cohort groups. Compare how this matches to predicted outcomes and initial analysis.  Receive the PE and Sports Premium Impact Report.  Review the provision of extended curriculum and enrichment activities and their impact.  Receive the Designated Safeguarding Lead Report to the LGB.  Receive and consider the termly SEND Report to the LGB.  Review progress towards achieving the outcomes of the SDP and identify emerging themes for the next academic year.  Monitor the annual buildings maintenance plan.  Review the security of school premises and equipment.  Monitor the accident book and agree appropriate actions.  Set the times of school sessions and the dates of school terms and holidays and notify the Trust, ensuring the school is open for 380 sessions for pupils in the school year.  Monitor the school’s Christian character and practice against all elements of the SIAMS framework.  Review the school’s buildings and maintenance risk assessment.  Undertake a site health and safety walk with the school’s health and safety lead, reviewing actions from the previous visit. |  | Analyse end of year budget.  Receive a finance report and ensure challenge is recorded.  Review the ‘note of visit’ from the DGAT finance lead visit and follow up on any actions noted.  Submit draft budgets with supporting narrative by HT (if possible LGB agreed budgets) to DGAT for CEO review and approval: **Wednesday 22 May 2024.**  Receive and review information from the summer term census data and consider how the census will impact on the future budget. |  |

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| **Policies to be reviewed and implemented this term.** | **Review at LGB**  **(Y/N)** | **Review at committee**  **(Y/N)**  **[Please specify committee]** | **Comments** |
| **[Please complete using the school’s own policy review schedule]** |  |  |  |
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