

Schedule of Business 2025 – 2026

Local governing body (LGB)

Agenda	Lead	Autumn 1	Autumn 2	Spring	Summer
Minutes and Matters Arising [5 mins]	Chair	<ul style="list-style-type: none"> Declarations of Interest Receive and approve minutes from the previous meeting and review action log. 	<ul style="list-style-type: none"> Declarations of Interest Receive and approve minutes from the previous meeting and review action log. 	<ul style="list-style-type: none"> Declarations of Interest Receive and approve minutes from the previous meeting and review action log. 	<ul style="list-style-type: none"> Declarations of Interest Receive and approve minutes from the previous meeting and review action log.
Finance [10 mins]	Principal to liaise with the Regional Finance Director / Finance Manager for the Finance Report	<ul style="list-style-type: none"> Finance report to include: Confirmation of final budget (<i>current year</i>) Draft Year End Finance Report (<i>if available</i>) Finance Link Governor (FLG) verbal update Include both current and future pupil numbers. 	<ul style="list-style-type: none"> Finance report to include: Latest Management Accounts Latest Forecast FLG verbal update Include both current and future pupil numbers. 	<ul style="list-style-type: none"> Finance report to include: Latest Management Accounts Latest Forecast Final Year End Finance & Reserves (<i>previous year</i>) Draft Budget for 2026-27, including high level for two future years (please note this will be available in March 2026, therefore please allocate to the relevant meeting) FLG verbal update Include both current and future pupil numbers. 	<ul style="list-style-type: none"> Finance report to include: Latest Management Accounts Latest Forecast Final Budget for 2027-27 (please note this will be available in May 2026, therefore please allocate to the relevant meeting) FLG verbal update Include both current and future pupil numbers.
Principal's Report & Data Dashboard [40 minutes]	Principal	<ul style="list-style-type: none"> Standard template to be used, along with Data Dashboard (when available). Also to include: 	<ul style="list-style-type: none"> Standard template to be used, along with Data Dashboard (when available). 	<ul style="list-style-type: none"> Standard template to be used, along with Data Dashboard (when available). 	<ul style="list-style-type: none"> Standard template to be used, along with Data Dashboard (when available). Also to include:

		<ul style="list-style-type: none"> Summer term results / base line testing data 			<ul style="list-style-type: none"> SATS results (Primaries only)
Spotlight item related to SEF / AIP [40 mins]	Principal and Chair	<ul style="list-style-type: none"> Set by LGB (suggest safeguarding training to the LGB) 	<ul style="list-style-type: none"> Set by LGB Or Safeguarding SEF 	<ul style="list-style-type: none"> Set by LGB Or Safeguarding SEF (if not discussed at meeting Aut2) 	<ul style="list-style-type: none"> Set by LGB
Required Reporting: <i>for further occasional items, see below – Additional Papers</i>	Principal	<ul style="list-style-type: none"> Safeguarding training presentation to governors at the Autumn 1 meeting (DSLs to provide training to governors: key updates in KCSIE this year; safeguarding priorities in the school's context). [Governors' training records will be updated on GovernorHub following the training received at the Autumn 1 LGB]. Full review of risk register Review SEND information report – ensure document updated annually and published on academy website 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 	<ul style="list-style-type: none"> Risk register: 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). Annual review of publication of equality information & objectives report for publication on website Review the academy's Fundamental British Values statement and curriculum in place to support the equality objectives and Prevent agenda. 	<ul style="list-style-type: none"> Risk register: review top 10/all red risks (whichever is greater) and any increased risks Consider Inspection Data Summary Report (IDSR) Leavers' Destinations (a summary of the KS4 and KS5 leavers destinations. For all-through schools, please provide the destinations for the Year 6 students and how many are progressing to Year 7 at the school). [Governors to review and discuss destinations and to monitor if destinations are in line with the school's targets]. 	<ul style="list-style-type: none"> Risk register: review top 10/all red risks (whichever is greater) and any increased risks Review annual safeguarding report from the DSL and team; a summary and overview of the year to date. Review safeguarding processes including training arrangements and a check of the SCR Review careers information, advice & guidance for pupils (including information published on school website). Review Sports Premium report for current AY and ensure published by deadline 31 July (primaries only). Agree academy prospectus (where applicable) Equalities Information and Objectives statement (non-

		the needs of the cohort), information about parental consultations or from pupil voice, staff feedback, local data, year on year comparisons.			staff) [Governors to review and note].
Policies	Governance Officer / Clerk	<ul style="list-style-type: none"> • Agree internal policy review schedule and policies to note or approve • Consider 2027-28 admissions policy and approve if necessary 	<ul style="list-style-type: none"> • Policies to note or approve • Where admissions have been consulted upon, and feedback has been received; agree 2027-28 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 20 Nov to meet deadline for submission to Trust Board). Approved policy to be sent to company secretary Sunita Yardley-Patel by 20 Nov. 	<ul style="list-style-type: none"> • Policies to note or approve • Note that admissions policy for 2027-28 was/will be sent to LA and published on academy website by statutory 28 February deadline. 	<ul style="list-style-type: none"> • Policies to note or approve • Admissions policy 2028/29 (policy must be approved by 1 October 2026 for consultation if changes are to be made. If no changes are to be made, the policy needs to be approved by 22 November 2026. Can be reviewed in autumn term where meeting dates align).
Governance business	Governance Officer / Clerk	<ul style="list-style-type: none"> • Vote on appointment of vice chair, committee chairs, link governors (for SEND, safeguarding, careers (secondary), finance, pupil premium). • Review membership and committee composition, 	<ul style="list-style-type: none"> • Review membership • Review Governance Development Framework • Present governor Training & Development Plan; review progress against targets for training and visits. • Receive and note written or verbal reports on 	<ul style="list-style-type: none"> • Review membership • Review Governance Development Framework • Present governor Training & Development Plan; review progress against targets for training and visits. • Annual skills audit reminders (mandatory 	<ul style="list-style-type: none"> • Review membership • Review Governance Development Framework • Present governor Training & Development Plan; review progress against targets for training and visits. • Review governance skills audit outcome to inform

		<p>including any vacancies and plans for recruitment</p> <ul style="list-style-type: none"> Note LGB Terms of Reference 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. Receive and note written or verbal reports on stakeholder visits & monitoring. Any other business Date of the next meeting 	<p>stakeholder visits & monitoring.</p> <ul style="list-style-type: none"> 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 Governor visits Any other business Date of the next meeting 	<p>process run to central team set timeline)</p> <ul style="list-style-type: none"> Receive and note written or verbal reports on stakeholder visits & monitoring. Any other business Date of the next meeting 	<p>training and development plan for 2026/2027 (including stakeholder engagement visits)</p> <ul style="list-style-type: none"> Chair of Governors 360 review (recommended) Clerk appraisal (recommended only where Governance Officer/ Manager not appointed) Set dates for future meetings Receive and note written or verbal reports on stakeholder visits & monitoring. Any other business Date of the next meeting
<p>Additional papers: <i>to be provided over the year, where available. Include under Required Reporting</i></p>		<ul style="list-style-type: none"> Education Director reports / visits [for discussion] Feedback from staff, parent, governor and student surveys/ Parent View [for discussion] Internal Audit Reports (i.e. finance, compliance, operations, data protection, fire, health and safety) [to note] Capital Projects [for discussion] Policies [to note / for discussion – refer to decision-making framework] School Business Continuity Plan [to note] 			