

# Spring Term 2017

## Suggested agenda items for your Spring Term Meetings

Date	Topic	Detail
Spring Term	Key tasks for the governing board	<ul style="list-style-type: none"> <li>• Review “buy-back” of LA services/contracts for 2017/18</li> <li>• Agree curriculum plans</li> <li>• Review school improvement plan progress</li> <li>• Publish proposals and admissions arrangements for next autumn</li> <li>• Review special educational needs (SEN) policy</li> <li>• Review of pupil premium and sports funding</li> <li>• Review equality information and objectives</li> <li>• Review pay policy (maintained schools only)</li> <li>• Agree budget and staffing structure (maintained schools only)</li> <li>• Ensure the Head teacher’s mid-term performance management review is completed</li> <li>• Receive RAISEonline and analyse data</li> <li>• Annual review of Pay Policy</li> <li>• Provide the required governor information to Edubase</li> </ul>

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).
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.
28 February	Staff	Deputy Head teachers 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.
15 March	Admissions	Admissions authorities must send a copy of their admission arrangements to the LA.
31 March	Finance	Deadline for submission of schools financial value standard (SFVS) by maintained schools.