



## 2025 – 2026 Trust Annual Calendar:

### Schedules of Business for committees, Executive and Headteachers

This document takes the Terms of Reference and places them in specific months across the year to form

The following tables do not list every role and responsibility. Instead what follows is a scheduling only of roles and responsibilities that must be undertaken at a certain time of year in order for the operation of the Trust to run smoothly. Any matters which are ongoing / constant (e.g. 'participating in the local fair access protocol', or 'implementing safeguarding policy' etc. etc.) will not appear on this schedule because they are undertaken 'all the time'. Therefore, this document must be read in conjunction with the Trust Terms of Reference which lists all roles and responsibilities in great detail.

v 10.06.25

## Formation of committees and sub-committees

Name of committee	Responsibilities (as set out in the Roles and Responsibilities document)	Membership	Meeting dates (LGBs to decide their exact date to suit)
Trust Board Meeting (TBM)	Overall responsibility for the Trust: Governance and all areas.	All directors (7)	18 <sup>th</sup> Sept , 27 <sup>th</sup> Nov, 23 <sup>rd</sup> April, 25 <sup>th</sup> June
Trust Business Committee (TBC)	Whole Trust: Finance, contracts, admissions, communications & IT management, health & safety, risk and premises / school estate	3 or 4 directors (not on TEC), not chaired by Trust Chair	24 <sup>th</sup> Sept, 19 <sup>th</sup> Nov, 4 <sup>th</sup> Feb, 10 <sup>th</sup> June, 8 <sup>th</sup> July
Trust Education Committee (TEC)	Whole Trust: Standards, curriculum, SEND, safeguarding, behaviour, other pupil related matters, staffing	3 or 4 directors (not on TBC), not chaired by Trust Chair	15 <sup>th</sup> Oct, 22 <sup>nd</sup> Jan, 6 <sup>th</sup> May , 14 <sup>th</sup> July
School Local Full Governing Body (LFGB)	Oversight of whole-school and all matters delegated to LGB: Governance and all areas.	All LGB governors	As indicated in the following SoB
School Business Committee (SBC)	Whole School: Finance, contracts, admissions, communications & IT management, health & safety, risk and premises / school estate	Half of governors (not in SEC), not chaired by LGB Chair	As indicated in the following SoBnb SBC will meet at other times as required by the FLGB to discharge their Admissions function
School Education Committee (SEC)	Whole School: Standards, curriculum, SEND, safeguarding, behaviour, other pupil related matters, staffing	Half of governors (not in SBC), not chaired by LGB Chair	As indicated in the following SoB

*nb separate 'committees' will need to be formed by the LGB as required, e.g. Pay (Chair, Vice Chair + 1 other), Disciplinary, Student etc.*

- LGB Chair & Director (with Exec) meetings: 4<sup>th</sup> Nov, 14<sup>th</sup> April
- Headteacher & Exec meetings: 11<sup>th</sup> Sept, 13<sup>th</sup> Nov, 12<sup>th</sup> March, 7<sup>th</sup> May, 2<sup>nd</sup> July
- Headteacher conference: 15<sup>th</sup> Jan. Headteacher retreat: 11<sup>th</sup> June
- Safeguarding operational committee (SG lead staff from each school): 13<sup>th</sup> Oct, 28<sup>th</sup> Jan, 23<sup>rd</sup> June

- Health & safety operational committee (H&S lead staff from each school): 22<sup>nd</sup> Oct, 4<sup>th</sup> Feb, 17<sup>th</sup> June
- Finance briefings (all finance lead staff): fortnightly starting Wednesday 10th Sep, 11am. Annual Finance Meeting 3<sup>rd</sup> Dec.
- Trust INSET 5<sup>th</sup> January

## September

Directors	Executive	Local Governing Bodies	Headteachers
<p><b>TBM meeting</b></p> <p><b>Governance</b></p> <p>a. Elect Chair, Vice Chair, Business Chair &amp; Vice Chair, Education Chair &amp; Vice Chair, Safeguarding, H&amp;S, and SEND directors.</p> <p>b. Complete business and pecuniary interests forms and upload to Trust website.</p> <p>c. Complete 'Undertaking to Bishop' and Code of Conduct forms.</p> <p>d. Ensure Clerk &amp; CoSec appointed.</p> <p>e. Receive summaries of FLGB minutes.</p> <p>Safeguarding</p> <p>f. to receive the Annual Safeguarding report</p> <p>SEND</p> <p>g. To receive annual SEND report</p> <p><b>TBC meeting</b></p> <p><b>Finance</b></p> <p>f. Ensure CFO &amp; Accounting Officer (CEO) appointed.</p> <p>g. Receive monthly management accounts &amp; 3yr rolling budgets (by email).</p> <p>h. Conduct annual appraisal for CEO.</p> <p><b>Premises</b></p> <p>i. Review the annual statement of compliance re Premises management.</p> <p>Risk</p> <p>j. Update on Risk register</p> <p><b>Communications and Information Management</b> k. Receive GDPR and ICO report.</p>	<p><b>Governance</b></p> <p>a. Ensure GIAS, Companies House, ICO and other records / registrations are up to date.</p> <p>b. Prepare draft of all Trust policies for review, except for safeguarding which is provided by email as close to 1<sup>st</sup> Sept as possible.</p> <p>c. Make arrangements for headteacher appraisal.</p> <p>d. Conduct appraisal for the executive (non-CEO) and central team.</p> <p>e. DCEO to read previous term's FLGB minutes and report to directors.</p> <p>f. Receive LGB SEF and Chair 360 executive summaries from each school.</p> <p><b>Finance</b></p> <p>g. Commence audit and year end.</p> <p>h. Submit the end of year certificate for teachers' pension audit.</p> <p><b>Standards</b></p> <p>i. Set pupil target setting methodology for schools.</p> <p>j. Set out SCR / SEA process to support schools with standards, teaching and learning reviews and quality assurance.</p> <p>k. Set out headteacher appraisal process.</p> <p><b>Safeguarding</b></p> <p>l. Review the central and director's entries into the SCR and provide to schools as required.</p> <p><b>Risk</b></p> <p>m. Receive confirmation from LGB that all warranties, indemnities and insurances are procured as required, along with terms and conditions met.</p>	<p><b>LFGB meeting</b></p> <p><b>Governance</b></p> <p>a. Elect chair, vice chair, chairs of any sub-committees, SEND, H&amp;S, pupil premium, finance &amp; safeguarding lead governors.</p> <p>b. Ensure compliance with LGB constitution and email any issues with solutions (supported by headteacher) to exec.</p> <p>c. Adopt the schedules of business and all Trust documentation (scheme of delegation, terms of reference etc.) as provided.</p> <p>d. Appoint clerk.</p> <p>e. Complete business and pecuniary interests register and upload to school website.</p> <p>f. Ensure all LGB appointments are Diocesan confirmed (thereby incl. the undertaking to bishop) along with signed code of conduct forms.</p> <p>g. Review final draft of the school development plan, checking Catholicity especially, and connection to Trust mission, vision and strategy.</p> <p>h. Review annual exit interview report and email Exec to any issues.</p> <p>i. Review headteacher report.</p> <p>j. Review Headteacher review of survey results.</p> <p>k. Review all warranties / indemnities and insurances are procured as required, and that their terms and conditions are complied with.</p> <p><b>SEC meeting</b></p> <p><b>Standards</b></p> <p>l. Ensure the school sets academic pupil targets according to Trust/DfE methodology.</p> <p>m. Ensure the academy is ready for inspection, emailing any issues to exec.</p> <p>n. Ensure SENDCo appointment and all training in place as required, reporting issues to exec, by email as required. Review compliance with SE2 from headteacher terms of reference.</p>	<p><b>Governance</b></p> <p>a. Produce headteacher report for previous term (Summer)(incl. pupil progress data, quality of education/curriculum review, website compliance &amp; GIAS check &amp; GDPR compliance, SEND provision, safeguarding incl. of vulnerable pupils, compliance with safeguarding annual planner, behaviour-exclusions, complaints, sports &amp; pupil premium, attendance).</p> <p>b. SEND Report</p> <p>c. Provide LGB with a fully detailed schedule of business, working with the exec on any additions to the Trust schedule.</p> <p>d. Ensure GIAS up to date incl. governance.</p> <p>e. Provide a report for LGB on survey results from Summer 2025 (Pupils, Parents, Staff)</p> <p>f. Produce evidence for appraisal, along with draft targets and success criteria for the year.</p> <p>g. To provide Exec with LGB SEF &amp; Chair 360 summaries.</p> <p><b>Finance</b></p> <p>h. Contribute to audit and year end process.</p> <p>i. Complete monthly financial summary sheet (incl. KPI, benchmark, variance analysis) with income &amp; expenditure analysis.</p> <p><b>Standards</b></p> <p>j. Ensure pupil targets set for each child.</p> <p>k. Engage in SCR visit 1, including curriculum, standards, teaching and learning review.</p> <p>l. Review readiness for inspection and report to LGB.</p> <p><b>SEND</b></p> <p>m. Confirm SENDCo appointment to LGB.</p> <p>n. Assure LGB that all SEND training is in place.</p> <p>o. Secure all areas of SE2 from terms of reference.</p> <p><b>Safeguarding</b></p> <p>p. Ensure compliance with headteacher terms of reference SA1-4, incl. DSL/LAC/low-level nominated persons, compliance with policy, training requirements, HCC audits, risk assessments, trips.</p>

## October

Directors	Executive	Local Governing Bodies	Headteachers
<p><b>Finance</b></p> <p>a. Receive monthly management accounts &amp; 3yr rolling budgets (by email).</p> <p>b. Receive from CEO, and approve, headteacher pay recommendations (by email)</p> <p><b>TEC meeting</b></p> <p><b>Standards</b></p> <p>c. Review pupil standards of attainment and progress in each school.</p> <p>d. Receive annual exit interview report.</p> <p><b>SEND</b></p> <p>e. Receive the SEND report.</p>	<p><b>Governance</b></p> <p>a. Conduct headteacher appraisal.</p> <p>b. Receive headteacher report, completing a Termly Exec Summary for Directors .</p> <p><b>Finance</b></p> <p>c. Complete audit and year end.</p> <p>d. Complete the land and buildings collection tool.</p> <p><b>Standards</b></p> <p>e. Monitor pupil target setting methodology compliance.</p> <p>f. Take part in SEA visit 1.</p> <p><b>Premises</b></p> <p>g. Work with the Trust building consultants to ready schools for CIF bid submission.</p> <p><b>Staffing</b></p> <p>h. Annual review of exit interview summaries provided by each school.</p> <p><b>Other</b></p> <p>i. Work with headteachers to agree term dates and Trust INSET for year commencing in 18 months.</p>	<p><b>Governance</b></p> <p>a. (Chair &amp; Vice Chair) Take part in exec-led headteacher appraisal process.</p>	<p><b>Governance</b></p> <p>a. Receive policies and work with LGB to provide exec with any feedback.</p> <p><b>Finance</b></p> <p>b. Complete monthly financial summary sheet (incl. KPI, benchmark, variance analysis) with income &amp; expenditure analysis.</p> <p><b>Standards</b></p> <p>c. Engage in SEA visit 1, including curriculum, standards, teaching and learning review.</p> <p><b>Safeguarding</b></p> <p>d. Assist LGBs with SCR inspection.</p> <p><b>Health and Safety</b></p> <p>e. Prepare any particular elements of the H&amp;S policy as required for the school in consultation with the exec.</p> <p>f. Work with LGB to ensure all elements of sitewide inspection and risk assessments are completed as required, adhered to and reviewed. Report any issues to exec by email.</p> <p>g. Conduct an annual accident analysis and report it to the LGB and exec.</p> <p><b>Risk</b></p> <p>h. Prepare the risk register for the school.</p> <p><b>Premises</b></p> <p>i. Work with building consultants to ready CIF bid submission, and ensure that interim risk assessments are in place to adequately and manage compliance and safety before and during works onsite.</p>

## November

Directors	Executive	Local Governing Bodies	Headteachers
<p><b>TBM meeting</b> <b>Governance</b></p> <ul style="list-style-type: none"> <li>e. Review and approve all Trust policies.</li> <li>f. Receive a summary of parent, pupil and staff surveys.</li> <li>g. GP/EA to review interests register across the Trust on behalf of Directors.</li> <li>h. Review undertaking to Bishop &amp; code of conduct forms from LGB.</li> <li>i. Receive Annual Accounts and Annual Management Letter.</li> <li>j. Receive reviews of LGB SEFs and LGB Chair 360 reviews.</li> <li>k.</li> </ul> <p><b>TBC meeting</b> <b>Finance</b></p> <ul style="list-style-type: none"> <li>l. Receive monthly management accounts &amp; 3yr rolling budgets (by email).</li> <li>m. Receive Annual Accounts and Annual Management Letter.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>n. Receive the exec health and safety report (previous term) and Statlog compliance summary, taking actions where necessary.</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>o. Receive the exec summary of CIF bid work, and approve / review selections. Receive report from exec where they are informed by email from the Head that premises safety cannot be adequately managed by the school.</li> </ul> <p><b>Risk</b></p> <ul style="list-style-type: none"> <li>p. Receive confirmation from the exec that all warranties, indemnities and insurances are procured as required, along with terms and conditions met.</li> <li>q. Update on Risk register</li> </ul>	<p><b>Governance</b></p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>a. Review and approve finalised accounts.</li> </ul> <p><b>Standards</b></p> <ul style="list-style-type: none"> <li>b. Incl. in Exec Summary of Headteacher Reports: actions for intervention as required. Review TDP success criteria progress; RAG TDP. <b>SEND</b></li> <li>c. Receive any issues from LGBs re SEND, and report to directors accordingly.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>d. Review compliance with the Annual Safeguarding Planner.</li> </ul>	<p><b>LFGB meeting</b> <b>Governance</b></p> <ul style="list-style-type: none"> <li>a. Ensure all policies are adopted and completed as required.</li> </ul> <p><b>SEC meeting</b> <b>Standards</b></p> <ul style="list-style-type: none"> <li>d. Receive SEA review 1.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>e. Monitor compliance with the SCR.</li> <li>f. Review compliance with the annual safeguarding planner and governance terms of reference SA1-4, reporting any issues to the exec.</li> </ul> <p><b>SBC meeting</b> <b>Risk</b></p> <ul style="list-style-type: none"> <li>g. Receive the risk register and email the exec. Re any any risks (including premises / health &amp; safety issues) that cannot be adequately managed by the school through risk assessments down to Low (this is done on an ongoing basis, but with an annual official report at this point).</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>h. Receive monthly headteacher financial summaries (P1 &amp; P2, incl. benchmarking / KPI), and monitoring of variance, cashflow, income and expenditure.</li> <li>i. Review finalised Trust ('school') accounts.</li> </ul> <p><b>Premises</b></p> <ul style="list-style-type: none"> <li>j. Review CIF bid submission documents, reporting to the exec by email re any interim safety issues that cannot be adequately managed.</li> </ul> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>k. Consider adequacy of communications systems in the school to ensure systems are working well with parents, pupils and staff.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>l. Ensure compliance with all H&amp;S requirements as per policy, for example site-wide inspections / audits and reviews as required, and report any issues arising by email to PSIEH H&amp;S lead.</li> <li>m. Ensure compliance with Statlog, provide Trust Statlog compliance report to PSIEH H&amp;S-lead and highlight any non-compliance.</li> </ul>	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>a. Receive final Trust policies and adopt or complete &amp; adopt as required.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>b. Complete monthly financial summary sheet (incl. KPI, benchmark, variance analysis) with income &amp; expenditure analysis. <b>Health and Safety</b></li> <li>c. Report on Statlog compliance to LGB.</li> </ul>

**December**

Directors	Executive	Local Governing Bodies	Headteachers
<p><b>Finance</b></p> <p>a. Receive monthly management accounts &amp; 3yr rolling budgets (by email).</p>	<p><b>Governance</b></p> <p>a. Review any inspection outcomes and secure actions as needed.</p> <p><b>Finance</b></p> <p>b. Create post-audit action plan.</p> <p><b>Health &amp; Safety</b></p> <p>c. H&amp;S lead to receive accident analyses from schools and report to directors.</p> <p><b>Risk</b></p> <p>d. Update the Trust risk register.</p>		<p><b>Finance</b></p> <p>a. Complete monthly financial summary sheet (incl. KPI, benchmark, variance analysis) with income &amp; expenditure analysis.</p> <p>b. Review contracts re compliance to policy and ethical procedures.</p> <p><b>Standards</b></p> <p>Review SDP and SEF</p>

## January

Directors	Executive	Local Governing Bodies	Headteachers
<p><b>Finance</b></p> <p>a. Receive monthly management accounts &amp; 3yr rolling budgets (by email).</p> <p><b>TEC meeting</b></p> <p><b>Standards</b></p> <p>b. Receive exec summary of SEA visit 1 (curriculum, standards, teaching and learning).</p>	<p><b>Finance</b></p> <p>a. Annual review of 'musts' from academies handbook.</p> <p>b. Draft financial documentation to include all terms of reference FI3c.</p> <p>c. Ensure contracts analysis is happening in year (incl. compliance and ethical review).</p> <p>d. Prepare SRMSAT.</p> <p>e. Prepare gender pay gap report.</p> <p><b>Health and Safety</b></p> <p>f. Review last term's Statlog reports from heads and LGBs and report to directors. <b>Standards</b></p> <p>Standards</p> <p>g. Review school SDP and SEF</p> <p>h. Review school data targets</p> <p>i. SCR Visit</p>	<p><b>LFGB meeting</b></p> <p><b>Governance</b></p> <p>a. Review headteacher report.</p> <p>b. Ensure business and pecuniary interests register is up to date and on website.</p> <p><b>SEC meeting</b></p> <p><b>Standards</b></p> <p>c. Ensure the academy is ready for inspection, emailing any issues to exec.</p> <p>d. Conduct a mid-point SDP review.</p> <p>e. Conduct a SEF review</p> <p>f. Review school data</p> <p><b>Safeguarding</b></p> <p>g. Monitor compliance with the SCR.</p> <p>h. Review compliance with the annual safeguarding planner and governance terms of reference SA1-4, email any issues to the exec.</p>	<p><b>Governance</b></p> <p>a. Produce headteacher report for previous term (incl. for this term an analysis of % of eligible staff progressing on pay, and the more usual items of - pupil progress data, quality of education/curriculum review, website compliance &amp; GIAS check &amp; GDPR compliance, SEND provision, safeguarding incl. of vulnerable pupils, compliance with safeguarding annual planner, behaviour-exclusions, complaints, sports and pupil premium, attendance).</p> <p>b. Review readiness for inspection and report to LGB.</p> <p>c. Complete monthly financial summary sheet (incl. KPI, benchmark, variance analysis) with income &amp; expenditure analysis.</p> <p><b>Safeguarding</b></p> <p>d. Ensure compliance with headteacher terms of reference SA1-4, incl. DSL/LAC/low-level nominated persons, compliance with policy, training requirements, HCC audits, risk assessments, trips.</p>

## February

Directors	Executive	Local Governing Bodies	Headteachers
<b>TBM meeting</b> <b>Governance</b> a. Receive summaries of FLGB minutes.	<b>Governance</b> a. Produce headteacher & staff appraisal summary for directors.	<b>SBC meeting Finance</b>	<b>Governance</b> a. Support LGB with risk register review.
Directors	Executive	Local Governing Bodies	Headteachers
<b>TBC meeting</b> <b>Finance</b> f. Review finance documentation as part of spring review. g. Agree membership fee for the following year. h. Receive monthly management accounts & 3yr rolling budgets (by email). i. Review annual contracts analysis (incl. ethical review). j. Review related party transactions. k. Review 'musts' from Academies Handbook exec summary. l. Receive the SRMSAT. m. Review and approve the gender pay gap report. <b>Health and Safety</b> n. Receive the exec health and safety report and Statlog compliance summary, taking actions where necessary. <b>Governance</b> o. Review post-audit action plan. <b>Health and Safety</b> p. Receive the annual accident analysis report. <b>Risk</b> q. Receive the updated Trust risk register.	b. Provide company & academy website compliance checks to directors. c. Receive headteacher report, analysing all issues for directors (create dashboard). d. Review minutes from previous term FLGB and report to directors. <b>Finance</b> e. Work with Headteachers to discuss membership fee planning. <b>Standards</b> f. Take part in SEA visit 2. g.	a. Receive updated monthly headteacher financial summaries (incl. benchmarking / KPI), and monitoring of variance, cashflow, income and expenditure. b. Review post-audit action plan. c. Receive the accessibility, equality, gender & diversity objectives and plan. <b>Health and Safety</b> d. Ensure compliance with Statlog, provide Trust Statlog compliance. <b>Risk</b> e. Review the risk register scores received from the headteacher and email exec re any risks that are not able to be mitigated to Low.	b. Create the accessibility, equality, gender & diversity objectives and plan and submit to LGB. <b>Finance</b> c. Complete monthly financial summary sheet (incl. KPI, benchmark, variance analysis) with income & expenditure analysis. <b>Standards</b> d. Engage with JARV/HiP visit 2. <b>Safeguarding</b> e. Assist LGBs with SCR inspection <b>Health and Safety</b> f. Report on Statlog compliance to LGB. <b>Risk</b> g. Review the risk register assessment for LGBs.

## March

Directors	Executive	Local Governing Bodies	Headteachers
Finance	Governance		Finance
Directors	Executive	Local Governing Bodies	Headteachers
<p>a. Receive monthly management accounts &amp; 3yr rolling budgets (by email).</p>	<p>a. Review any inspection outcomes and secure actions as needed.</p> <p><b>Finance</b></p> <p>b. Prepare draft budget.</p> <p><b>Standards</b></p> <p>c. Create termly standards report for directors, including actions for intervention as required.</p> <p>d. TDP RAG review.</p> <p><b>Safeguarding</b></p> <p>e. Specific check back to Annual Safeguarding Planner compliance, incl. Audits.</p>		<p>a. Work with CFO on draft budget.</p> <p>b. Complete monthly financial summary sheet (incl. KPI, benchmark, variance analysis) with income &amp; expenditure analysis.</p> <p><b>Standards</b></p> <p>c. Work with the exec to start drafting the TDP for the following year.</p> <p><b>Curriculum</b></p> <p>d. Review that the curriculum policy, SRE, RE &amp; collective worship provision is fully compliant. Report issues to LGB.</p> <p><b>Staffing</b></p> <p>e. Self-review to check Heads' reports include information to LGB re effectiveness of staffing policy operation, including wellbeing, training / induction, reserved posts, the sustainability of staffing structures in the school, absence reviews, disciplinary issues, other policies used (e.g. grievance) and whether they are working well in the school.</p> <p><b>Communication and Information Management</b></p> <p>f. Report annual review of GDPR and ICO events to LGB.</p>

## April

Directors	Executive	Local Governing Bodies	Headteachers
Finance	Governance	<u>SBC meeting</u> Finance	Governance
Directors	Executive	Local Governing Bodies	Headteachers
<p>a. Receive monthly management accounts &amp; 3yr rolling budgets (by email).</p> <p><b>TBM meeting</b> <b>Governance</b></p> <p>b. Undertake annual governance SEF, skills matrix review (provide to members), and review director recruitment plan. Arrange external governance evaluation.</p> <p>c. Review headteacher and staff appraisal.</p> <p>d. Review Directors' interests register and update website if necessary.</p> <p>e. Review TDP RAG review and financial analysis of efficiency gains.</p> <p>f. Receive the accessibility, equality, gender &amp; diversity objectives and plan.</p>	<p>a. Review minutes from previous terms FLGB and report to directors.</p> <p><b>Finance</b></p> <p>b. Prepare draft budget.</p> <p><b>Curriculum</b></p> <p>c. Engage with headteachers to prepare a Trust-wide curriculum policy necessitates a broad, balanced, Catholic character-led, Gospel values based provision (incl. SMSC).</p> <p><b>Risk / Premises</b></p> <p>d. Rescore the Trust risk register as required.</p> <p>e. Consider external monitoring / testing of H&amp;S compliance across the Trust.</p> <p>Standards</p> <p>f. Review school SDP and SEF</p> <p>g. Review school data targets</p> <p>h. SCR Visit</p>	<p>a. Receive updated monthly headteacher financial summaries (incl. benchmarking / KPI), and monitoring of variance, cashflow, income and expenditure.</p> <p><b>SEC meeting</b> <b>Standards</b></p> <p>c. Receive JARV/SEA visit 2 report.</p> <p>b. Receive special curriculum headteacher report on curriculum, SRE, RE &amp; collective worship, ensuring a report goes to exec re any issues over compliance.</p> <p><b>Staffing</b></p> <p>e. Receive the headteacher review on sustainability of staffing structure. .</p> <p>f. Receive headteacher report on staff appraisals and ensure that the policies in place are working effectively, emailing any issues to the exec.</p>	<p>a. Produce headteacher report for previous term (incl. pupil progress data, quality of education/curriculum review, website compliance &amp; GIAS check &amp; GDPR compliance, SEND provision, safeguarding incl. of vulnerable pupils, compliance with safeguarding annual planner) and monitoring report on free school meals, behaviour-exclusions, complaints, sports &amp; pupil premium, attendance.</p> <p>b. Support the chair and exec to find a 360-process which works for the LGB chair.</p> <p><b>Finance</b></p> <p>c. Work with CFO on draft budget production.</p> <p>d. Complete monthly financial summary sheet (incl. KPI, benchmark, variance analysis) with income &amp; expenditure analysis.</p> <p><b>SEND</b></p> <p>e. Review the local offer and appropriateness of policy and report any changes to LGB.</p> <p><b>Safeguarding</b></p> <p>f. Ensure compliance with headteacher terms of reference SA1-4, incl. DSL/LAC/low-level nominated persons, compliance with policy, training requirements, HCC audits, risk assessments, trips.</p> <p><b>Admissions</b></p> <p>g. Produce an admissions strategy report for LGB, including analysis of recruitment, future demand and compliance with admissions determination procedures and Trust policy.</p> <p>h. Review effectiveness of Marketing materials and approach.</p> <p><b>Health and Safety</b></p> <p>i. Report on Statlog compliance to LGB.</p>

## May

Directors	Executive	Local Governing Bodies	Headteachers
<p><b>Finance</b></p> <p>a. Receive monthly management accounts (by email).</p> <p><b>TEC meeting</b></p> <p><b>Standards</b></p> <p>b. Receive termly standards report.</p> <p>c. Receive exec summary of JARV/SEA visit 2 (curriculum, standards, teaching and learning).</p>	<p><b>Finance</b></p> <p>a. Review post audit-action plan, reporting any issues to directors.</p> <p>b. Complete the draft year end certificate for teachers pensions.</p> <p>c. Submit Annual Confirmation Statement.</p> <p><b>Curriculum</b></p> <p>d. Engage with headteachers to prepare a Trust-wide curriculum policy necessitates a broad, balanced, Catholic character-led, Gospel values-based provision (incl. SMSC).</p> <p><b>Standards</b></p> <p>e. Summary of Support and Challenge visits – School improvement actions</p>	<p><b>SBC meeting</b></p> <p><b>Finance</b></p> <p>a. Consider draft budget.</p> <p>b. Review post-audit action plan.</p> <p><b>Health and Safety</b></p> <p>c. Ensure compliance with Statlog, provide Trust Statlog compliance email exec in the situation of any non-compliance.</p> <p><b>Admissions</b></p> <p>d. Review headteacher admissions report, ensuring compliance with the diocesan determination timeline, Trust policy, and the provision of effective arrangements to recruit and administer admissions. Email exec re any significant issues.</p> <p><b>LFGB meeting</b></p> <p><b>Governance</b></p> <p>e. Review headteacher report.</p> <p>g. Complete CES governance SEF, skills matrix and succession planning.</p> <p>h. LGB to work with CEO on 360 LGB chair review.</p> <p><b>Communications and Information Management</b></p> <p>i. Review Headteacher annual GDPR and ICO report (should be included within headteacher report)</p>	<p><b>Finance</b></p> <p>a. Complete monthly financial summary sheet (incl. KPI, benchmark, variance analysis) with income &amp; expenditure analysis.</p> <p><b>Standards</b></p> <p>b. review SDP and SEF</p> <p>c. SCR meeting with Exec</p> <p>Safeguarding</p> <p>d. Assist LGB with SCR inspection.</p> <p><b>Behaviour</b></p> <p>e. Review school behaviour procedures and check compliance with DfE regulation.</p>

## June

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<p><b>TBM meeting</b></p> <p><b>Governance</b></p> <p>a. Receive draft Trust documentation. Publish final documentation for following year.</p> <p>b. Receive summaries of FLGB minutes.</p>	<p><b>Governance</b></p> <p>a. Annual review of strategic direction (incl. mission, vision &amp; strategy), membership fee, scheme of delegation, terms of reference, roles and responsibilities, and other associated documents.</p> <p>b. Receive headteacher report.</p> <p><b>Finance</b></p> <p>c. Prepare final budget.</p>	<p><b>SEC meeting Safeguarding</b></p> <p>a. Monitor the compliance with policy, HCC annual audits and training requirements, safeguarding offsite (e.g. trips)..</p> <p>b. Procure and review a SCR annual external inspection, and an annual external validation of a sample of HCC safeguarding audits.</p>	<p><b>Governance</b></p> <p>a. Ensure surveys are administered locally using the Trust questions (parents, staff, pupils).</p> <p>b. Write summary report of LGB SEF.</p> <p><b>Finance</b></p> <p>c. Complete monthly financial summary sheet (incl. KPI,</p>
<p><b>TBC meeting</b></p> <p><b>Finance</b></p> <p>c. Finalise finance documentation as part of the above review, ensuring FI3 from terms of reference included.</p> <p>d. Receive monthly management accounts &amp; 3yr rolling budgets (by email).</p> <p>e. Approve Trust Budget.</p> <p><b>Health and Safety</b></p> <p>f. Receive the exec health and safety report and Statlog compliance summary (previous term), taking actions where necessary.</p> <p><b>Risk</b></p> <p>g. Receive the updated risk register.</p>	<p>d. Decide upon KPI for following year.</p> <p><b>Standards</b></p> <p>e. Create termly standards report for directors, including actions for intervention as required.</p> <p><b>SEND</b></p> <p>f. Create any adjustments to the SEND compliance and provision policy.</p> <p><b>Behaviour</b></p> <p>g. Prepare annual exclusions report.</p> <p><b>Admissions</b></p> <p>h. Review admissions, overviewing future demand and provision of places as per Management Accounts.</p> <p>i. Prepare Trust admissions policy.</p> <p>j. Support schools with any admissions consultations required in the autumn.</p> <p><b>Communications and Information Management</b></p> <p>k. Ensure GDPR and ICO report from schools reports through to directors from headteacher reports.</p> <p>Safeguarding To review Supervision and arrange for next year</p>	<p>c. Review compliance with the annual safeguarding planner and governance terms of reference SA1-4, emailing any issues to the exec.</p> <p><b>Behaviour</b></p> <p>d. Review headteacher's behaviour procedures (permeated by Gospel-values driven ethos), compliance with DfE regulation and exclusions report. Email any issues to the exec.</p> <p><b>SEND</b></p> <p>e. Review the headteacher report on SEND provision and policy.</p> <p><b>SBC meeting</b></p> <p><b>Finance</b></p> <p>g. Receive updated monthly headteacher financial summaries (incl. benchmarking / KPI), and monitoring of variance, cashflow, income and expenditure.</p> <p><b>Premises</b></p> <p>h. Audit and test the headteacher annual premises statement, either through already-implemented H&amp;S site-audits (such as for fire-risk-assessment, asbestos management, electrical safety and legionella testing etc.) or by reviewing the communication from buildings consultants and the existence and adequacy of risk assessments in place for building / premises works. Inform Exec by email of any material issues.</p>	<p>benchmark, variance analysis) with income &amp; expenditure analysis.</p> <p><b>Safeguarding</b></p> <p>d. Produce an annual report confirming operational compliance with policy, safeguarding offsite (e.g. trips), SCR external review, completion of HCC annual audits and actions arising, and training compliance.</p> <p><b>Premises</b></p> <p>e. Ensure the school uses the diocesan and Trust retained building consultant; that all buildings / premises projects will be monitored by the headteacher to be fully compliant, supported by the building consultants; and that all 'testing' issues across the premises are complied with, incl. but not limited to asbestos, legionella, fire risk assessment, electrical safety.</p> <p><b>Standards</b></p> <p>f. Begin drafting school development plan, and ensure it includes success criteria from the TDP.</p>

**July**

Directors	Executive	Local Governing Bodies	Headteachers
<p><b>TBC meeting</b></p> <p><b>Finance</b></p> <p>a. Review and approve budget forecast for submission to ESFA.</p> <p>b. Appoint auditors with permission from Members.</p> <p>c. Receive monthly management accounts &amp; 3yr rolling budgets (by email).</p> <p>d. Approve KPI for next year.</p> <p><b>Admissions</b></p> <p>e. Receive admissions report ensuring provision of sufficient places, compliance with regulation, and effective admissions arrangements across the Trust (as per Monthly Management Accounts summary pupil planning figures).</p> <p>f. Review admissions policy for the Trust.</p> <p><b>Governance</b></p>	<p><b>Governance</b></p> <p>n. Begin compiling draft Annual Report (for Accounts).</p> <p>o. Review LGB governance SEFs and skills matrices; report on effectiveness.</p> <p>p. Review any inspection outcomes and secure actions as needed.</p> <p>q. To analyse annual school survey outcomes</p> <p><b>Finance</b></p> <p>r. Review engagement to auditors.</p> <p><b>Safeguarding</b></p> <p>s. Receive the LGB annual report and monitor compliance, producing an annual safeguarding report for the Trust board.</p> <p>t. Check each academy will have a DSL, LAC-coordinator and low-level concerns manager for policy insertion during August.</p> <p>u. To review audits</p> <p>v. to update Safeguarding calendar</p>	<p>a.</p>	<p><b>Finance</b></p> <p>a. Complete monthly financial summary sheet (incl. KPI, benchmark, variance analysis) with income &amp; expenditure analysis.</p> <p><b>Risk</b></p> <p>b. Procure all warranties / indemnities / insurance as required, and ensure that their terms and conditions are complied with.</p> <p>c. Review the critical incident plan, ready the school according to the plan, and email any issues to exec and LGB.</p> <p><b>Staffing</b></p> <p>d. Produce annual exit interview summary for LGB.</p> <p><b>Governance</b></p> <p>e. To review Stakeholder survey's and send to Exec</p>
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<p>g. Review Directors' training log.</p> <p><b>Risk</b></p> <p>h. To receive update on Risk register</p> <p><b>TEC meeting</b></p> <p><b>Standards</b></p> <p>i. Receive termly standards report.</p> <p><b>SEND</b></p> <p>receive the SEND proposal from the exec. ready for new policy to be proposed next academic year.</p> <p><b>Curriculum</b></p> <p>k. Review curriculum policy proposed for following year, esp. terms of reference CU2/3.</p> <p>j.</p>			

**August**

<b>Directors</b>	<b>Executive</b>	<b>Local Governing Bodies</b>	<b>Headteachers</b>
<p><b>Finance</b></p> <ul style="list-style-type: none"><li>a. Receive monthly management accounts (by email).</li><li>b. Email approval of the safeguarding policy.</li></ul>	<p><b>Safeguarding</b></p> <ul style="list-style-type: none"><li>a. Prepare safeguarding policy for adoption as close to 1<sup>st</sup> September as possible.</li></ul> <p><b>Standards</b></p> <ul style="list-style-type: none"><li>b. Finalise all SCR priorities</li><li>c. Review all school summer data</li><li>d. Specific school CPD plan and trust support</li></ul>		