**DGAT Clerk to Governors’ Year End Checklist**

*Suggested Summer jobs to prepare for the Autumn term*

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| **Task** | **Complete** |
| * Ensure Governors’ contact details and home addresses are up to date (and that this is reflected in the Single Central Record) * Check for any terms of office due to come to an end in the next academic year * Check if any DBS checks need updating * Ask Governors to check, update and sign a Register of Business Interests form * Calculate and summarise meeting attendance for the academic year * Ensure website is up to date with Governor information and [statutory requirements](https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online), including any [policies](https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/statutory-policies-for-schools-and-academy-trusts) which must be published * Prepare business plan for the next academic year (see DGAT’s Annual Schedule of Work) * Update yourself with updates to key statutory documents (such as the [Governance Handbook](https://www.gov.uk/government/publications/governance-handbook) or [Academies Financial Handbook](https://www.gov.uk/guidance/academies-financial-handbook)) * Update all statutory books/files for the year including:   + Register of Business Interests   + Agendas and signed minutes   + Any updates to your Scheme of Delegation   + An updated register of Governors |  |
| **At the first meeting of new academic year:** |  |
| * Propose the boards nomination for Chair to DGAT. * Elect a Vice Chair in accordance with your Scheme of Delegation – if not already done in the Summer term. * Ratify and agree any Terms of Reference * Confirm and agree committee structures * Agree dates of meetings for the year * Agree a policy review schedule and delegation * Review and agree the DGAT Local Governors’ Code of Conduct |  |