

Swinderby All Saints Church of England Primary School

Annual Business and Monitoring Planner 2025-2026



		Autumn Term 1 9 October 2024 Papers to IL by 2/10	Autumn Term 2 9 December 2025 Papers to IL by 2/12	Spring Term 1 29 January 2026 Papers to IL by 22/1	Spring Term 2 17 March 2026 Papers to IL by 10/3	Summer Term 1 14 May 2026 Papers to IL by 7/5	Summer Term 2 7 July 2026 Papers to IL by 30/6
Strategy and Community	Agenda Items	SEF 2025-26 SDP Monitoring of SDP MAT Working Grp Report	Review LCC Audit governance actions MAT Working Grp Report – if needed Risk Register	Parental Survey – focus MAT Working Grp Report – if needed Strategic Review Succession planning	SDP Mid-Year Review MAT Working Grp Report – if needed Risk Register	Parental Survey – analysis MAT Working Grp Report – if needed Strategic Review Update	Impact of SDP MAT Working Grp Report – if needed Risk Register
	Church School Distinctiveness		Report - TBA		Report - TBA		
	EDI		Report – Ofsted			Report - Update	
Scrutiny	Agenda Items	HT Key Headlines 2025-6 Staffing Structure H & S update	HT Full Report Loc Lead Report	HT Key Headlines Website Audit H & S update	HT Full Report Loc Lead Report	HT Key Headlines 2026-27 Staffing Outline H & S update	HT Full Report DPO Report
Teaching and Learning	Agenda Items	End of year pupil data including SATs Calendar of events	Vulnerable Groups data analysis	Autumn Pupil Data Calendar of events	Vulnerable Groups data analysis	Spring Pupil Data Calendar of events	Headline SAT results SATs Monitoring
	Curr/Prov		Report - TBA		Report - TBA		Report - TBA
	SEND		Report – Plans			Report – Implementation	
Staffing and Pupil Welfare	Agenda Items	2024-25 Staff Survey analysis	Pupil Survey focus	Pupil Draft Survey	Pupil Survey – analysis 2025-36 Staff survey – focus		2025-26 Staff Survey – analysis
	Safeguarding	Written records, Risk and Recruitment	Online safety	Environment, Child- on-child abuse, discrimination	Radicalisation, External Agencies, Violent Crime, Vulnerable children	Staff Understanding, training and reporting mechanisms	Pupil Voice and reporting mechanisms
	Attendance		Report		Report		Report
	HT Welfare	Report			Report		

Truthfulness



Compassion



Forgiveness



Respect

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Finance and Premises	Agenda Items	Finance report Outturn/five-year plan	Pupil Premium Plan Finance report Outturn/five-year plan Premises investment plan	Finance report Outturn/five-year plan SFVS School Fund Audit	Finance report Outturn/five-year plan Finance Benchmarking	End of year Finance report Outturn/five-year plan 2026-7 Budget	Sport Premium Plan Finance Verbal Update Report
	Finance Team	Monitoring of Budget Budget for SDP priorities	Monitoring of Budget Finance Policy	Monitoring of Budget	Monitoring of Budget Financial benchmarking	End of year Accounts Budget preparation	
	Funds Impact	Pupil Premium Implementation and new Plan				Sport Premium implementation and new Plan	
	Health and Safety		Accessibility plan		Fire and security audit		Health and safety annual report
Governance	Agenda Items	Governor Effectiveness Governor training priorities Approve policies Terms of reference Annual Policy Review Schedule Gov Impact Report including • Attendance report • Monitoring report • Annual Impact report	Approve policies Governor training update/review Governor Compliance Update LA Governor appt Co-opted Gov (LC)	Approve policies Review progress in Governance Review Action Plan	Approve policies Mid-year Report on Policy Review Schedule	Approve policies Meetings calendar Governor training update/review	Approve policies Elect Chairs Confirm membership Annual Business Plan Gov Compliance incl: • Declarations of Interest • Code of Conduct • KCSIE

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Finance and Funds Impact	Vanessa Laird (Team Lead), Lynne Carter, Laura Warman Rachel Britnell	Monitoring of Budget Budget for SDP priorities	Monitoring of Budget Finance Policy	Monitoring of Budget	Monitoring of Budget Financial benchmarking	End of year Accounts Budget preparation	
Funds Impact	Laura Warman Rachel Britnell		Pupil Prem Implementation/Plan			Sport Prem implementation/Plan	
Safeguarding	Heidi Adams (Team Lead) Lynne Carter	Written records, Risk and Recruitment	Online safety	Environment, Child-on-child abuse, discrimination	Radicalisation, External Agencies, Violent Crime, Vulnerable children	Staff Understanding, training and reporting mechanisms	Pupil Voice and reporting mechanisms
Food Standards	Rachel Britnell						
Attendance	Vanessa Laird		Report		Report		Report
Church School Distinctiveness	Andrew Vaughan (Team Lead) Gill Lloyd		Report - TBA		Report - TBA		
SEND	Gill Lloyd (Team Lead) Nick Dunk		Report – Plans			Report – Implementation	
HT Welfare	Lynne Carter and Gill Lloyd	Report			Report		
Curriculum and Provision	Laura Warman Heidi Adams, Rachel Britnell, Gill Lloyd		Report - TBA		Report - TBA		Report - TBA
Equality Diversity and Inclusion	Vanessa Laird (Team Lead) Nick Dunk		Report – Ofsted			Report - Update	
Premises and Health and Safety	Adrian Salmon (Team Lead) Caroline Harrison		Health and safety report		Fire and security audit		Health and safety report

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