



**DURLEY CE (CONTROLLED) PRIMARY SCHOOL**  
**ANNUAL PLANNING CYCLE 2025-26**

**Last updated: 03.10.25**

**Updates**

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FULL GOVERNING BODY	COMMITTEE MEETINGS
<p><b>FGB (1/6)</b>  <b>Monday 29 September 2025, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● Elect chair and VC (due Sep 2025)</li> <li>● Appoint DTG, Forum Rep, SEN and Safeguarding governor</li> <li>● Agree FGB Terms of Reference (ToR)</li> <li>● Agree FGB Standing Orders and Code of Conduct (incl section for Church schools)</li> <li>● Agree HGS Good Practice Guide</li> <li>● Agree committee structure</li> <li>● Check policy index in Google Drive!</li> <li>● Agree delegated powers</li> <li>● Review Freedom of Information Policy</li> <li>● Update register of pecuniary interests for school file (add to school website)</li> <li>● Chair's Report</li> <li>● Receive reports on governor visits</li> <li>● Trust Deed review/evaluation</li> <li>● Adopt Manual of Personnel Practice</li> <li>● Adopt Scheme for Financing Schools (was Manual of Financial Practice and Procedure)</li> <li>● Governor Annual Safeguarding training, Gov code of conduct, Prevent E-learning, KCSiE, safeguarding and Child Protection</li> <li>● Standing item: Safeguarding</li> <li>● Gobs to complete annual safeguarding quiz? (led by headteacher)</li> </ul>	<ul style="list-style-type: none"> <li>● Premises items: Health and Safety arrangements, Termly Premises Safety Inspection Report, Internal Controls Checklist, Report on fire drill monitoring visit (1<sup>st</sup> week of each term)</li> </ul>

FULL GOVERNING BODY	COMMITTEE MEETINGS
<p><b>FGB (2/6)</b>  <b>Thursday 27 November 2025, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● Head's Report</li> <li>● Approve budget revision by end Nov*</li> <li>● Receive reports on governor visits</li> <li>● Draft School Improvement Plan</li> <li>● Approve Finance ToR</li> <li>● Approve Personnel ToR</li> <li>● Agree Committee ToR (note ToR for pupil discipline and staff appeals no longer needed, see mins 24/1/22)</li> <li>● Approve Curriculum ToR</li> <li>● Approve Pay Policy</li> <li>● Check policy index in Google Drive!</li> <li>● Agree ToR for Pay/Personnel &amp; HT Performance Management Committee</li> <li>● Termly safeguarding report (presented by safeguarding governor) (ref mins 24/11/22)</li> <li>● Standing item: Safeguarding</li> </ul> <p>*Note: Pay Policy can be delegated to Committee for agreement, as long as this is agreed/stated in Pay Committee ToR</p>	<p><b>Personnel Pay Review Committee (1/3)</b>  <b>Wednesday 22 October 2025, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● Review Terms of Reference and include a para to confirm Committee have delegated authority to approve without bringing to FGB</li> <li>● Approve pay policy</li> <li>● Teachers Pay</li> <li>● Review monitoring plan in line with SIP</li> <li>● Standing item: Safeguarding</li> </ul> <p><b>Curriculum (1/3)</b>  <b>Tuesday 4 November 2025, 1.15pm</b></p> <ul style="list-style-type: none"> <li>● Review Terms of Reference</li> <li>● Discuss/review SATs results against targets</li> <li>● Attendance targets</li> <li>● Exclusions Policy</li> <li>● Track pupil progress</li> <li>● Review Child Protection Policy and Annual Safeguarding audit</li> <li>● Update monitoring plan</li> <li>● Curriculum Policy</li> <li>● Set KS2 targets</li> <li>● SEN Policy</li> <li>● Discuss SIP priorities</li> <li>● Review Admissions Policy</li> <li>● Approve off-site visits</li> <li>● Standing item: Safeguarding</li> </ul> <p><b>Finance (1/3)</b>  <b>Thursday 13 November 2025, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● Review Terms of Reference</li> <li>● Budget Revision</li> <li>● Capital Report</li> <li>● Grants</li> <li>● Land Fund Report</li> <li>● Internal Controls Checklist</li> <li>● Standing item: Safeguarding</li> </ul> <p><b>H/T Performance Management (1/3)</b>  <b>Thursday 27 November 2025 (TBC)</b></p> <ul style="list-style-type: none"> <li>● Agree objectives for new academic year with HT (external adviser to be present)</li> </ul>

FULL GOVERNING BODY	COMMITTEE MEETINGS
<p><b>FGB (3/6)</b>  <b>Monday 2 February 2026, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● Chair's Report</li> <li>● Governor Visit Report</li> <li>● Report from the Pay Review Body</li> <li>● Report from the Performance Management Committee</li> <li>● Presentation of EYFS and KS1 data</li> <li>● Hampshire Clerking Service requirements – confirm if continuing subscription (deadline mid Feb)</li> <li>● Check policy index in Google Drive!</li> <li>● Plan expenditure for governor training and decide whether to continue to subscribe to HGS Advice, Support and Training package (deadline mid Feb)</li> <li>● SEF (every 2 yrs; last carried out Mar 2024)</li> <li>● Skills audit?</li> <li>● Standing item: Safeguarding</li> </ul>	<p><b>Personnel and Pay Review Committee (2/3)</b>  <b>Wednesday 14 January 2026, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● Support Staff pay review</li> <li>● Monitoring update</li> <li>● Staff welfare</li> <li>● Safeguarding report</li> <li>● Review Performance Management Policy</li> <li>● Standing item: Safeguarding</li> </ul>

FULL GOVERNING BODY	COMMITTEE MEETINGS
<p><b>FGB (4/6)</b> <b>Thursday 26 March 2026, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● Head's Report</li> <li>● Review SIP</li> <li>● Receive reports on governor visits</li> <li>● Discuss priorities for next financial year</li> <li>● SEF – if not at FGB3 (every 2 yrs; last carried out Mar 2024)</li> <li>● Approve SFVS form (deadline 31 Mar)</li> <li>● Refresh the Safeguarding test? (Head to table at mtg)</li> <li>● Check policy index in Google Drive!</li> <li>● Feedback on FGB training – if applies)</li> <li>● Termly safeguarding report (presented by safeguarding governor)</li> <li>● Standing item: Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>● Premises tasks: Premises Maintenance Plan, Termly Premises Safety Inspection Report, Report on fire drill monitoring visit (1<sup>st</sup> week of each term)</li> </ul> <p><b>Curriculum (2/3)</b> <b>Tuesday 24 February 2026, 1.15pm</b></p> <ul style="list-style-type: none"> <li>● Discuss SIP priorities</li> <li>● Consider Data</li> <li>● Annual Safeguarding Policy</li> <li>● SFVS</li> <li>● Provide Finance Committee with costings for new priorities to be included in SIP</li> <li>● Review outcomes for vulnerable groups</li> <li>● Review SEN provision</li> <li>● Review dates/agree agenda for school closures</li> <li>● Track pupil progress</li> <li>● Review policy for governor visits to school</li> <li>● Discuss costings / priorities for SIP for reporting to Finance Committee</li> <li>● Standing item: Safeguarding</li> </ul> <p><b>Finance (2/3)</b> <b>Monday 9 March 2026, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● Monitor spending against budget plans</li> <li>● Finance Policy</li> <li>● Best Value Statement</li> <li>● Complete Schools Financial Value Statement</li> <li>● Benchmarking</li> <li>● Review outstanding invoices not paid</li> <li>● Standing item: Safeguarding</li> </ul> <p><b>H/T Performance Management Committee (2/3)</b> <b>TBC</b></p> <ul style="list-style-type: none"> <li>● Review Headteacher's Objectives</li> </ul>

FULL GOVERNING BODY	COMMITTEE MEETINGS
<p><b>FGB (5/6)</b>  <b>Monday 18 May 2026, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● Approve budget (end May)*</li> <li>● Approve 3-yr strategic plan (end May)*</li> <li>● Revise SIP targets to reflect final budget decisions and review of SIP</li> <li>● Home-School Agreement</li> <li>● Admissions Policy</li> <li>● Discuss report from Leadership and Learning Partner (due Oct-Apr)</li> <li>● Chair's Report</li> <li>● Receive reports on governor visits</li> <li>● Receive report from Performance Management Committee</li> <li>● Check policy index in Google Drive!</li> <li>● Agree topic for FGB training and book</li> <li>● Circulate draft Annual Planning Cycle – to agree final version at July meeting</li> <li>● Standing item: Safeguarding</li> <li>● Annual Safeguarding Audit (deadline end Sep)</li> </ul>	<p><b>Finance (3/3)</b>  <b>Thursday 7 May 2026, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● School Improvement Plan - cost implications</li> <li>● Cost of staffing structure for next academic year</li> <li>● Report on Pupil Premium spend</li> <li>● Prepare Budget</li> <li>● Monitoring update</li> <li>● Standing item: Safeguarding</li> </ul>

FULL GOVERNING BODY	COMMITTEE MEETINGS
<p><b>FGB (6/6)</b> <b>Thursday 9 July 2026, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● Head's Report</li> <li>● Approve Annual Planning Cycle (add to school website)</li> <li>● Evaluate GB effectiveness in line with set targets</li> <li>● Set objectives for GB for the year</li> <li>● Review child protection arrangements and discuss results of safeguarding audit (submit to county in September)</li> <li>● Consider the impact of the pupil premium expenditure</li> <li>● Check policy index in Google Drive!</li> <li>● Safeguarding Audit (due end Sep)</li> <li>● Annual safeguarding report (presented by safeguarding governor)</li> <li>● Standing item: Safeguarding</li> </ul> <p>Clerk for July/Aug:</p> <ul style="list-style-type: none"> <li>● Add all FGB and committee dates to HSS &amp; Google Calendar</li> <li>● Add premises inspections – 2<sup>nd</sup> or 3<sup>rd</sup> week of each term</li> <li>● Add fire drill monitoring visit – 1<sup>st</sup> week of each term</li> <li>● Governor attendance – for website</li> <li>● Pecuniary interests register – for website</li> <li>● Membership list – for website</li> </ul>	<ul style="list-style-type: none"> <li>● Premises items: Termly Premises Safety inspection report, Offsite Activities/Minibus policies, School Accessibility Policy and Plan, Report on fire drill monitoring visit (1<sup>st</sup> week of each term)</li> </ul> <p><b>Curriculum (3/3)</b> <b>Tuesday 2 June 2026, 1.15pm</b></p> <ul style="list-style-type: none"> <li>● Collective Worship Policy</li> <li>● PSHE and Sex and Relationships Policy</li> <li>● Review Behaviour Policy</li> <li>● Curriculum Policy</li> <li>● Review extended schools provision</li> <li>● Discuss SIP priorities and review outcomes, including vulnerable groups and SATs results</li> <li>● Receive and agree dates for professional day school closures next academic year</li> <li>● Track pupil progress</li> <li>● Discuss attendance data</li> </ul> <p>Standing item: Safeguarding</p> <p><b>Personnel Pay Review Committee (3/3)</b> <b>Wednesday 24 June 2026, 7.00pm</b></p> <ul style="list-style-type: none"> <li>● Discuss staff structure for next academic year</li> <li>● Review ECT Induction Policy</li> <li>● Discuss GDPR</li> <li>● Standing item: Safeguarding</li> </ul> <p><b>H/T Performance Management Committee (3/3)</b> <b>TBC</b></p> <ul style="list-style-type: none"> <li>● Final H/T objectives review</li> </ul>