

Full Trust Board Schedule of Work 2024-2025

| Autumn Term | | | |
|---|-----------|------------|-----------------|
| Work | Completed | By Whom | Date |
| Elect Chair and Vice Chair (Clerk) | Y | SV | 11/09/24 |
| Agree Committee Structure (including Chairs), Terms of Reference and Trustee Roles (Clerk and Chair) | Y | SV/MK | 11/09/24 |
| Plan for Trustee Monitoring Visits for the duration of the year (Chair) | Y | MK | 18/09/24 |
| Review and complete a Trust Board Skills Audit (Chair and Clerk) | N | | Carried forward |
| Chair 360 Review (FTB) | N | | Carried forward |
| Book Trustee training to match needs shown by the Trust Board's Skills Audit and School's SDP (Individual Trustees) | Y | ALL | 15/11/24 |
| Publish TB attendance (incl. Committees) for the previous academic year on the website (Clerk) | Y | SV | 11/09/24 |
| Publish TB members, associates and their responsibilities on the website (Clerk) | Y | SV | 12/09/24 |
| Review and agree Trustee Code of Conduct (confirm all agree to abide by it) (Chair) | Y | MK | 18/09/24 |
| Confirm business and pecuniary interests of trustees on GovernorHub and publish on the website (Clerk) | Y | SV | 18/10/24 |
| Confirm business and pecuniary interests of staff (Principal) | Y | VH | 18/10/24 |
| All Trustees to read KCSiE (and confirm on GovernorHub) (Clerk) | Y | SV | 24/09/24 |
| Direct staff to read (and confirm) KCSiE (Part 1 as a minimum) (Principal) | Y | VH | 02/09/24 |
| Review and approve Child Protection Policy (Principal and FTB) | Y | VH | 11/09/24 |
| Review and publish SEN Information Report (SENCO and FTB) | Y | VH | 12/09/24 |
| Check Single Central Record (Safeguarding Trustee) | N | | Carried forward |
| Check Safeguarding/Prevent/Managing Allegations/Safer Recruitment is up to date (Safeguarding Trustee) | Y | VH | 06/10/24 |
| Annual safeguarding audit (Safeguarding Trustee) | Y | SA and VH | 08/10/24 |
| Ensure school website includes all the information required by the DfE (Principal) | Y | PR and VH | 15/11/24 |
| Approve Pupil Premium Strategy for the year ahead and review impact from previous year (Premiums Trustee) | | | |
| Approve Sports Premium Strategy for the year ahead and review impact from previous year (Premiums Trustee) | | | |
| Receive analysis of National Test Results (End of EYFS, KS1, KS2, Phonics Screening, MTC) (Principal) | Y | VH | 14/10/24 |
| Monitor systems for individual pupil targets (SEND Trustee) | Y | MK | 14/11/24 |
| Agree and monitor SDP and SEF (FTB) | Y | FTB | 14/10/24 |
| Termly review of incidents and accident reports (Health and Safety Trustee) | Y | MK | 12/09/24 |
| 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 | VH | Each FTB |
| Instruct ICE Scope of Work (Resources Committee) | Y | SV | 14/10/24 |
| Review and approve Risk Register (SBM/Resources Committee) | | | Carried forward |
| Review and approve Asset Management Plan (SBM/Resources Committee) | | | Carried forward |
| Review and approve Financial Procedures Manual (SBM/FTB) | Y | SV | 11/09/24 |
| Prepare and conduct Principal's Performance Management (PM Panel) | Y | VH, MK, FB | 14/10/24 |
| Receive a report from the Principal and PM Panel on the teacher appraisal process and pay recommendations (Principal and PM Panel) | Y | VH | 14/10/24 |

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| Monthly budgeting monitoring (SBM/Resources Committee) | | | |
| Send end of term communication from the Trust Board to the school community (Chair) | | | |

Full Trust Board Schedule of Work 2024-2025

| Spring Term | | | |
|---|-----------|---------|------|
| Work | Completed | By Whom | Date |
| Review Trustee recruitment strategy and look at succession planning (Chair) | | | |
| 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 Trustee) | | | |
| Review progress towards SDP and SEF (FTB) | | | |
| Termly review of incidents and accident reports (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 budgeting monitoring (SBM/Resources Committee) | | | |
| Agree on HCC admissions arrangements (FTB) | | | |
| Receive a report from the Principal on the support staff appraisal process and pay recommendations (Principal) | | | |
| Send end of term communication from the Trust Board to the school community (Chair) | | | |

Full Trust Board Schedule of Work 2024-2025

| 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 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) | | | |