LGB Schedule of Business 2023 – 2024
Local Governing Body

Early autumn	Late autumn	Spring	Summer
Minutes and Matters Arising			
Receive and approve minutes from the previous meeting and review action log.	Receive and approve minutes from the previous meeting and review action log.	Receive and approve minutes from the previous meeting and review action log.	Receive and approve minutes from the previous meeting and review action log.
Reports and Strategy			
Leadership report including: 1. Academy development plan 2. Opportunities, risks and issues 3. Admissions, pupil numbers, demographics and mobility 4. Safeguarding 5. Attendance, behaviour, exclusions, wellbeing 6. SEND 7. Progress and attainment (incl. internal assessment 8. Teaching, learning and curriculum 9. Enrichment, personal development and pathways incl. careers 10. Community relations 11. People 12. Infrastructure 13. Finance 14. Governor support required/key dates Full review of risk register Review SEND information report – ensure document updated annually and published on academy website	Leadership report including: 1. Academy development plan 2. Opportunities, risks and issues 3. Admissions, pupil numbers, demographics and mobility 4. Safeguarding 5. Attendance, behaviour, exclusions, wellbeing 6. SEND 7. Progress and attainment (incl. internal assessment 8. Teaching, learning and curriculum 9. Enrichment, personal development and pathways incl. careers 10. Community relations 11. People 12. Infrastructure 13. Finance 14. Governor support required/key dates Risk register report: review top 10/all red risks (whichever is greater) and any increased risks Review Pupil Premium Strategy Statement for current AY and ensure published by deadline (31 Dec).	Leadership report including: 1. Academy development plan 2. Opportunities, risks and issues 3. Admissions, pupil numbers, demographics and mobility 4. Safeguarding 5. Attendance, behaviour, exclusions, wellbeing 6. SEND 7. Progress and attainment (incl. internal assessment 8. Teaching, learning and curriculum 9. Enrichment, personal development and pathways incl. careers 10. Community relations 11. People 12. Infrastructure 13. Finance 14. Governor support required/key dates Risk register report: review top 10/all red risks (whichever is greater) and any increased risks Review the academy's Fundamental British Values statement and curriculum in place to support the equality objectives and Prevent agenda.	Leadership report including: 1. Academy development plan 2. Opportunities, risks and issues 3. Admissions, pupil numbers, demographics and mobility 4. Safeguarding 5. Attendance, behaviour, exclusions, wellbeing 6. SEND 7. Progress and attainment (incl. internal assessment 8. Teaching, learning and curriculum 9. Enrichment, personal development and pathways incl. careers 10. Community relations 11. People 12. Infrastructure 13. Finance 14. Governor support required/key dates Risk register report: review top 10/all red risks (whichever is greater) and any increased risks Review careers information, advice & guidance for pupils (including information published on school website).

Receive annual [Enrichment Report](#) on previous academic year (this can be deferred if already delivered in previous term) Monitor the provision of sex and relationships education – including RSHE curriculum overview (how the curriculum has been based on local context/data and tailored to the needs of the cohort), information about parental consultations or from pupil voice, staff feedback, local data, year on year comparisons.		Annual review of publication of [equality information & objectives report](#) for publication on website Receive most recent [academy website audit](#) from head office Agree budget and staffing structure for next academic year Strategic progress board feedback on Inspection Data Summary Report (IDSR) Review Parent View responses if received	Review [Sports Premium report](#) for current AY and ensure published by deadline 31 July (primaries only). Receive and review results of biennial Edurio employee survey, conducted February 2024. Review results of academy student survey Agree academy prospectus (if applicable)

Policies

Agree internal policy review schedule and policies to note or approve Confirm prep for 6 week admissions consultation to run 2 Oct–13 Nov 2023. Policy to be consulted for AY 2025-26	Policies to note or approve Where consultation feedback has been received; agree [Admissions policy 2025/2026](#) following consultation closing 13 Nov (if meeting falls before 13 Nov an additional meeting must be convened to approve the policy after 13 Nov and before 24 Nov to meet deadline for submission to Trust Board). Approved policy to be sent to company secretary Sunita Yardley-Patel by 24 Nov.	Policies to note or approve Ensure that Trust Board approved admission arrangements for AY2025/26 are published and sent to LA by deadline (29 Feb). Discuss admissions policy for AY2026/27 – if changes are to be proposed, contact OAT governance team for process (may require sign off in summer term depending on LGB dates)	Policies to note or approve Admissions policy 2026/27 (policy must be approved by 1 October 2024 for consultation if changes are to be made. If no changes are to be made, the policy needs to be approved by 22 November 2024. Can be reviewed in Autumn term if meeting dates align).

Governance tasks

Vote on appointment of Vice Chair, committee chairs, link governors (for SEND, safeguarding, pupil premium, careers) Review membership and committee composition, including any vacancies and plans for recruitment Note LGB [Terms of Reference](#)	Review membership including any vacancies and plans for recruitment Review Governance Development Framework Present governor [Training & Development Plan,](#) review training log and update on governor visits through written or verbal reports	Review membership including any vacancies and plans for recruitment Review Governance Development Framework Present governor [Training & Development Plan,](#) review training log and update on governor visits through written or verbal reports	Review membership including any vacancies and plans for recruitment Review Governance Development Framework Present governor [Training & Development Plan,](#) review training log and update on governor visits through written or verbal reports

Clerks to remind LGB of governance requirements on GovernorHub profile information, statutory declarations and confirmations Present governor Training & Development Plan for the year ahead, in line with ADP. Include planned stakeholder engagement visits and outline mandatory annual training for governors. Any matter for escalation to the Trust Future meeting dates	Any matter for escalation to the Trust Confirm times for employee and student surveys Confirm completion of statutory declarations and confirmations for all governors and that this has been updated on the school website. Confidential Item: Principal's Appraisal	Any matter for escalation to the Trust Annual skills audit reminders (mandatory process run by central team on set timeline)	Any matter for escalation to the Trust Review governance skills audit to inform training and development plan for 2024/25 (including stakeholder engagement visits) Chair of Governors 360 review (recommended) Clerk appraisal (recommended) Set dates for future meetings

Minutes for info

Receive committee minutes	Receive committee minutes	Receive committee minutes	Receive committee minutes

Finance and General-Purpose Committee

Early autumn	Autumn	Spring	Summer
Minutes and Matters Arising			
Receive and approve minutes from the previous meeting and review action log.	Receive and approve minutes from the previous meeting and review action log.	Receive and approve minutes from the previous meeting and review action log.	Receive and approve minutes from the previous meeting and review action log.
Reports and strategy			
Review the Finance director's report including update on the year-to-date position when compared with budget and the updated termly forecast. Include on both current and future pupil numbers. Health and Safety report Grant spending update including catch up funding and Pupil premium and PE and Sport premium where relevant Review safeguarding processes including training arrangements and audit of SCR Review of ECT arrangements, support and timetable	Review the Finance Director's report including update on the year-to-date position when compared with budget and the updated termly forecast. Include on both current and future pupil numbers. Review any benchmarking data. Review of draft staffing structure and curriculum for the next financial year. Finance headlines; HR report – staffing / staff attendance Health and Safety report Receive annual report on performance management of teaching staff Review pay of teaching staff Review academy lettings and charging arrangements to establish if rates are still correct, where relevant	Review the Finance Director's report including an update on the year-to-date position when compared with budget and the updated termly forecast. Include on both current and future pupil numbers. Review and provide effective challenge of the draft budget and staffing structure for next academic year. Finance headlines; HR report – staffing / staff attendance Review pay of support staff Health and Safety report Review academy maintenance plan Review any findings from internal audit	Review the Finance Director's report including update on the year-to-date position when compared with budget and the updated termly forecast. Include on both current and future pupil numbers. Review any benchmarking data. Finance headlines; HR report – staffing / staff attendance Health and Safety report Review safeguarding processes including training arrangements and a check of the SCR Review any findings from internal audit Be informed on the final approved budget and staffing structure for the next academic year Review academy maintenance plan for educational projects required in next academic year.
Policies			
Review of policies where local options available	Review of policies where options available	Review of policies where local options available	Review of policies where local options available