SBL Yearly Planner

This checklist is for annual, Termly, monthly and adhoc tasks that most school business leaders are expected to complete in maintained settings throughout the year. The planner is for you to adapt for your own use as not all areas will necessarily sit within your responsibilities. The list is not exhaustive and you will need to discuss with your headteacher any other tasks to be completed.

Where there is a statutory deadline this is included, however you will need to be mindful of local deadlines.

Annual tasks

| Task | Comments | Deadline |
| --- | --- | --- |
| Finance and resource management |
| Prepare draft budget, including forecasts of staffing structure and pupil numbers |  | Start of spring term |
| Carry out benchmarking exercise to ensure value for money in spending | Required for SFVS return | Spring term |
| Prepare and submit [Schools Financial Value Standard (SFVS)](https://www.gov.uk/government/publications/schools-financial-value-standard) |  | 31 March 2026 |
| Prepare closure of year’s accounts statement | Actual submission date informed annually, generally 1-15 April |  |
| Report to governors on outcomes of old budget |  | Start of summer term |
| Obtain final budget funding details and prepare draft budget for approval with governing body, review mid and long-term financial plans |  | Start of summer term |
| Submit [consistent financial reporting (CFR)](https://schoolleaders.thekeysupport.com/uid/6932cfdc-af84-4d28-a9a4-ac5b6937c5a9/) | Informed as part of year end |  |
| Arrange audit of any voluntary funds | Informed by voluntary account year (financial / academic) |  |
| Update governors on pupil premium spending and impact, and publish strategy statement |  | End of December  |
| Make sure policies have been reviewed according to schedule | Check government requirements for maintained schools [here](https://www.gov.uk/guidance/governance-in-maintained-schools/statutory-policies-for-maintained-schools) | ongoing |
| Review all contracts/ agreements for the provision of goods and services to ensure best value (putting out contracts to tenders as necessary), including insurance | Dates determined by contracts schedule | ongoing |
| Premises |
| Conduct health and safety audit using LA Audit system |  |  |
| Schedule annual site maintenance reviews |  |  |
| Update staff handbook  |  | Summer term |
| Make sure policies have been reviewed according to schedule | Check government requirements for maintained schools [here](https://www.gov.uk/guidance/governance-in-maintained-schools/statutory-policies-for-maintained-schools) | ongoing |
| Appoint fire marshals for the year | Determined by leavers / starters  | Start of autumn term |
| Make sure fire marshals’ training is up to date |  | Start of autumn term |
| Human resources |
| Send out staff data collection sheet for checking, update HR records |  | Autumn Term |
| Review CPD programme and appraisal framework for all staff that you line manage and conduct staff appraisals |  | Autumn term |
| Update staff salaries following appraisal process and inform payroll / update staff contracts on MIS |  | Autumn term |
| Prepare anonymised performance and pay recommendation report for governors | Completed with Headteacher | September |
| Staff performance review letters sent out with pay increase details. Payroll informed of any pay changes. | Generally in time for October payroll |  |
| Complete school workforce census |  | 6 November 2025 |
| Make sure policies have been reviewed according to schedule | Check government requirements for maintained schools [here](https://www.gov.uk/guidance/governance-in-maintained-schools/statutory-policies-for-maintained-schools) | ongoing |
| Administration |
| Determine admission arrangements (if your school is the admission authority) |  | Check LA’s scheme |
| Send copy of admission arrangements to LA and publish on school’s website (if your school is the admission authority) |  | Check LA’s scheme |
| Conduct data protection audit |  |  |
| Digital technology |
| Make sure software licences are up to date  | [liaise](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/cyber-security-standards-for-schools-and-colleges) with IT support |  |
| Conduct equipment audit and review server and infrastructure, produce IT Development Plan with IT support to feed into budget plans | [liaise](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/cyber-security-standards-for-schools-and-colleges) with IT support | Spring term |
| Review filtering and monitoring system  | [liaise](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/cyber-security-standards-for-schools-and-colleges) with IT support |  |
| Make sure policies have been reviewed according to schedule | Check government requirements for maintained schools [here](https://www.gov.uk/guidance/governance-in-maintained-schools/statutory-policies-for-maintained-schools) | ongoing |

Termly tasks

| Task | Comments | Deadline |
| --- | --- | --- |
| Finance and resource management |
| Meet with the chair of the governors’ finance committee |  |  |
| Monitor and report to finance committee on the school’s financial position |  |  |
| Make sure pupil premium expenditure is being accurately tracked |  |  |
| Maintain and update the asset register ensuring any write offs are managed in line with agreed procedures |  |  |
| Monitor all service contracts to make sure performance meets the standards set (meeting with service provider as appropriate) |  |  |
| Premises/health and safety |
| Report to governors on any issues (including updates to maintenance/building works, health and safety matters, and any accidents on site) |  |  |
| Make sure individual healthcare plans are up to date |  |  |
| Liaise with health professionals regarding pupils’ general health, medical checks and any immunisation programmes |  |  |
| Hold at least 1 fire drill |  |  |
| Human resources |
| Advertise teaching staff vacancies (as required) and oversee the recruitment of new staff |  |  |
| Report to governors on resignations, staffing and recruitment, CPD and disciplinary issues  |  |  |
| Administration |
| Send out request to parents/carers for pupil data updates and update pupil records |  | Start of autumn term |
| Submit data collection returns for the school census: | [Statutory guidance: Complete the school census](https://www.gov.uk/school-census) | See below |
| * Autumn term
 | Census date: 2 October 2025 | Return date: 29 October 2025 Please check H&F return date |
| * Spring term
 | Census date: 15 January 2026 | Return date: 11 February 2026 Please check H&F return date |
| * Summer term
 | Census date: 21 May 2026 | Return date: 17 June 2026 Please check H&F return date |
| Ensure checks completed for all new families for free school meals (FSM) make sure eligible pupils are registered | Liaise with LBHF EdBens teams. Data needed for census returns. |  |
| Make sure requirements for publishing information online have been met and information on the school website is up to date | [Website](https://schoolleaders.thekeysupport.com/uid/af79c9a0-701f-4992-9db1-248a191854d5/) requirements list can be found [here](https://www.gov.uk/guidance/what-maintained-schools-must-publish-online) |  |
| Make sure register of governors’ interests is up to date |  |  |
| Digital technology |
| With IT support, review contracts register and inform SLT when digital technology:* Has become unsupported
* Is due to become unsupported
 | [DfE’s cyber security standards](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/cyber-security-standards-for-schools-and-colleges) |  |

Monthly tasks

| Task | Comments | Deadline |
| --- | --- | --- |
| Finance and resource management |
| Check that all accounting procedures are being followed, including that procedures for signing off purchases are being followed by all staff |  |  |
| Reconcile all bank accounts weekly and create cash flow forecast to share with headteacher and governors if necessary |  |  |
| Submit monthly VAT claim to LA  | Deadlines are sent out monthly |  |
| Process payments to suppliers, including monthly bills |  |  |
| Prepare invoices for any goods and services provided by the school, follow up on incoming payments |  |  |
| Post accruals, prepayments and other adjustments as required | Profile breakdowns sent through by LA |  |
| Contact those with outstanding debts (including parents/carers owing money) |  |  |
| Premises |
| Make sure health and safety checks and inspections have been carried out | H&F H&S guidance and documentation can be found [here](https://www.lbhf.gov.uk/children-and-young-people/schools-and-colleges/school-staff-zone/school-health-safety-and-business-continuity/school-health-and-safety-guidance-documents) |  |
| Make sure a record of checks has been made |  |  |
| Review and update the premises hire schedule |  |  |
| Review and update capital building programme and repairs/renovation schedule, making sure work is on track to meet deadlines |  |  |
| Administration |
| Ensure all pupil attendance records are up to date, dealing with missing marks |  |  |
| Submit on roll numbers to LA Admissions team, check SAM for waiting lists and liaise with admissions team for pupil placing |  |  |
| Human resources |
| Make sure monthly payroll administration is completed, submitted and pre reports are checked |  |  |
| Ensure this month’s training sessions are updated in CPD records |  |  |
| Monitor staff absence, completing return to work interviews, referrals, liaise with payroll re long term sickness |  |  |
| Process new support staff, including DBS checks, checks on staff who have lived or worked overseas, payroll starter forms and induction |  |  |
| Monitor and maintain single central record data for all staff, volunteers, agency staff and contractors |  |  |

Ad hoc

|  |  |  |
| --- | --- | --- |
| Task | Comments | Deadline |
| Prepare for audit by LA | Generally due every 3-5 years |  |