

| Autumn | Spring | Summer 1 | Summer 2 |
|---|---|--|--|
| Finance | Finance | Finance | Finance |
| Financial Benchmarking PPG, Sports Premium & Catch-Up expenditure review Budget monitoring Pupil numbers monitoring Review Financial Schedule of Delegation Business Continuity Plan | PPG, Sports Premium & Catch-Up expenditure review Budget monitoring Publish SFVS | Annual budget setting 3-year forecast | Capital fund account review. HFL & Service Level Agreements Contracts renewal PPG, Sports Premium & Catch-Up expenditure review Budget monitoring Staffing for coming year |
| Policy | Policy | Policy | Policy |
| Charging and Remissions Policy Complaints Policy Gov Data Protection Policy Data Retention Policy | Accessibility plan H&S safety Policy Debt Recovery | | Cyber Response Policy |
| Property | Property | Property | Property |
| Accident report LCVAP Premises improvements and maintenance update Business Continuity Plan | Accident report Building condition review Capital building repairs/refurbishment H&S review / Governor checklist Premises improvements and maintenance update Risk Assessment Review Security audit | | Accident report Premises improvements and maintenance update |
| Safeguarding | Safeguarding | Safeguarding | Safeguarding |
| Termly Safeguarding Report | Termly Safeguarding Report | | Termly Safeguarding Report |