

Malpas Alport Governors Tasks and Policies- Yearly Planner

Business Management Committee

Chair: Zoe Lochlin

Autumn	Spring	Summer
Policies: Pay Policy Code of Conduct Complaints Lone Working 3yr Appraisal Policy 3 years	Policies: Data Protection Charging and Remissions H&S School Exclusion Accessibility Plan- 3 years Letting Policy 3 years	Policies: Whistle blowing Charging and remittance First aid in Schools Premises Management Governor allowances Anti-bribery & Anti-Fraud 3yr
Items: Elect a Chair Critical Incident Plans Letting of Premises H&S report Accident reporting Review & Approve Budget Monitor Income and Expenditure and approve any variations to budgets Review financial benchmarking- staffing, SLT GDPR Safeguarding and first aid training records SCR Richard Alport Foundation First Aid & Accident reporting	Items: Accessibility Audit Building Development Needed Tendering and Contracts Asset management Plan Review & Approve Budget- 3 year plan Monitor Income and Expenditure and approve any variations to budgets Review financial benchmarking income and expenditure GDPR Audit of School Fund SFVS Review of MIFP First Aid & Accident reporting	Items: Review & Approve Budget Monitor Income and Expenditure and approve any variations to budgets Review financial benchmarking-View my financial insights- DfE website Review pupil numbers Staffing Review of spending -SIP H&S report incl Educational Visits GDPR Property Condition Survey First Aid & Accident reporting Pre-school report Grounds Maintenance & Security
Actions: *Chair to summarise main points for FGB *Link Gov Feedback *Impact	Actions: *Chair to summarise main points for FGB *Link Gov Feedback *Impact	Actions: *Chair to summarise main points for FGB *Link Gov Feedback *Impact