Year planner checklist for governors

### General tasks to be performed on a regular basis

#### Key tasks
- Monitor school improvement plan
- Organise support and training for governors
- Arrange governors’ visits to the school
- Curriculum area reports
- Committee meeting

#### Statutory tasks
- Governing body meeting

### General tasks to be performed any time throughout the year

#### Key tasks
- Complete asset management plan
- Induction of new governors
- Preparation for Ofsted inspection
- Receive friends/parents association report
- Review child protection policy
- Complete self-evaluation form

#### Statutory tasks
- Appoint clerk
- Review delegation of functions and committee structures
- Review terms of reference of committees
- Complete special educational needs report
- Complete school profile

### Autumn term

#### Key tasks
- Set dates of meetings for the year
- Set objectives for the governing body for the year
- Review public examination results/national tests
- Approve school improvement plan
- Receive head teacher’s report
- Review performance management policy

#### Statutory tasks
- Elect chair and vice-chair (and schedule next election)
- Decide committee structure, membership and terms of reference
- Review head teacher performance
- Review school charging policy, e.g. school trips
- Draw up freedom of information publication scheme
- Set pupil performance targets
Year planner checklist for governors

**Spring term**

*Key tasks*
- Agree curriculum plans for 2009/10
- Review school improvement plan progress
- Review equal opportunities policy

*Statutory tasks*
- Review pay policy
- Agree budget and staffing structure
- Agree school prospectus
- Publish proposals and admission arrangements for the following autumn
- Review special educational needs policy

**Summer term**

*Key tasks*
- Review of governing body’s performance/procedures
- Review attendance of pupils / staff / governors
- Review pupil exclusions for the year
- Review school improvement plan progress
- Review governors’ visits
- Review careers advice

*Statutory tasks*
- Review the pay of teachers and staff