Full Trust Board Schedule of Work 2026-2027

Autumn Term			
Work	**Completed**	**By Whom**	**Date**
Elect Chair and Vice Chair (Clerk)	Y	SV	23/09/26
Agree Committee Structure (including Chair), Terms of Reference and Trustee Roles (Clerk and Chair)	Y	SV	23/09/26
Plan for Trustee Monitoring Visits for the duration of the year (Chair)			
Review and complete a Trust Board Skills Audit (Chair and Clerk)			
Chair 360 Review (FTB)			
Book Trustee training to match needs shown by the Trust Board's Skills Audit and School's SDP (Individual Trustees)			
Publish TB attendance (incl. Committees) for the previous academic year on the website (Clerk)	Y	SV	23/09/26
Publish TB members, associates and their responsibilities on the website (Clerk)	Y	SV	10/10/26
Review and agree Trustee Code of Conduct (confirm all agree to abide by it) (Chair)	Y	SV	23/09/26
Confirm business and pecuniary interests of trustees on GovernorHub and publish on the website (Clerk)	Y	SV	23/09/26
Confirm business and pecuniary interests of staff (Principal)	Y	SV	11/09/26
All Trustees to read KCSiE (and confirm on GovernorHub) (Clerk)	Y	SV	23/09/26
Direct staff to read (and confirm) KCSiE (Part 1 as a minimum) (Principal)	Y	VH	03/09/26
Review and approve Child Protection Policy (Principal and FTB)	Y	VH	23/09/26
Review and publish SEN Information Report (SENCO and FTB)	Y	TB/SENCo	24/09/26
Check Single Central Record (Safeguarding Trustee)	Y	SA	14/10/26
Check Safeguarding/Prevent/Managing Allegations/Safer Recruitment is up to date (Safeguarding Trustee)			
Annual safeguarding audit (Safeguarding Trustee)	Y	SA	14/10/26
Ensure school website includes all the information required by the DfE (Principal)			
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)			
Monitor systems for individual pupil targets (SEND Trustee)			
Agree and monitor SDP and SEF (FTB)	Y	TB	23/09/26
Termly review of incidents and accident reports (Health and Safety Trustee)			
Review and approve Pay Policy (SBM/Resources Committee)			
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)			
Instruct ICE Scope of Work (Resources Committee)			
Review and approve Risk Register (SBM/Resources Committee)			
Review and approve Asset Management Plan (SBM/Resources Committee)			
Review and approve Financial Procedures Manual (SBM/FTB)			
Prepare and conduct Principal's Performance Management (PM Panel)			

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Receive a report from the Principal and PM Panel on the teacher appraisal process and pay recommendations (Principal and PM Panel)			
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 2026-2027

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 2026-2027

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 Equal Opportunities responsibilities of the Trust Board (in Principal's report)			
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)			