# ST ALBAN’S CATHOLIC PRIMARY SCHOOL

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**Christ Be Our Light**

Governors FGB Planner 2022-2023



* Make sure your governing board stays up to date and compliant in the year ahead, with:
* Key dates and deadlines
* Checklists of tasks to carry out each term, and a list of ongoing tasks
* The admissions-related tasks applying to voluntary aided (VA) and foundation schools, who are their own admission authority (we’ve used yellow highlighted text to distinguish these tasks). Although St Alban’s is a VA school it uses the LA to administer admissions.

**Please note:**

* Secondary schools: the [exam timetable](https://www.jcq.org.uk/exams-office/key-dates-and-timetables) for the coming year hasn't been published yet
* This planner isn't exhaustive, and dates of events may change. Check with your local authority (LA) to confirm if it has any further deadlines they expect you to meet

Two of our associate education experts helped us create this planner:

* Fred Birkett is an experienced teacher and education consultant. He’s been a governor for 20 years in primary and secondary schools and a chair of governors for half that time
* Fiona Stagg is a national leader of governance and an independent clerk. She’s an experienced chair of governors, conducts external reviews of governance, and supports and mentors chairs and clerks. She’s also a facilitator for the Department for Education’s governance leadership programme

Tasks to do on an ongoing basis as necessary

| Statutory | non-statutory |
| --- | --- |
| Make sure policies are reviewed and approved according to your school’s [review cycle](https://schoolgovernors.thekeysupport.com/uid/a142798e-3db6-4e8d-836f-c20c4280d5e7/) | Conduct governor monitoring visits to the school and share findings with the board (when it’s safe to do so) |
| Make sure governor details are up to date on [Get Information About Schools](https://get-information-schools.service.gov.uk/) | Organise support and training for governors |
| Make sure any [required information](https://schoolgovernors.thekeysupport.com/uid/7fd3b1fd-3b3e-4c14-b42c-b0a20c5a1b99/) is updated and published to the school website | Receive reports from school leaders on key areas and discuss as a board |
| Make sure all governors have current [DBS checks](https://schoolgovernors.thekeysupport.com/uid/93a07c8a-8ef8-4ed8-ba14-071a7a6520ef/) and [section 128 checks](https://schoolgovernors.thekeysupport.com/uid/5a664fbe-40d7-4d1e-bc5e-fb5b1e3d9a86/) | Organise [induction for any new governors](https://schoolgovernors.thekeysupport.com/uid/3d894f5b-4fbd-42e3-93bd-d3897c7d4de9/). Let your governors know about our [online induction course](https://schoolgovernors.thekeysupport.com/governor-training-resource-hub/) from The Key |
| Update and publish your [register of interests](https://schoolgovernors.thekeysupport.com/uid/9226c3f4-852c-446e-baac-b020229f76bf/) | [Monitor the school improvement plan](https://schoolgovernors.thekeysupport.com/the-governing-body/visiting-your-school/how-monitor-your-school-effectively/) (SIP) and review progress  |
|  | Analyse and challenge the school’s [self-evaluation form](https://schoolgovernors.thekeysupport.com/uid/ffa4631d-7b92-4871-a898-fbca1f479d69/) (SEF) and any updates |
|  | Review the impact of the: * Pupil premium
* PE and sport premium (primary schools)
 |

Autumn term tasks

* Statutory tasks are in **bold** – where these relate to specific dates/deadlines, see the table directly below this one

| task | notes |
| --- | --- |
| ☐ | [**Elect chair and vice-chair**](https://schoolgovernors.thekeysupport.com/uid/2855bd44-26e9-49cb-b252-5a0bf8cc8cae/) **and committee chairs (this must be in accordance with the term of office you’ve set for these roles, but usually takes place in the autumn term)** | First FGB on the14th September |
| ☐ | **Decide/review the constitution, membership and terms of reference of any committees** | First FGB on the14th September |
| ☐ | **Review the headteacher’s performance and pay** | Autumn term |
| ☐ | **Make sure your school is compliant with the latest** [**Keeping Children Safe in Education**](https://schoolgovernors.thekeysupport.com/uid/ca5e9adb-db28-4737-931f-b56de3cf525f/) **(the updated guidance comes into effect on 1 September 2022)** | First FGB on the14th September |
| ☐ | **Schools that are their own admission authority:** [**Consult on school admissions arrangements**](https://schoolgovernors.thekeysupport.com/uid/8434d1df-635b-4da7-bf19-b6fb9cd1379e/) **if you’re proposing changes for entry in September 2024, or if the arrangements haven’t changed for the last 7 years** | First FGB on the14th September |
| ☐ | **Make sure** [**gender pay gap information**](https://schoolgovernors.thekeysupport.com/uid/a088e23c-632e-4421-abeb-6bb225849186/) **is published, where applicable, by the first week in October**  | First Performance and Standards meeting in the first half of the Autumn term |
| ☐ | Sign your [governors’ code of conduct](https://schoolgovernors.thekeysupport.com/uid/c60920dc-0927-441e-9e59-fd11e5c99e72/) | First FGB on the14th September |
| ☐ | Set objectives for the governing board for the year | First FGB on the14th September |
| ☐ | Consider and confirm the school’s:* [Vision](https://schoolgovernors.thekeysupport.com/the-governing-body/roles-on-the-governing-body/first-core-function-clarity-vision-ethos-and-strategy/), values and objectives
* Pupil premium action plan
* PE and sport premium action plan (primary schools)
 | Strategy meeting on the 28th September- This will be an invitation to all stakeholders in the St Alban’s community |
| ☐ | Approve the [school improvement plan](https://schoolgovernors.thekeysupport.com/uid/c7f3a2a3-d5c3-4d83-9748-26612ce45873/) and allocate responsibilities for monitoring (i.e. link governors or committees) | First Performance and Standards meeting in the first half of the Autumn term |
| ☐ | Challenge and approve pupil performance targets (bear in mind these targets are going to be affected by the impact of coronavirus over the past year) | First Performance and Standards meeting in the first half of the Autumn term |
| ☐ | Review public examination and national test results (bear in mind that there’ll be [limited data available](https://schoolgovernors.thekeysupport.com/uid/0269ae33-ff77-4932-80ac-5d0a8b024060/) from 2021) | First Performance and Standards meeting in the first half of the Autumn term |
| ☐ | Agree [clerking arrangements](https://schoolgovernors.thekeysupport.com/uid/1f9bd495-f435-48d5-a5e5-6f5b40bddf18/) for full governing board and committee meetings  | First FGB on the14th September |
| ☐ | Review your [governing board skills audit](https://schoolgovernors.thekeysupport.com/uid/c408fa36-3cd6-4cfe-be8c-456fad28e557/) to ensure you have the necessary skills for the year ahead | First FGB on the14th September |
| ☐ | Review and update standing orders (where applicable) | First FGB on the14th September |

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| KEY DATES AND DEADLINES |
| 30 September | Headteachers who wish to leave at the end of the autumn term must have handed in their resignation by this date (check your headteacher’s contract as this may vary) |
| 1 October | **Schools that are their own admission authority: inform your LA whether you want to be part of your LA's in-year co-ordination scheme (if it's offered) and send your LA all the information it needs to publish on its website,)** |
| 1 October – 31 January 2023 | **Schools that are their own admission authority: If you’re consulting on admission arrangements for September 2024 entry, consultation must last for at least 6 weeks and take place between these dates** |
| October | [**Autumn school census day**](https://www.gov.uk/guidance/complete-the-school-census/census-dates) |
| 31 October | Deputy headteachers who wish to leave at the end of the autumn term must have handed in their resignation by this date (check your deputy headteacher’s contract as this may vary) |
|  November | **Autumn census return deadline** |
|  November | [**School workforce census day**](https://www.gov.uk/government/publications/school-workforce-census-2020-technical-information) |
| 31 December | Headteacher appraisal reports issued by this date (in most schools – check your policies)  |

Spring term tasks

* Statutory tasks are in **bold** – where these relate to specific dates/deadlines, see the table directly below this one

| task | notes |
| --- | --- |
| ☐ | **Schools that are their own admission authority: Finalise admission arrangements for September 2024** |  |
| ☐ | Schools that aren’t their own admission authority: Make sure your LA has published admissions arrangements for your school, OR**Schools that are their own admission authority: Publish your admissions arrangements on your website**  |  |
| ☐ | **Schools that are their own admission authority: Convene an** [**admission appeals panel**](https://schoolgovernors.thekeysupport.com/uid/b86a81cd-4dae-4f7c-8f5f-4121aeb35d9f/)**, if needed**  |  |
| ☐ | **Consider and agree next year’s** [**budget**](https://schoolgovernors.thekeysupport.com/uid/7ebd797b-08a6-4158-95ac-71b00f7afd1e/) **– check with your LA when your deadline is for submitting your budget** |  |
| ☐ | **Complete the** [**School Financial Value Standard**](https://schoolgovernors.thekeysupport.com/uid/995819c9-0d1a-433d-a8d1-9ddd6ac20e22/) **(SFVS)** |  |
| ☐ | **Make sure equality information (and objectives, where necessary) is reviewed, and the** [**school website**](https://schoolgovernors.thekeysupport.com/uid/7fd3b1fd-3b3e-4c14-b42c-b0a20c5a1b99/) **updated** |  |
| ☐ | **Make sure** [**gender pay gap information**](https://schoolgovernors.thekeysupport.com/uid/a088e23c-632e-4421-abeb-6bb225849186/) **is published, where applicable** |  |
| ☐ | Review and approve any changes to the school’s staffing structure |  |

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| KEY DATES AND DEADLINES |
| January | [**Spring school census day**](https://www.gov.uk/guidance/complete-the-school-census/census-dates) |
| 31 January | Headteachers who wish to leave at the end of the spring term must have handed in their resignation by this date (check your headteacher’s contract as this may vary) |
| 16 February | **Spring census return deadline** |
| 28 February | Deputy headteachers who wish to leave at the end of the spring term must have handed in their resignation by this date (check your deputy headteacher’s contract as this may vary) |
| 28 February | **Schools that are their own admission authority:** * **Deadline to determine** [**admission arrangements**](https://www.gov.uk/government/publications/school-admissions-code--2) **for September 2024**
* **Deadline to publish** [**admissions appeals**](https://schoolgovernors.thekeysupport.com/uid/b86a81cd-4dae-4f7c-8f5f-4121aeb35d9f/) **timetable for 2023 on your website**
 |
| 1 March | [National offer day](https://www.gov.uk/government/publications/school-admissions-code--2) for secondary schools |
| March | **Schools that are their own admission authority: Deadline to send a copy of your** [**admission arrangements to your LA**](https://www.gov.uk/government/publications/school-admissions-code--2) **and publish the arrangements on your website** |
| 30 March | **Deadline to publish** [**gender pay gap information**](https://schoolgovernors.thekeysupport.com/uid/a088e23c-632e-4421-abeb-6bb225849186/) **if applicable** |
| 31 March  | **Deadline for submission of** [**Schools Financial Value Standard**](https://schoolgovernors.thekeysupport.com/uid/995819c9-0d1a-433d-a8d1-9ddd6ac20e22/) **(SFVS) (in most cases – check with your LA)** |
| 1 April | Financial year begins for maintained schools |
| April | **Deadline for updating information on how your school is complying with the** [**Public Sector Equality Duty**](https://schoolgovernors.thekeysupport.com/curriculum-and-pupils/pastoral-care/equality-inclusion/your-responsibilities-under-psed/) **(PSED) (in most cases – schools first had to publish this by 6 April 2012 and it has to be updated at least annually, with equality objectives needing to be published at least once every 4 years)** |

Summer term tasks

Statutory tasks are in **bold** – where these relate to specific dates/deadlines, see the table directly below this one

| task | notes |
| --- | --- |
| ☐ | **Make sure your school’s** [**consistent financial reporting (CFR) return**](https://www.gov.uk/guidance/consistent-financial-reporting-framework-2021-to-2022) **is completed and submitted by the deadline set by your LA**  |  |
| ☐ | Review the impact of the:* Pupil premium
* PE and sport premium (primary schools)
 |  |
| ☐ | Review the school strategy |  |
| ☐ | Conduct a [governing board self-evaluation](https://schoolgovernors.thekeysupport.com/uid/9a3157bd-b32a-418d-8363-666ae9a29c61/) |  |
| ☐ | Conduct a [governing board skills audit](https://schoolgovernors.thekeysupport.com/uid/c408fa36-3cd6-4cfe-be8c-456fad28e557/) to inform recruitment for next year |  |
| ☐ | Review attendance of pupils, staff and governors over the academic year |  |
| ☐ | Review behaviour incidence and pupil exclusions for the year |  |

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| KEY DATES AND DEADLINES |
| April | [National offer day](https://www.gov.uk/government/publications/school-admissions-code--2) for primary schools |
| 30 April | Headteachers who wish to leave at the end of the summer term must have handed in their resignation by this date (check your headteacher’s contract as this may vary)  |
| 1May | [KS1 test period](https://www.gov.uk/guidance/key-stage-1-and-key-stage-2-test-dates#academic-year-1) begins |
| May  | [KS2 tests](https://www.gov.uk/guidance/key-stage-1-and-key-stage-2-test-dates#academic-year-1) week begins |
| May | [**Summer school census day**](https://www.gov.uk/guidance/complete-the-school-census/census-dates) |
| 31 May | Deputy headteachers who wish to leave at the end of the summer term must have handed in their resignation by this date (check your deputy headteacher’s contract as this may vary) |
| June | [Phonics screening check week](https://www.gov.uk/guidance/key-stage-1-and-key-stage-2-test-dates#academic-year-1) begins |
| June  | **Summer census return deadline** |