

Swinderby All Saints Church of England Primary School

Annual Business and Monitoring Planner 2026-2027



	Autumn Term 1 8 October 2026 Papers to IL by 1/10	Autumn Term 2 1 December 2026 Papers to IL by 24/11	Spring Term 1 28 January 2027 Papers to IL by 21/1	Spring Term 2 16 March 2027 Papers to IL by 9/3	Summer Term 1 20 May 2027 Papers to IL by 13/5	Summer Term 2 6 July 2027 Papers to IL by 29/6
Strategy and Community	SEF 2025-26 SDP Federation/ MAT – of needed Strategic Review – if needed	Risk Register Governing Body Development Plan	Succession planning IDSR Parental Survey – analysis	SDP Mid-Year Review	Risk register	Impact of SDP
Scrutiny	HT Key Headlines	HT Full Report Loc Lead Report	HT Key Headlines Website Audit	HT Full Report Loc Lead Report	HT Key Headlines 2026-27 Staffing Levels	HT Full Report DPO Report 2027-28 Staffing Structure
Teaching and Learning	End of year pupil data Calendar of events		Autumn Pupil Data Calendar of events		Spring Pupil Data Calendar of events	Headline SAT results SATs Monitoring
Staffing and Pupil Welfare	Staff Survey analysis		Headteacher Wellbeing Report		Pupil Survey analysis	
Finance and Premises	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 (TBC) Finance Verbal Report
Governance	Governor training plan Terms of reference Committee Membership Scheme of delegation Annual Policy Review Schedule Gov Impact Report including: Attendance report, Monitoring report, Annual Impact report Governor Compliance Report including: Code of conduct, Register of interests Eligibility, GDPR Approve policies	Approve policies KCSIE Compliance	Review Training Plan Approve policies	Mid-year Report on Policy Review Schedule Approve policies Review Self-evaluation action plan	Meetings calendar Approve policies	Elect Chairs Effectiveness Toolkit and training priorities Annual Business Plan NGA/SIAMS Self-evaluation Approve policies

Truthfulness



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Forgiveness



Respect

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Governor Monitoring

	Focus	Lead member	Autumn Term 1 8 October 2026	Autumn Term 2 1 December 2026	Spring Term 1 28 January 2027	Spring Term 2 16 March 2027	Summer Term 1 20 May 2027	Summer Term 2 6 July 2027
Inclusion Team Gill Laura	SDP Priority Area – Inclusion	Gill and Laura	Confirm SDP priorities and focus for monitoring Planning/Dates	Monitoring SDP priority area			Monitoring SDP priority area	
	SEND	Gill		Overview Report			Learning Walk	
	Pupil Premium	Laura		Pupil Prem Implementation				
	EAL			Resources and Planning			Learning walk attainment and provision	
	DEI			DEI Objectives and Policy			British Values	
Finance Team Lynne Laura Adrian	Main Budget Preparation	Lynne and Rachel	Budget Confirm SDP priorities and focus for monitoring Planning/Dates	Budget	Budget Finance Policy	Budget Financial benchmarking	Budget End of year Accounts Budget preparation	
	SFVS	Rachel			SFVS			
	Devolved Capital	Adrian		Devolved fund review Premises plan			Devolved fund spending budget	
	Additional Funds	Laura		Pupil Prem Plan and Finances			Sports Prem Plan & Finances (TBC)	
Provision, Curriculum and Assessment Team Laura Heidi Rachel	SDP Priority Areas	Laura, Heidi and Rachel	Confirm SDP priorities and focus for monitoring			Monitoring SDP priority area		Monitoring SDP priority area
	EYFS	Rachel	Planning/Dates			Monitoring the setting		Learning walk - provision and attainment

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Health, Safety and Sustainability Team Adrian Rachel	Premises health and safety	Adrian	Planning/Dates	Health and safety checklist		Fire and security audit		Health and safety report
	Food Standards	Rachel				Food Provision Food standards Lunchtime experience Review & explore lunchtime meal uptake		How is Heath Eating Promoted Staff training Is a love of cooking and eating installed into the children
	Sustainability	Rachel				Report as agreed		Report as agreed
	Accessibility Due in 2027							
	Chrisitan Distinctiveness Andrew Gill Lynne	Vision and Values	Andrew and Lynne	Distinctive Christian Vision		Relationships & Well-being		Social Action & Global Neighbours
RE		Gill	Planning/Dates	Learning walk				
Collective Worship		Andrew				Report		
Safeguarding and Wellbeing Team Heidi Caroline Lynne	Safeguarding	Heidi	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
	Staff and Pupil Wellbeing	Caroline and Lynne	Staff survey analysis Parent survey focus		Parent survey Pupil Survey focus		Pupil Survey analysis Staff Survey focus	
	HT Wellbeing	Lynne			Report			
	Attendance	Caroline	Review data		Review data		Review data	
	Governor Induction	Lynne	Induction and six-month meetings with new governors as needed					

Truthfulness



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