

Schedule of Business 2026-27

Local governing body (LGB)

Agenda	Lead	Autumn 1	Autumn 2	Spring	Summer
Minutes and Matters Arising [5-10 mins]	Chair	• Message from CEO • Declarations of Interest • Receive and approve minutes from the previous meeting and review action log.	• Declarations of Interest • Receive and approve minutes from the previous meeting and review action log.	• Declarations of Interest • Receive and approve minutes from the previous meeting and review action log.	• Declarations of Interest • Receive and approve minutes from the previous meeting and review action log.
Principal's Report & Data Dashboard [15-30 minutes]	Principal	• Summer term results / base line testing data • Academy development plan • Update on pupil numbers- new starters, September intake. Planned recruitment and open evenings for next Sept. • Academic calendar, no of days taught, length of school day etc.	• Standard template to be used, along with Data Dashboard (when available). • To include SEND report – standard template to be used.	• Standard template to be used, along with Data Dashboard (when available). • To include SEND report – standard template to be used.	• Standard template to be used, along with Data Dashboard (when available). • To include SEND report – standard template to be used. • Include: SATS results (primary settings only).
Safeguarding Update [10-15mins]	Principal or DSL	• Standard template to be used • Safeguarding training (DSLs to provide optional additional contextual training to governors).	• Standard template to be used.	• Standard template to be used.	• Standard template to be used.

Finance [10-15 mins]	Principal to liaise with the Regional Finance Director / Finance Manager for the Finance Report	• Finance report to include: • Confirmation of final budget • <i>(current year)</i> • <i>Updated forecast if applicable.</i> • Draft Year End Finance Report <i>(if available)</i> • Latest management accounts as submitted to the OAT central with commentary. • Finance link governor (FLG) or principal verbal update. Note this should follow a pre-meet between FLG, principal and regional finance partner/school finance lead. • Update on key drivers of income/ costs incl. pupil numbers, e.g., a school with a sixth form should discuss post 16 numbers and any actions taken to address risks. All schools to discuss this in the context of pupil number trends, impact on future year funding and actions taken to address, e.g. parent/ community engagement, marketing, feeder school	• Finance report to include: • Latest Management Accounts • Latest Forecast • FLG verbal update • Update on ICFP to include details of curriculum bonus and other KPIs (adult/ pupil and teacher/ pupil ratios) and how this impacts on curriculum and resource planning for the following year.	• Finance report to include: • Latest Management Accounts • Latest Forecast • FLG verbal update • Final Year End Finance & Reserves <i>(previous year)</i> • Draft Budget for 2027-28, including high level for two future years (please note this will be available in March 2027, therefore please allocate to the relevant meeting	• Finance report to include: • Latest Management Accounts • Latest Forecast • FLG verbal update • Final Budget for 2027-28 (please note this will be available in May 2027, therefore please allocate to the relevant meeting • DfE benchmarking report for school should be shared.
-------------------------	---	---	---	---	--

		engagement, parent evenings etc.			
Spotlight item related to SEF / AIP [30-45mins]	Principal and Chair	Agree spotlight items for the year (based on ADP)	Set by LGB	Set by LGB	Set by LGB
Required Reporting: <i>for further occasional items, see below – Additional Papers</i> [10-25mins]	Principal	- Full review of risk register - Monitor the provision of sex and relationships education – incl. RSHE curriculum overview (how curriculum is based on local context/data and tailored to the cohort needs), info. about parental consultations or from pupil voice, staff feedback, local data, year on year comparisons. - Outline of changes to RSHE policy Governors to review with particular attention to updates and localisations - What curriculum changes have been made as a result (e.g. lesson mapping etc.) - How the consultation was conducted - Feedback from parents and resulting actions - Details of staff training	- Risk register: review top 10/all red risks (whichever is greater) and any increased risks - Progress update on Inclusion Strategy in line with statutory timeline (to be published by deadline 31 Dec). Update can be verbal. - 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. - Policies to review or note (both OAT and academy	- Risk register: review top 10/all red risks (whichever is greater) and any increased risks - Consider Inspection Data Summary Report (IDSR) (utilise CoPilot to summarise data to present to LGB) - Review Inclusion Strategy for current AY and ensure published on website. - 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) - Policies to review or note (both OAT and academy	- Risk register: 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). - Review Sports Premium report for current AY and ensure published by deadline 31 July (primaries only). - Policies to review or note (both OAT and academy developed policies – termly policies report) - Admissions policy 2029-30 (policy must be approved for consultation by 1 October 2027 if changes are to be made. If no changes are to be made, the policy must be approved by 19

		- Review SEND information report – ensure document updated annually and published on academy website - Receive internal policy review schedule (present policy dashboard for the year) - Policies to review or note (both OAT and academy developed policies – termly policies report) - Review and confirm plans for AY2028-29 admissions policy if necessary	developed policies – termly policies report) Where admissions have been consulted upon, and feedback has been received; agree AY2028-29 admissions policy following consultation closing 12 Nov (if meeting falls before 12 Nov an additional meeting must be convened to review 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.	developed policies – termly policies report) Note that admissions policy for 2028-29 was/will be sent to LA and published on academy website by statutory 28 February 2027 deadline.	November 2027. Can be reviewed in autumn term where meeting dates align). Agree academy prospectus (where applicable)
Governance business [10 - 20mins]	Governance Officer / Clerk	- Note LGB Terms of Reference - Note OAT Scheme of Delegation Governance report - Review membership including vacancies and plans for recruitment - Receive/note written or verbal reports on stakeholder visits & monitoring.	Governance report - Review membership - Confirm completion of statutory declarations and confirmations for all governors and that this has been updated on the school website - Review Governance Development Framework - Receive and note written or verbal reports on	Governance report - Review membership - Review Governance Development Framework - Receive and note written or verbal reports on stakeholder visits & monitoring. - Review governor Training & Development Plan; discuss progress against targets for training and visits.	Governance report - Review membership - Review Governance Development Framework - Receive and note written or verbal reports on stakeholder visits & monitoring. - Review governor Training & Development Plan; discuss progress against targets for training and visits.

		• Vote on appointment of vice chair, link governors (for SEND, safeguarding, careers (secondary), finance, pupil premium). • Clerks to ensure LGBs complete governance requirements on GovernorHub during the meeting (i.e. profile information, statutory declarations and confirmations) • Present governor Training & Development Plan for the year ahead, align with ADP. Incl. planned stakeholder engagement and outline mandatory annual training for governors. • GDPR and Cyber Security refresher videos • Any other business or confidential business • Date of the next meeting	stakeholder visits & monitoring. • Review governor Training & Development Plan; discuss progress against targets for training and visits. • Any other business • Date of the next meeting • Confidential Item: principal's appraisal	• Annual effectiveness audit reminders or outcome review (mandatory process run to central team set timeline) • Any other business or confidential business • Date of the next meeting	• Review governance skills audit outcome to inform training and development plan for 2027/2028 (including stakeholder engagement visits) – nominate someone to take the T&D plan forward for 27/28. • Chair of Governors 360 review (recommended) • Clerk appraisal (recommended where clerk is employed by the academy) • Set dates for future meetings • Any other business or confidential business • Date of the next meeting
Additional papers: <i>to be provided over the year, where available. Include under Required Reporting or Spotlight</i>		• Education Director reports / visits [for discussion] External monitoring reports • 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]			

- | | |
|--|--|
| | <ul style="list-style-type: none">• OAT ASKS – set by OAT as required for feedback /discussion |
|--|--|