

## Governor Meeting Structure for 25-26

Please note that each meeting agenda is circumstance to change and categories or topics may be added to the agenda across the year. Where the agenda is light, there will be opportunities for training, policy support or further reading and discussion.

Links to policies that need updating are attached to each meeting. Please find here the link to the policy cycle - [Policy Review Cycle1 - Govs 2022.xlsx](#)

<p><b>Meeting 1 – 1.10.25</b></p> <ul style="list-style-type: none"> <li>→ Agree Terms of Reference (Chair)</li> <li>→ Agree Code of Conduct (Chair)</li> <li>→ Declaration of Interests (Chair)</li> <li>→ Register of Business Interests (Chair)</li> <li>→ HT Report – Focus on SATs results and trends from IDSR report (2025) (HT)</li> <li>→ Share SEF (HT)</li> <li>→ Safeguarding and KCSIE update (HT)</li> <li>→ Preparation for HTPM panel (Chair/HT)</li> </ul>	<p><b>Meeting 2 – 19.11.25</b></p> <ul style="list-style-type: none"> <li>→ Finance update (SBM)</li> <li>→ Staffing Update (HT)</li> <li>→ SDP review and next steps (HT)</li> <li>→ Sports Premium Plan and evaluation (DH)</li> <li>→ SCR update (S/G gov)</li> </ul>
<p><b>Agreed Policies for updating:</b></p> <ul style="list-style-type: none"> <li><a href="#">Whistleblowing Policy 2025.docx</a></li> <li><a href="#">Bribery Act Policy Sept 2025</a></li> <li><a href="#">Anti Money Laundering Policy Sept 2025</a></li> <li><a href="#">Anti Fraud and Corruption Policy Sept 2025</a></li> <li><a href="#">KCSIE 25 - Model Safeguarding Policy Sept 25.docx</a></li> <li><a href="#">Code of Conduct for School Governors 2024-25</a></li> <li><a href="#">Register of Business Interests - September 2020</a></li> <li><a href="#">Induction and Probation Procedure Jan 16.docx</a></li> <li><a href="#">First Aid Policy.docx</a></li> <li><a href="#">Model WB School Equality Policy 25 Long Lane.doc</a></li> <li><a href="#">Assessment and Record Keeping Policy 2023 - CA updated01.docx</a></li> <li><a href="#">Appraisal Procedure for Schools September 2023.docx</a></li> <li><a href="#">alleg_against_staff</a></li> <li><a href="#">Administration of Medicines Policy.docx</a></li> <li><a href="#">Part 11 - Contract Rules of Procedure</a></li> <li><a href="#">Register of Business Interests - September 2020</a></li> <li><a href="#">Model Grievance Procedure for Schools</a></li> <li><a href="#">Pay Committee Terms of Reference 2024.docx</a></li> </ul>	<p><b>Agreed Policies for updating:</b></p> <ul style="list-style-type: none"> <li><a href="#">Collective Worship Policy .docx</a></li> <li><a href="#">Complaints Policy and Procedure Sept 2021.docx</a></li> <li><a href="#">Final Health and Safety Policy 2022</a></li> <li><a href="#">Governor Visit Policy 2023.docx</a></li> <li><a href="#">Monitoring and Evaluation Policy.docx</a></li> <li><a href="#">Redundancy Policy and Procedure.docx</a></li> <li><a href="#">SEN and Disabilities Policy.docx</a></li> <li><a href="#">14. School Fund - Best Practice - October 2021.doc</a></li> <li><a href="#">Long Lane Primary School NQT Induction Policy.docx</a></li> <li><a href="#">Teaching for Learning Policy 2023.docx</a></li> <li><a href="#">Accessibility Plan - 20.11.25.docx</a></li> <li><a href="#">Arson Prevention Policy.docx</a></li> <li><a href="#">Uniform Policy.docx</a></li> <li><a href="#">Lettings Policy 2025.docx</a></li> <li><a href="#">Scheme For Financing Schools 2025 updated for Issue 16 - V15 FINAL</a></li> <li><a href="#">Schools Pay Policy 2025 - Excluding PRP final.docx</a></li> <li><a href="#">Financial Management Policy 2025 - Copy DRAFT.docx</a></li> <li><a href="#">19. Part 10 - Financial Rules of Procedure</a></li> <li><a href="#">Long Lane governors-action-plan-2024-25.docx</a></li> </ul>

<b>Training Opportunities:</b> Level 1 safeguarding	<b>Training Opportunities:</b> Governor monitoring visit to allocated class
<b>Preparation for next meeting:</b> Safeguarding SCR audit (SG gov/HT) Finance report Sports premium doc SDP Gov monitoring visit doc shared Share policies	<b>Preparation for next meeting:</b> Website compliance report Targets analysed PPG strategy doc Health and safety strategy plan Share policies
<b>Meeting 3 – 17.12.25</b>  → Website Compliance (HT) <a href="#">DfE publication requirements</a> → Share Pupil Targets for coming year (HT) → PP Strategy and evaluation (HT) → Discuss Health and Safety/maintenance strategy and plans <a href="#">estates management strategy and plans</a>	<b>Meeting 4 – 28.1.26</b>  → Finance update (SBM) → Maintenance Update (Caretaker) → HT report - Focus on vulnerable groups (HT/DH) → SCR update (S/G gov)
<b>Agreed Policies for updating:</b> <a href="#">Maternity Leave Policy and Procedure 2023.docx</a> <a href="#">Children with Health Needs who cannot attend School.docx</a> <a href="#">Model Disciplinary Procedure for Schools</a> <a href="#">Engaging Volunteers in schools FINAL SEPT 2025 - Copy.docx</a> <a href="#">Fire Safety Policy 2023.docx</a> <a href="#">School Lockdown Policy Feb 24.doc</a>	<b>Agreed Policies for updating:</b> <a href="#">Continuing Professional Development Policy.docx</a> <a href="#">Control and Restraint Policy for Jan 2020.doc</a> <a href="#">Designated Teachers Policy - Copy.docx</a> <a href="#">Continuing Professional Development Policy.docx</a> <a href="#">Ill Health Capability Procedure</a> <a href="#">Record Retention Policy for Schools.docx</a> <a href="#">Exclusions.docx</a> <a href="#">Leave of Absence Procedure</a> <a href="#">Governor Expenses Policy.docx</a>
<b>Training Opportunities:</b>	<b>Training Opportunities:</b> Governor Day – see classes, train and observe Training – Barbara Hunter (Previous HT and Gov) Prevent duty training
<b>Preparation for next meeting:</b> Safeguarding SCR audit Finance report Maintenance report HT report – SEND and PP data analysis Safeguarding SCR audit (SG gov/HT) Share policies	<b>Preparation for next meeting:</b> SVFS to be sent to gobs Stakeholder survey to take place and analyse Budget preparation – meet with chair and HT before next meeting Staffing structure plans ready Instrument of governance shared Stakeholder questionnaires – staff, pupils, parents Share policies

<p><b>Meeting 5 – 4.3.26</b></p> <ul style="list-style-type: none"> <li>→ Budget discussion (Detailed on each line) (SBM)</li> <li>→ SVFS (live working) to be agreed and submitted (Chair/SBM)</li> <li>→ Staffing structure plans (HT)</li> <li>→ Discuss Stakeholder feedback from survey (HT)</li> <li>→ Annual Appraisal of Governance (Instrument of Governance) (Chair)<a href="#">annual appraisal of governance professional</a></li> </ul>	<p><b>Meeting 6 – 29.4.26</b></p> <ul style="list-style-type: none"> <li>→ Finalise budget (agree sign off) (1.5.26. Submission) (HT/Chair)</li> <li>→ Provide and discuss bench skills matrix (SBM)</li> <li>→ Bench marking discussion (SBM)</li> <li>→ HT report – Part 1 Focus on SDP progress and next steps (HT)</li> <li>→ SCR update (S/G gov)</li> <li>→ CRF (Consistent Financial Reporting) feedback (SBM)</li> </ul>
<p><b>Agreed Policies for updating:</b>  <a href="#">10. NGA-Skills-Audit-for-Single-Schools-2020.docx</a>  <a href="#">Safer recruitment guidance - FINAL April 2021</a>  <a href="#">CCTV Policy.docx</a>  <a href="#">Schools financial value standard SFVS checklist 2021-22.docx</a></p>	<p><b>Agreed Policies for updating:</b>  Budget</p>
<p><b>Training Opportunities:</b>  Governor monitoring visit to allocated class</p>	<p><b>Training Opportunities:</b>  IDSR training (Data)</p>
<p><b>Preparation for next meeting:</b>  Send skills matrix for completion  Bench marking information to Govs  Safeguarding SCR audit  Reviewed SDP  Share policies</p>	<p><b>Preparation for next meeting:</b>  Complete skills matrix and send back to clerk  CRF check with SBM (Chair/HT)  Share policies</p>
<p><b>Meeting 7 – 3.6.26</b></p> <ul style="list-style-type: none"> <li>→ Discuss and finalise Skills Matrix (Chair)</li> <li>→ Create a plan for skills matrix (training and gaps in knowledge) (Chair)</li> <li>→ CFR submitted – within consistent finance report (SBM)</li> <li>→ HT Report – Part 2 Focus on SDP and next steps (HT)</li> </ul>	<p><b>Meeting 8 – 15.7.26</b></p> <ul style="list-style-type: none"> <li>→ Finance update (SBM)</li> <li>→ Sports Premium Strategy evaluation (DH)</li> <li>→ PPG Strategy evaluation (HT)</li> <li>→ Maintenance update (Caretaker)</li> <li>→ Staffing update (HT)</li> <li>→ SCR update (S/G gov)</li> <li>→ Assign new Governor link roles for next year</li> <li>→ Review ‘Code of Conduct’</li> </ul>
<p><b>Agreed Policies for updating:</b></p>	<p><b>Agreed Policies for updating:</b>  <a href="#">Anti-bullying policy.docx</a>  <a href="#">Persistent Complainants Procedure.docx</a></p>
<p><b>Training Opportunities:</b>  Governor monitoring visit to allocated class</p>	<p><b>Training Opportunities:</b></p>
<p><b>Preparation for next meeting:</b>  Safeguarding SCR audit  Send out new code of conduct (model)  Sports strategy/PPG strategy eval published</p>	<p><b>Preparation for next meeting:</b>  Safeguarding training materials and course, KCSIE links, etc</p>

Staffing structure ready Code of conduct 26-27 shared	HT report (2 weeks before meeting), including Data analysis Context Report to govts SEF to govts Terms of Ref, Code of conduct, declarations docs to be sent
--	---