<table>
<thead>
<tr>
<th>Autumn Action Points</th>
<th>Spring Action Points</th>
<th>Summer Action Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present and discuss latest Budget Monitoring; Formula and Devolved Capital</td>
<td>Present and discuss latest Budget Monitoring; Formula and Devolved Capital</td>
<td>Revise budget and submit to LA [by 31 May]</td>
</tr>
<tr>
<td>Review school charging policy e.g. School trips</td>
<td>Provisional budget approval [budget received from LA in March]</td>
<td>Internal Financial Controls self evaluation</td>
</tr>
<tr>
<td>Review School Improvement Plan</td>
<td>Review Staffing Structure</td>
<td>Approve Statement of Internal Control</td>
</tr>
<tr>
<td>Review Finance Policy annually</td>
<td>Review School Improvement Plan progress</td>
<td>Review School Improvement Plan progress</td>
</tr>
<tr>
<td>Review of Benchmarking</td>
<td>Review of pay of non-teaching staff</td>
<td>Present and discuss latest Budget Monitoring; Formula and Devolved Capital</td>
</tr>
<tr>
<td></td>
<td>Discuss unspent balances</td>
<td>Review of School Asset Register</td>
</tr>
<tr>
<td></td>
<td>Schools Financial Value Standard Self Assessment (to submit to LA by 31 March)</td>
<td></td>
</tr>
</tbody>
</table>

**DfE Statutory Requirements**

- Review Performance Management Policy
- Review Headteacher Performance

**DfE Statutory Requirements**

- Review Pay Policy

**DfE Statutory Requirements**

- Review the pay of teachers

---

**Any Time of Year**

- Review ‘Whistle Blowing’ Policy
- Review Lettings Policy
- Review of LA contracts i.e. Finance and Personnel
- Review of Quotes and Tenders
- Presentation of Voluntary Fund Audit Certificate to the Governing Body
- Review Banking Signatories

- Review Compliance Audit Reports
- Best Value monitoring of major purchases
- Update Register of Business Interest
- Review committee membership and structure (usual in the Autumn Term)
- Review terms of reference for committee (usual in the Autumn Term)

- Review Governors Allowances Policy
- Governor Self Evaluation of Competencies Matrix
- Benchmarking Comparison
- Opportunity to declare Business Interests at **every meeting**
- Completion of Governing Body Decision Planner
- Review Business Continuity Plan

*Updated January 2012*