

## Full Trust Board Schedule of Work 2023-2024

Autumn Term			
Work	Completed	By Whom	Date
Elect Chair and Vice Chair (Clerk)	Y	SV	18/09/23
Agree Committee Structure (including Chairs), Terms of Reference and Trustee Roles (Clerk and Chair)	Y	SV/MK	18/09/23
Plan for Trustee Monitoring Visits for the duration of the year (Chair)	Y	MK	Sept 23
Review and complete a Trust Board Skills Audit (Chair)	Y	FTB	27/09/23
Book Trustee training to match needs shown by the Trust Board's Skills Audit and School's SDP (Individual Trustees)	Y	FTB	27/09/23
Publish TB attendance (incl. Committees) for the previous academic year on the website (Clerk)	Y	SV	18/09/23
Publish TB members, associates and their responsibilities on the website (Clerk)	Y	SV	18/09/23
Review and agree Trustee Code of Conduct (confirm all agree to abide by it) (Chair)	Y	FTB	18/09/23
Confirm business and pecuniary interests of trustees on GovernorHub and publish on the website (Clerk)	Y	SV	Ad hoc
Confirm business and pecuniary interests of staff (Principal)	Y	VH	Sept 23
All Trustees to read KCSiE (and confirm on GovernorHub) (Clerk)	Y	SV	Sept 23
Direct staff to read (and confirm) KCSiE (Part 1 as a minimum) (Principal)	Y	VH	Sept 23
Review and approve Child Protection Policy (Principal and FTB)	Y	FTB	18/09/23
Review and publish SEN Information Report (SENCO and FTB)	Y	FTB	Sept 23
Check Single Central Record (Safeguarding Trustee)	Y	VH	12/10/23 + 02/11/23
Check Safeguarding/Prevent/Managing Allegations/Safer Recruitment is up to date (Safeguarding Trustee)	Training gaps raised	HRJ	18/09/23 + 08/11/23
Annual safeguarding audit (Safeguarding Trustee)	Y	HRJ, SA, VH	13/10/23
Ensure school website includes all the information required by the DfE (Principal)	Y	VH, MK	08/11/23
Approve Pupil Premium Strategy for the year ahead and review impact from previous year (Premiums Trustee)	Carried forwards to Spring Term		
Approve Sports Premium Strategy for the year ahead and review impact from previous year (Premiums Trustee)	Carried forwards to Spring Term		
Receive analysis of National Test Results (End of EYFS, KS1, KS2, Phonics Screening, MTC) (Principal)	Y	VH	18/09/23
Monitor systems for individual pupil targets (SEND and Adapted Curriculum Trustee)			
Agree and monitor SDP and SEF (FTB)	Y	FTB	18/09/2023
Termly review of incidents and accident reports (Health and Safety Trustee)	Y	MK	12/12/23
Receive Principal's Report: Staffing Update, Pupil Update, Safeguarding, Child Protection, Welfare and Behaviour, Health and Safety, Premises, Quality of Teaching, Learning and Assessment, Progress towards SDP (Principal)	Y	FTB	08/11/23
Instruct ICE Scope of Work (Resources Committee)	Y	Res Com	16/10/23
Review and approve Risk Register (SBM/Resources Committee)	Carried forwards to Spring Term		
Review and approve Asset Management Plan (SBM/Resources Committee)	Carried forwards to Spring Term		
Review and approve Financial Procedures Manual (SBM/FTB)	Y	RR	Sept 23
Prepare and conduct Principal's Performance Management (PM Panel)	Y	MK, GJ, PR	20/11/23
Receive a report from the Principal and PM Panel on the teacher appraisal process and pay recommendations (Principal and PM Panel)	Carried forwards to Spring Term		
Monthly budgeting monitoring (SBM/Resources Committee)	Y	SBM	Monthly
Send end of term communication from the Trust Board to the school community (Chair)	Y	MK	21/12/23

## Full Trust Board Schedule of Work 2023-2024

Spring Term			
Work	Completed	By Whom	Date
Review Trustee recruitment strategy and look at succession planning (Chair)	Y	MK/SV	January
Monitor the completion of Trustee Monitoring Visits for the duration of the year (Chair)	Y	MK/SV	Monthly
Monitor the completion of Trustee training to match needs shown by the Trust Board's Skills Audit and School's SDP (Chair)	Y	MK	20/03/24
Check Single Central Record/Conduct Safeguarding monitoring visit (Safeguarding Trustee)	Y	SA, VH	21/03/24
Ensure school website includes all the information required by the DfE (Principal)	Y	VH, CP	06/03/24
Review progress of Pupil Premium Strategy (Premiums Trustee)	Y	LB	February
Review progress of Sports Premium Strategy (Premiums Trustee)	Y	LB	February
Monitor systems for individual pupil targets (SEND and Adapted Curriculum Trustee)	Y	MK	29/02/24, 19/03/24
Review progress towards SDP and SEF (FTB)	Y	FTB	06/03/24
Termly review of incidents and accident reports (Health and Safety Trustee)	Y	MK	21/03/24
Receive Principal's Report: Staffing Update, Pupil Update, Safeguarding, Child Protection, Welfare and Behaviour, Health and Safety, Premises, Quality of Teaching, Learning and Assessment, Progress towards SDP (Principal)	Y	FTB	06/03/24
Monthly budgeting monitoring (SBM/Resources Committee)	Y	FTB	06/03/24
Agree on HCC admissions arrangements (FTB)	Y	FTB	24/01/24
Receive a report from the Principal on the support staff appraisal process and pay recommendations (Principal)	Carried forwards to Summer Term		
Send end of term communication from the Trust Board to the school community (Chair)	Y	MK	21/03/24
<b>Carried Forwards</b>			
Review and approve Risk Register (SBM/Resources Committee)	Carried forwards to Summer Term		
Review and approve Asset Management Plan (SBM/Resources Committee)	Carried forwards to Summer Term		
Receive a report from the Principal and PM Panel on the teacher appraisal process and pay recommendations (Principal and PM Panel)	Y	FTB	06/03/24

## Full Trust Board Schedule of Work 2023-2024

Summer Term			
Work	Completed	By Whom	Date
Confirm dates of meetings for the next academic year (Clerk)			
Agree clerking arrangements and professional services of the next academic year (FTB)			
Monitor the completion of Trustee Monitoring Visits for the duration of the year (Chair)			
Monitor the completion of trustee training to match needs shown by the Trust Board's Skills Audit and School's SDP (Chair)			
Check Single Central Record/Conduct Safeguarding monitoring visit (Safeguarding Trustee)			
Ensure school website includes all the information required by the DfE (Principal)			
Review progress of Pupil Premium Strategy (Premiums Trustee)			
Review progress of Sports Premium Strategy (Premiums Trustee)			
Monitor systems for individual pupil targets (SEND and Adapted Curriculum Trustee)			
Review progress towards SDP and SEF (FTB)			
Termly review of incidents and accident reports (Health and Safety Trustee)			
Complete Annual Health and Safety Checklist (Health and Safety Trustee)			
Receive Principal's Report: Staffing Update, Pupil Update, Safeguarding, Child Protection, Welfare and Behaviour, Health and Safety, Premises, Quality of Teaching, Learning and Assessment, Progress towards SDP (Principal)			
Monthly budget monitoring (SBM/Resources Committee)			
Prepare and distribute stakeholder questionnaires (Principal)			
Review and approve Pay Policy (SBM/Resources Committee)			
Receive a report from the Principal on the support staff appraisal process and pay recommendations (Principal)			
Review staffing structure for the forthcoming year (Chair)			
Send end of term communication from the Trust Board to the school community (Chair)			
Agree the Budget for the next academic year (FTB)			
<b>Carried Forwards</b>			
Receive a report from the Principal on the support staff appraisal process and pay recommendations (Principal)			