

**ANNUAL CYCLE CHECKLIST**

This list is neither prescriptive nor exhaustive, it is simply a guide for both Headteachers and Governors. It is not expected that heads comment on every item below in each report, just those that are relevant.

**TERMLY**

- Progress on the SIP
  - progress on priorities of action plans for curriculum targets, (successes and failures);
  - progress on pupil achievement targets, including ethnic minorities;
  - results of the monitoring cycle on teaching and learning and including any external monitoring.
- ◆ Curriculum
  - reviews of statutory policies and schemes of work,
  - review of intervention strategies, eg. Additional Literacy Strategy.
- Staffing
  - staffing changes , different organisation or responsibilities
  - staff development and its contribution to the achievement of objectives
  - progress of the Performance Management cycle
- Resources
  - condition and suitability of equipment, outside and inside
  - resourcing needs in order to meet curricular objectives
  - health and safety with equipment
  - evaluating the impact of new equipment
- Pupils
  - achievements
  - visits and journeys
  - admissions, class organisations and projected numbers
  - extra curricular activities
  - discipline and behaviour, exclusions and racial incidents
- Finances
  - progress of budget, explain variations
  - recommendations of any adjustments, virements
  - unofficial funds, eg. PTA, school fund
- Premises
  - improvement issues relating to SIP
  - maintenance issues
  - health and safety, eg. Accident trends and reviews of risk assessments

**SPECIFIC SEASONAL ISSUES**

- Autumn
  - scrutinize national assessments for trends, ie .baseline, PANDA, GCSE , 'A' level;
  - provide information for governors to set new targets
  - leavers destinations
  - previous years attendance figures and information ensuring registers are kept up to date
  - staffing structure for the year

- provide information asked for by the governing body needed for annual report to parents
- Spring
  - report on final budget spending, explain variations
  - priorities for new budget, link to SIP
  - long term trend in numbers , implications for future budgets and staffing
  - KS3/4 options
- Summer
  - SATs results just in, initial reaction
  - non statutory tests results available for scrutiny
  - final agreement of new SIP
  - Autumn classes and staff organisation planned
  - Some collating of information to enable governors to start preparing the annual report to parents.

### **AT LEAST ONCE A YEAR**

- home school links
- community links, use of premises
- delivery of SEN and code of practice, link to inclusion, progress of children on the SEN register
- visitors to the school
- delivery of RE and collective worship
- review the policy for the secular curriculum for the school
- any issues concerning security
- arrangements for pupils with disabilities
- review of risk assessments
- child protection procedures and information about designated teacher
- prepare information from the school's self-evaluation, which could include OFSTED forms S3 and S4

### **AS and WHEN THEY OCCUR**

- staff appointments, changes
- formal complaints
- reviewing policies, see appendix 2 for a full list of statutory policies
- exclusions
- celebrations
- preparations for inspection
- information on the procedures for changing school sessions