

JMAT ANNUAL GOVERNANCE SCHEDULE

Strategic Educational Financial Statutory/Contractual Effective Governance TRUST LEVEL ONLY

AUTUMN TERM 1	AUTUMN TERM 2	SPRING TERM	SUMMER TERM 1	SUMMER TERM 2
Overview of Self-Evaluation – Educational outcomes/end of year data/results/ASP/ external review/data (coming year) & key areas of focus for the term and future	Staffing /HR update	DEM Outcome Report & Assurance Register (1)	Staffing /HR update	DEM Outcome Report & Assurance Register (2)
Approval of DEP/SIP & key areas of focus	Budget Outturn Statement (previous year)	Update on DEP/SIP & key areas of focus	Inset Day Requests	Review of DEP/SIP & key areas of focus
Staffing /HR update	Budget Monitoring Report (1) (current year)	Overview of Comparative Educational Outcomes (ASP) and (IDSR)	Impact of Pupil Premium	Review Governor Action Plan linked to DEP/SIP (working party)
Approval of Revised Pay Policy	Impact of Pupil Premium	Assessment Point 1 Data & key areas of focus	Impact of PE and Sports Premium – Finance and Impact	Assessment Point 2 and End of Year Data & key areas of focus
Review the effectiveness of financial management (1)	Impact PE and Sports Premium – Finance and Impact	SEN Information Report – to be reviewed and publish on school website by 1 April	Review the effectiveness of financial management (3)	Attendance - review of current year
Consultation Admission Arrangements	Monitoring of accidents and incidents in school	Staffing /HR update	Designated teacher for looked after and previously looked after children	Staffing /HR update
Term Dates to be approved (next academic year)	Review of LGB membership & update GIAS	Budget Monitoring Report (2) (current year)	Premises / Health and Safety	Budget Monitoring Report (3) (current year)
Safeguarding – Annual Report (DW)	Share enquiry visit reports	Review the effectiveness of financial management (2)	Monitoring of accidents and incidents in school	Termly Safeguarding report - Spring Term
Termly Safeguarding Report – Summer Term	Governors to consider the impact/effectiveness of the meeting	Termly Safeguarding Report – Autumn Term	Review the effectiveness of governance arrangements Self-Evaluation Tool	Changes to SEN
Appointment of Chair & Vice		Equalities information & Gender Pay Gap	Review LGB membership, update GIAS and succession planning	Updating the governance information on the websites
Review of LGB membership & update GIAS				
Annual review of skills Audit		Review of Accessibility Plan	Review arrangements for the Appraisal of the HT/Executive Leader	Academies Financial Handbook - updates
Annual review of Register of Interest				
Share enquiry visit reports		Review of LGB membership & update GIAS	Share enquiry visit reports	Review of LGB membership & update GIAS Expressions of interest for Chair and Vice Chair for new academic year
Policy review – ALL policies to be approved and adopted by 30 September		Share enquiry visit reports	Share Directors Minutes – Autumn Term	Share enquiry visit reports
Share Directors Minutes – Spring Term		Share Directors Minutes – Summer Term	Governors to consider the impact/effectiveness of the meeting	Governors to consider the impact/effectiveness of the meeting
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	External audit feedback – AUDIT COMMITTEE	Review outcome of internal audit work – AUDIT COMMITTEE	Review outcome of internal audit work – AUDIT COMMITTEE	Review outcome of internal audit work and approval of internal audit plan for the next academic year – AUDIT COMMITTEE
	Land and Collection Tool (submission by November) 1 of 5 returns - completed by the Trust	Submission of Annual Accounts Return (previous year) Submission by 21 January 2 of 5 returns – completed by the Trust		Approval of Budget Forecast Return (BFR) (three year forecast) 5 of 5 returns – completed by the Trust
	Approval of Audited Consolidated Annual Accounts (DfE submission)	Publish Annual Audited Accounts (previous year) – deadline 31 January 2019		

	31 st December / Companies House submission 31 st May)	3 of 5 returns – completed by the Trust		
	Condition Improvement Fund			
TRAINING	TRAINING	TRAINING	TRAINING	TRAINING
New Governor		New Governor		New Governor
		Data		
Whole LGB/Director Meeting		North Chair Director Meeting		South Chair / Director Meeting

GOVERNOR ENQUIRY VISIT SCHEDULE

OCTOBER VISITS	JANUARY VISITS	APRIL VISITS	MAY VISTS	JUNE VISITS
Finance - report to LGB Autumn 2	SEN – report to LGB Spring	Finance - report to LGB Summer 1	SEN – report to LGB Summer 2	Mental Health and Wellbeing - report to LGB Autumn 1
PE/PP - report to LGB Autumn 2	Safeguarding – report to LGB Spring	PE/PP - report to LGB Summer 1	Safeguarding – report to LGB Summer 2	Health and Safety - report to LGB Autumn 1
LAC - report to LGB Autumn 2	Data – report to LGB Spring	LAC - report to LGB Summer 1	Curriculum – report to LGB Summer 2	Curriculum - report to LGB Autumn 1
Curriculum - report to LGB Autumn 2	Curriculum – report to LGB Spring	Marketing and Communication (Website) – report to LGB Summer 1		
		Curriculum – report to LGB Summer 1		