

# LGB Schedule of Business 2024 – 2025

## Local Governing Body

Early autumn	Late autumn	Spring	Summer
<b>Minutes and Matters Arising</b>			
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.
<b>Reports and Strategy</b>			
<p>Leadership report</p> <p>Full review of risk register</p> <p>Review <a href="#">SEND information report</a> – ensure document updated annually and published on academy website</p> <p>Receive full <a href="#">Enrichment Report</a> on previous academic year (to be prepared by enrichment lead.</p> <p>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.</p>	<p>Leadership report</p> <p>Risk register: review top 10/all red risks (whichever is greater) and any increased risks</p> <p>Review <a href="#">Pupil Premium Strategy Statement</a> for current AY and ensure published by deadline (31 Dec).</p>	<p>Leadership report</p> <p>Risk register: review top 10/all red risks (whichever is greater) and any increased risks</p> <p>Review the academy’s <a href="#">Fundamental British Values statement</a> and curriculum in place to support the equality objectives and Prevent agenda.</p> <p>Annual review of publication of <a href="#">equality information &amp; objectives report</a> for publication on website</p> <p>Receive most recent <a href="#">academy website audit</a> from head office</p> <p>Receive <a href="#">Enrichment</a> mid-year summary update from enrichment lead.</p> <p>Agree budget and staffing structure for next academic year</p> <p>Consider Inspection Data Summary Report (IDSR)</p> <p>Review Parent View responses if received</p>	<p>Leadership report</p> <p>Risk register: review top 10/all red risks (whichever is greater) and any increased risks</p> <p>Review <a href="#">annual safeguarding report</a> from the DSL and team; a summary and overview of the year to date, for context/content see <a href="#">Governance Safeguarding Toolkit</a>.</p> <p>Review careers information, advice &amp; guidance for pupils (including information published on school website).</p> <p>Review <a href="#">Sports Premium report</a> for current AY and ensure published by deadline 31 July (primaries only).</p> <p>Receive <a href="#">Enrichment</a> summary update for summer term from enrichment lead</p> <p>Review results of academy student survey</p> <p>Agree academy prospectus (if applicable)</p>

Policies			
<p>Agree internal policy review schedule and policies to note or approve</p> <p>Consider 26-27 admissions policy and approve if necessary</p>	<p>Policies to note or approve</p> <p>Where admissions have been consulted upon and feedback has been received; agree 26-27 admissions policy following consultation closing 12 Nov (if meeting falls before 12 Nov an additional meeting must be convened to approve the policy after 12 Nov and before 22 Nov to meet deadline for submission to Trust Board). Approved policy to be sent to company secretary Sunita Yardley-Patel by 22 Nov.</p>	<p>Policies to note or approve</p>	<p>Policies to note or approve</p> <p>Admissions policy 2027/28 (policy must be approved by 1 October 2025 for consultation if changes are to be made. If no changes are to be made, the policy needs to be approved by 22 November 2025. Can be reviewed in Autumn term if meeting dates align).</p>
Governance update			
<p>Vote on appointment of vice chair, committee chairs, link governors (for SEND, safeguarding, pupil premium, careers (secondary))</p> <p>Review membership and committee composition, including any vacancies and plans for recruitment</p> <p>Note LGB <a href="#">Terms of Reference</a></p> <p>Clerks to remind LGB of governance requirements on GovernorHub profile information, statutory declarations and confirmations</p> <p>Present governor <a href="#">Training &amp; Development Plan</a> for the year ahead, in line with ADP. Include planned stakeholder engagement visits and outline mandatory annual training for governors.</p> <p><a href="#">Any matter for escalation to the Trust</a></p>	<p>Review membership</p> <p>Review Governance Development Framework</p> <p>Present governor <a href="#">Training &amp; Development Plan</a>, review training log and update on governor visits through written or verbal reports (if required)</p> <p><a href="#">Any matter for escalation to the Trust</a></p> <p>Confirm completion of statutory declarations and confirmations for all governors and that this has been updated on the school website.</p> <p>Confidential Item: Principal's Appraisal</p>	<p>Review membership</p> <p>Review Governance Development Framework</p> <p>Present governor <a href="#">Training &amp; Development Plan</a>, review training log and update on governor visits through written or verbal reports (if required)</p> <p><a href="#">Any matter for escalation to the Trust</a></p> <p>Annual skills audit reminders (mandatory process run by central team on set timeline)</p>	<p>Review membership</p> <p>Review Governance Development Framework</p> <p>Present governor <a href="#">Training &amp; Development Plan</a>, review training log and update on governor visits through written or verbal reports (if required)</p> <p><a href="#">Any matter for escalation to the Trust</a></p> <p>Review governance skills audit to inform training and development plan for 25/26 (including stakeholder engagement visits)</p> <p><a href="#">Chair of Governors 360 review</a> (recommended)</p> <p><a href="#">Clerk appraisal</a> (recommended)</p> <p>Set dates for future meetings</p>
Minutes for info			
<p>Receive committee minutes</p>	<p>Receive committee minutes</p>	<p>Receive committee minutes</p>	<p>Receive committee minutes</p>

## Finance and General-Purpose Committee

Early autumn	Autumn	Spring	Summer
<b>Minutes and Matters Arising</b>			
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.
<b>Reports and strategy</b>			
<p>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.</p> <p>Health and Safety report</p> <p>Grant spending update including catch up funding and Pupil premium and PE and Sport premium where relevant</p> <p>Review safeguarding processes including training arrangements and audit of SCR</p> <p>Review of ECT arrangements, support and timetable</p> <p>Confirm fixed asset register and inventory process is in place.</p>	<p>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.</p> <p>Review of draft staffing structure and curriculum for the next financial year.</p> <p>Finance headlines; HR report – staffing / staff attendance</p> <p>Health and Safety report</p> <p>Receive annual report on performance management of teaching staff</p> <p>Review pay of teaching staff</p> <p>Review academy lettings and charging arrangements to establish if rates are still correct, where relevant</p>	<p>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.</p> <p>Review and provide effective challenge of the draft budget and staffing structure for next academic year.</p> <p>Finance headlines; HR report – staffing / staff attendance</p> <p>Review pay of support staff</p> <p>Health and Safety report</p> <p>Review academy maintenance plan</p> <p>Review any findings from internal audit</p>	<p>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.</p> <p>Finance headlines; HR report – staffing / staff attendance</p> <p>Health and Safety report</p> <p>Review safeguarding processes including training arrangements and a check of the SCR</p> <p>Review any findings from internal audit</p> <p>Be informed on the final approved budget and staffing structure for the next academic year</p> <p>Review academy maintenance plan for educational projects required in next academic year.</p>
<b>Policies</b>			
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