Governor key tasks

**Ongoing tasks**

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| **Topic** | **Detail** |
| Key tasks for the governing body | * Monitor school improvement plan
* Organise induction, support and training for governors
* Arrange governors’ visits to the school
* Appoint clerk
* Establish governing body committees
* Review delegation of functions and committee structures
* Review terms of reference of committees
* Receive curriculum area reports
* Write new policies/review existing policies
* Complete asset management plan
* Receive friends'/parents’ association report
* See and agree the school's self-evaluation form (SEF)
* Prepare for Ofsted inspection
* Review safeguarding arrangements
* Review the quality of teaching
* Complete the School Financial Value Standard (SFVS) (annually from March 2013) (maintained schools only)
* Complete the Financial Management and Governance Self-assessment (academies only)
* Register new directors (trustees) with Companies House (academies only)
* Notify the Education Funding Agency (EFA) within 14 days of the vacating or filling of the positions of chair of trustees, accounting officer and chief financial officer, and appointment of all trustees and members (academies only)
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**Summer term 2016**

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| **Date** | **Topic** | **Detail** |
| Summer term | Key tasks for the governing body  | * Review governing body performance and procedures
* Review attendance of pupils, staff and governors
* Review pupil exclusions for the year
* Review school improvement plan progress
* Review careers advice
* Review governors' visits
* Receive headteacher’s report on performance management
* Review the pay of teachers and staff
 |
| **Date** | **Topic** | **Detail** |
| April - July | Finance | All local authority (LA) maintained schools to complete their 2015/16 consistent financial reporting (CFR) return and submit by the deadline set by their LA.[The Consistent Financial Reporting (England) Regulations 2012: regulation 3, legislation.gov.uk](https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/governors-core-role/resolvelink?id=62877)http://www.legislation.gov.uk/uksi/2012/674/made |
| April | Equality | Update published information on how the school is complying with the Public Sector Equality Duty and its equality objectives.[The Equality Act 2010, departmental advice for maintained schools and academies, GOV.UK – Department for Education (DfE), see page 32 (Adobe pdf file)](https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/governors-core-role/resolvelink?id=61912)https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/315587/Equality\_Act\_Advice\_Final.pdf |
| 1April | Safeguarding | For governors elected or appointed in maintained schools before 1 April 2016, the governing body must apply for enhanced DBS certificates by 1 September 2016 for those governors that do not already hold them. For governors appointed or elected in maintained schools on or after 1 April 2016 who do not currently have an enhanced DBS certificate, the governing body must apply for one within 21 days after their appointment or election. [The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016, legislation.gov.uk](http://www.legislation.gov.uk/uksi/2016/204/regulation/2/made)http://www.legislation.gov.uk/uksi/2016/204/regulation/2/made  |

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| 1April | Safeguarding | For governors elected or appointed in maintained schools before 1 April 2016, the governing body must apply for enhanced DBS certificates by 1 September 2016 for those governors that do not already hold them. For governors appointed or elected in maintained schools on or after 1 April 2016 who do not currently have an enhanced DBS certificate, the governing body must apply for one within 21 days after their appointment or election. [The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016, legislation.gov.uk](http://www.legislation.gov.uk/uksi/2016/204/regulation/2/made)http://www.legislation.gov.uk/uksi/2016/204/regulation/2/made  |
| 6 April | Governance | From 6 April, academies must keep a register of people with significant control.[Register of people with significant control (academies)](https://schoolgovernors.thekeysupport.com/school-improvement-and-strategy/school-organisation/being-an-academy/register-people-significant-control-academies/)https://schoolgovernors.thekeysupport.com/school-improvement-and-strategy/school-organisation/being-an-academy/register-people-significant-control-academies/ |
| 18 April | Admissions | National offer day for primary schools.[School admissions code, GOV.UK – DfE, see page 27 (Adobe pdf file)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/389388/School\_Admissions\_Code\_2014\_-\_19\_Dec.pdf |
| 30 April | Staff | Headteachers who wish to leave at the end of the summer term 2016 must have handed in their resignation by this date.[Notice periods required for teachers](https://schoolgovernors.thekeysupport.com/school-staff/employment-and-conditions/staff-contracts/notice-periods-required-for-teachers)http://schoolgovernors.thekeysupport.com/finance-and-premises/school-staff/employment-conditions/notice-periods-required-for-teachers |
| May - June | Curriculum | A-level and GCSE exams.[Key dates in the examination cycle 2015/2016, Joint Council for Qualifications (Adobe pdf file)](http://www.jcq.org.uk/Download/exams-office/key-dates-and-timetables/key-dates-in-the-examination-cycle-201516)http://www.jcq.org.uk/Download/exams-office/key-dates-and-timetables/key-dates-in-the-examination-cycle-201516 |
| May | Curriculum | Key Stage 1 testing period.[2016 KS1 and KS2 test dates, GOV.UK – Standards and Testing Agency (STA)](https://www.gov.uk/government/publications/national-curriculum-assessments-future-test-dates/future-assessment-arrangements) https://www.gov.uk/government/publications/national-curriculum-assessments-future-test-dates/future-assessment-arrangements  |
| 09 - 13 May | Curriculum | KS2 National Curriculum tests (SATs) week.[2016 KS1 and KS2 test dates, GOV.UK – STA](https://www.gov.uk/government/publications/national-curriculum-assessments-future-test-dates/future-assessment-arrangements)https://www.gov.uk/government/publications/national-curriculum-assessments-future-test-dates/future-assessment-arrangements |
| 19 May | Admissions | Summer school census day.[School census 2015 to 2016, GOV.UK – DfE, see page 21 (Adobe pdf file)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/495464/2015_to_2016_School_Census_Guide_V_2_5.pdf)https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/495464/2015\_to\_2016\_School\_Census\_Guide\_V\_2\_5.pdf  |

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| 31 May | Staff | Deputy headteachers who wish to leave at the end of the summer term 2016 must have handed in their resignation by this date. |
| 13 – 17 June | Curriculum | Phonics screening check week.[2016 KS1 and KS2 test dates, GOV.UK – STA](https://www.gov.uk/government/publications/national-curriculum-assessments-future-test-dates/future-assessment-arrangements)https://www.gov.uk/government/publications/national-curriculum-assessments-future-test-dates/future-assessment-arrangements  |
| 5 July | Curriculum | Key Stage 2 pupil results (raw scores and scaled scores) made available.[2016 Key Stage 2: assessment and reporting arrangements (ARA), GOV.UK - STA, see section 3.2](https://www.gov.uk/guidance/2016-key-stage-2-assessment-and-reporting-arrangements-ara/section-3-key-dates)https://www.gov.uk/guidance/2016-key-stage-2-assessment-and-reporting-arrangements-ara/section-3-key-dates |
| 31 July | Finance | Academies to submit their budget forecast return to the EFA.[Submit your budget forecast, Academies financial returns, GOV.UK - EFA](https://www.gov.uk/guidance/academies-financial-returns#submit-your-budget-forecast)https://www.gov.uk/guidance/academies-financial-returns#submit-your-budget-forecast |
| 18 August | Curriculum | A-Level results released to candidates.[Key dates in the examination cycle 2015/2016, Joint Council for Qualifications, see page 4 (Adobe pdf file)](http://www.jcq.org.uk/Download/exams-office/key-dates-and-timetables/key-dates-in-the-examination-cycle-201516)http://www.jcq.org.uk/Download/exams-office/key-dates-and-timetables/key-dates-in-the-examination-cycle-201516 |
| 25 August | Curriculum | GCSE results released to candidates.[Key dates in the examination cycle 2015/16, Joint Council for Qualifications, see page 4 (Adobe pdf file)](http://www.jcq.org.uk/Download/exams-office/key-dates-and-timetables/key-dates-in-the-examination-cycle-201516)http://www.jcq.org.uk/Download/exams-office/key-dates-and-timetables/key-dates-in-the-examination-cycle-201516 |

**Autumn term 2016**

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| **Date** | **Topic** | **Detail** |
| Autumn term | Key tasks for thegoverning body | * Elect chair and vice chair (and schedule next elections)
* Set dates of meetings for the year
* Decide committee structure, membership and terms of reference
* Set objectives for the governing body for the year
* Receive headteacher's report
* Review headteacher's performance
* Review the school's charging policy, for example, for school trips
* Draw up freedom of information publication scheme
* Approve school improvement plan
* Review performance management policy (not statutory for academies)
* Set pupil performance targets
* Review public examination and national test results
* Receive report from school improvement partner/external adviser
* Approve budget (academies only)
 |
| **Date** | **Topic** | **Detail** |
| September | Curriculum | From 1 September, pupils will start studying new GCSEs, graded 9 to 1. [Changes to GCSEs, AS and A-levels that will affect each current school year group, Section 4: year 9, GOV.UK – DfE](https://www.gov.uk/government/publications/timeline-of-changes-to-gcses-as-and-a-levels/changes-to-gcses-as-and-a-levels-that-will-affect-each-current-school-year-group#year-9)https://www.gov.uk/government/publications/timeline-of-changes-to-gcses-as-and-a-levels/changes-to-gcses-as-and-a-levels-that-will-affect-each-current-school-year-group#year-9 |
| September | Curriculum | First teaching of new AS and A-levels in some subjects.[Subject content for teaching from September 2016, GCE AS and A level content, GOV.UK – DfE](https://www.gov.uk/government/collections/gce-as-and-a-level-subject-content#subject-content-for-teaching-from-september-2016)https://www.gov.uk/government/collections/gce-as-and-a-level-subject-content#subject-content-for-teaching-from-september-2016 |

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| September | Curriculum | First teaching of new AS and A-levels in some subjects.[Subject content for teaching from September 2016, GCE AS and A level content, GOV.UK – DfE](https://www.gov.uk/government/collections/gce-as-and-a-level-subject-content#subject-content-for-teaching-from-september-2016)https://www.gov.uk/government/collections/gce-as-and-a-level-subject-content#subject-content-for-teaching-from-september-2016 |
| September | Curriculum | The reception baseline will be the only measure used to assess progress for children who start reception in September 2016 and beyond.[Reforming assessment and accountability for primary schools, GOV.UK – DfE, see page 7 (Adobe pdf file)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/297595/Primary_Accountability_and_Assessment_Consultation_Response.pdf)https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/297595/Primary\_Accountability\_and\_Assessment\_Consultation\_Response.pdf |
| 30 September | Staff | Headteachers who wish to leave at the end of the autumn term 2016 must have handed in their resignation by this date. |
| 31 October | Staff | Deputy headteachers who wish to leave at the end of the autumn term 2016 must have handed in their resignation by this date. |
| 31 December | Finance | Submit the audited accounts and auditor’s regularity assurance report to the EFA by this date.[Academies Financial Handbook 2015, GOV.UK – EFA, see page 49 (Adobe pdf file)](https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/governors-core-role/resolvelink?id=62873)https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/447649/Academies\_Financial\_Handbook\_2015.pdf |

**Spring term 2017**

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| **Date** | **Topic** | **Detail** |
| Spring term | Key tasks for the governing body | * Agree curriculum plans
* Review school improvement plan progress
* Publish proposals and admissions arrangements for next autumn
* Review SEN policy
* Review equality information and objectives
* Review pay policy (maintained schools only)
* Agree budget and staffing structure (maintained schools only)
 |
| **Date** | **Topic** | **Detail** |
| 31 January | Finance | Publish the audited accounts on the trust’s website by this date and file with Companies House (academies only).[Academies Financial Handbook 2015, GOV.UK – EFA, see page 9 (Adobe pdf file)](https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/governors-core-role/resolvelink?id=62873)https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/447649/Academies\_Financial\_Handbook\_2015.pdf |
| 31 January | Staff | Headteachers who wish to leave at the end of the spring term 2017 must have handed in their resignation by this date. |
| 29 February | Staff | Deputy headteachers who wish to leave at the end of the spring term 2017 must have handed in their resignation by this date. |
| 1 March | Admissions | National offer day for secondary schools.[School admissions code, GOV.UK – DfE, see page 27 (Adobe pdf file)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/389388/School\_Admissions\_Code\_2014\_-\_19\_Dec.pdf |
| 15 March | Admissions | Admissions authorities must send a copy of their admission arrangements to the LA. [School admissions code, GOV.UK – DfE, see page 19 (Adobe pdf file)](https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/governors-core-role/resolvelink?id=33483)https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/389388/School\_Admissions\_Code\_2014\_-\_19\_Dec.pdf |

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| 31 March | Finance | Deadline for submission of schools financial value standard (SFVS) by maintained schools.[SFVS, Education Finance Support](https://educationfinancesupport.worldsecuresystems.com/SchoolsFinancialValueStandard)https://educationfinancesupport.worldsecuresystems.com/SchoolsFinancialValueStandard |

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