



Annual Governance Agenda Overview 2025-26

References for sources used in constructing these agendas:

- [Academies planning calendar 2024 to 2025 - GOV.UK](#)
- [Academy trust handbook 2024](#)
- [Academy trust governance guide - Guidance - GOV.UK](#)
- [nga-annual-planner-trusts-20240619.docx](#)
- [Articles-of-Association-2022.pdf](#)

Autumn <u>Trustee Training Day & Annual General Meeting</u> (Trustees and Members invited)	Autumn	Spring	Summer
Apologies for absence and attendance. Minutes of previous meetings. Declaration of interest	Apologies for absence and attendance. Minutes of previous meetings. Declaration of interest	Apologies for absence and attendance. Minutes of previous meetings. Declaration of interest	Apologies for absence and attendance. Minutes of previous meetings. Declaration of interest
Roles / Elections: Chair & Vice Chair elections (FGB, B&R, A&W) Assign & review Link Trustee roles. Link governors and trustees National Governance Association Panels (PRC, Head Appraisal etc) Sign Code of Conduct	Report of Committees (incl prev minutes) Business & Resources Committee Feedback, including: a. Annual Accounts Audit b. Compliance & Estates Update c. Internal Scrutiny update d. Reviewing the Risk Register and identifying a focus for the year Achievement & Welfare Committee Feedback	Report of Committees (incl prev minutes) Business & Resources Committee Feedback, including: a. Annual Audit & Risk Summary report from the Chair b. Compliance & Estates Update c. Internal Scrutiny update Achievement & Welfare Committee Feedback	Report of Committees (incl prev minutes) Business & Resources Committee Feedback, including: a. Compliance & Estates Update b. Internal Scrutiny update Achievement & Welfare Committee Feedback
Estates Management strategy and plans, including Trustee site walks	Internal Scrutiny update, including Achievement & Welfare Committee Feedback, Chair’s report and Trustee in- school visit feedback	Internal Scrutiny update, including Achievement & Welfare Committee Feedback, Chair’s report and Trustee in- school visit feedback	Internal Scrutiny update, including Achievement & Welfare Committee Feedback, Chair’s report and Trustee in- school visit feedback
Internal Scrutiny update, including Trustee in-school visit feedback	Management Accounts review	Management Accounts review	Management Accounts review

Keeping Children Safe in Education CPD with evidence gathered on IAMCompliant to show all Trustees read Part A	Report from the Head Teacher, including: a. Academic achievement b. Admissions c. Attendance d. Behaviour e. Safeguarding f. School Improvement Plan g. Staffing, including staff attendance h. Stakeholder feedback e.g. parent, pupil, staff surveys	Report from the Head Teacher, including: a. Academic achievement b. Admissions c. Attendance d. Behaviour e. Safeguarding f. School Improvement Plan g. Staffing, including staff attendance h. Stakeholder feedback e.g. parent, pupil, staff surveys	Report from the Head Teacher, including: a. Academic achievement b. Admissions c. Attendance d. Behaviour e. Safeguarding f. School Improvement Plan g. Staffing, including staff attendance h. Stakeholder feedback e.g. parent, pupil, staff surveys
Policy update approval, for: a. Appraisal policy b. Safeguarding policy c. SEND policy d. Whistleblowing policy <u>Policy review schedule National Governance Association</u>	Pupil Premium Strategy Review statement (to be noted as delegated to A&W)	Review Careers Programme- (to be noted as delegated to A&W)	Approve a balanced budget and three-year forecast return
Register of interests to be updated by all Trustees and Senior Leaders	Policy update approval, for: a. Investment policy <u>Policy review schedule National Governance Association</u>	Review Curriculum Planning & Policy (to be noted as delegated to A&W)	Annual review of Trustee effectiveness <u>Governing board self-evaluation questions National Governance Association</u> <u>Governor/trustee evaluation template National Governance Association</u>
Annual review of Articles of Association, Scheme of Delegation of Governance, Scheme of Delegation of Financial Powers & Standing Orders		Policy Approval	Set meeting and AGM dates
CPD: Bi-Annual Prevent training.			Confirm school term dates & Confirm Governor Meeting Schedule
<i>Elsewhere: Appraisal of the Head Teacher & Governance clerk. Updates to Get Information about schools (GIAS) and school website. Skills Audit. Appraisal panel.</i>			

Business & Resources Committee (including audit and risk committee)

Autumn	Spring	Summer
Compliance and Estates update (<u>Top 10 estate checks for boards</u>)	Compliance (including equality duty and website compliance) and Estates update (including premises and capital funding update)	Compliance (including GDPR and Health & Safety with Link Governor report) and Estates update
Internal Scrutiny programme of work for the year presented and approved	Internal Scrutiny update	Internal Scrutiny update
Management Accounts Review (with balance sheet, cash flow forecasts and variance report)	Management Accounts Review (with balance sheet, cash flow forecasts and variance report)	Management Accounts Review (with balance sheet, cash flow forecasts and variance report)
Pupil Number estimates review	Pupil Number estimates review	Pupil Number estimates review
Annual Accounts External Audit	Business Continuity Plan Review	Annual Financial Review including: a. Reviewing reserve levels b. Contract/Lease renewals
Annual Internal Scrutiny Audit & Risk Summary report from the Chair (<u>Internal scrutiny in academy trusts - GOV.UK</u>)	Financial Benchmarking, including .gov insights tool	Review revenue budget and three-year forecast return
Changes to the Academies Financial Handbook	Review School Resource Management Self-Assessment Tool (SRMSAT)	Integrated Curriculum Financial Planning (ICFP) review (<u>School resource management: top 10 planning checks for governors - GOV.UK</u>)
Reviewing the Risk Register and identifying a focus for the year <ul style="list-style-type: none"> Quarterly RO Audit Report 	<ul style="list-style-type: none"> Academy Accounts Return Revenue Funding Allocations & Assumptions for 2025/26 Future Funding Bids Quarterly RO Audit Report Appraisals process and pay review outcomes report Staff absence and well being report 	<ul style="list-style-type: none"> Review B&R Terms of Reference and Internal Scrutiny Terms of Reference for the coming year Outcome of CIF Bids Quarterly RO Audit Report Staffing update
Policy update review, for: <ol style="list-style-type: none"> Investment policy Pay policy (LGP discretionary statement) Scheme of Financial Delegation Reserves policy Risk Management Policy 	Policy update review, for:	Policy update review, for:

Achievement & Welfare Committee

Autumn	Spring	Summer
Apologies for absence and attendance. Minutes of previous meetings. Declaration of interest	Apologies for absence and attendance. Minutes of previous meetings. Declaration of interest	Apologies for absence and attendance. Minutes of previous meetings. Declaration of interest
SIP – Curriculum Focus	SIP – Curriculum Focus (incl Review of Curriculum Planning Policy)	SIP – Curriculum Focus
SIP – Student & Staff Wellbeing	SIP – Student & Staff Wellbeing	SIP – Student & Staff Wellbeing
Sixth Form Update	Sixth Form Update (incl Careers Programme Review)	Sixth Form Update
Yr 7 & Sixth Form intake	Yr 7 & Sixth Form intake	Yr 7 & Sixth Form intake
Head/DL reports	Head/DL reports	Head/DL reports
Student Achievements Report <ul style="list-style-type: none"> - Summer Results - Cohorts Breakdowns: SEN/PP/Gender/Ethnic - Sixth Form: internal/external - Extra-curricular & Leadership 	Student Achievements Report <ul style="list-style-type: none"> - Mock Exams Focus) - Cohorts Breakdowns: SEN/PP/Gender/Ethnic - Sixth Form: internal/external - Extra-curricular & Leadership Summer Results Updates (rankings)	Student Achievements Report <ul style="list-style-type: none"> - Extra-curricular & Leadership
Pastoral Report <ul style="list-style-type: none"> - Student Behaviour - Attendance - Welfare - Safeguarding 	Pastoral Report <ul style="list-style-type: none"> - Student Behaviour - Attendance - Welfare - Safeguarding 	Pastoral Report <ul style="list-style-type: none"> - Student Behaviour - Attendance - Welfare - Safeguarding
PP & SEN Report (incl Pupil Premium Strategy Review statement)	PP & SEN Report	PP & SEN Report
Changes to the Academies Handbook	Review School Resource Management Self-Assessment Tool (SRMSAT)	Integrated Curriculum Financial Planning (ICFP) review (School resource management: top 10 planning checks for governors - GOV.UK)
Policy Approvals	Policy Approvals	Policy Approvals
Governor Reports <ul style="list-style-type: none"> - School Visits (CHS & Others) - Student Listening - Staff Listening 	Governor Reports <ul style="list-style-type: none"> - School Visits (CHS & Others) - Student Listening - Staff Listening 	Governor Reports <ul style="list-style-type: none"> - School Visits (CHS & Others) - Student Listening - Staff Listening

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Trust Members Board

Autumn (AGM)	Spring	Summer