

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)	Y	JDu	Nov 24
Send end of term communication from the Trust Board to the school community (Chair)	Y	MK	Dec 24

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Spring Term			
Work	Completed	By Whom	Date
Review Trustee recruitment strategy and look at succession planning (Chair)	Y	MK/SV	Jan 25
Monitor the completion of Trustee Monitoring Visits for the duration of the year (Chair)	Ongoing	MK	
Monitor the completion of Trustee training to match needs shown by the Trust Board's Skills Audit and School's SDP (Chair)	Y	VH	Mar 25
Check Single Central Record/Conduct Safeguarding monitoring visit (Safeguarding Trustee)	Y	SA	Mar 25
Ensure school website includes all the information required by the DfE (Principal)	Y	VH	Mar 25
Review progress of Pupil Premium Strategy (Premiums Trustee)			Carried forward
Review progress of Sports Premium Strategy (Premiums Trustee)			Carried forward
Monitor systems for individual pupil targets (SEND Trustee)	Y	MK	Mar 25
Review progress towards SDP and SEF (FTB)	Y	All	Mar 25
Termly review of incidents and accident reports (Health and Safety Trustee)	Y	MK	Mar 25
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	Mar 25
Monthly budgeting monitoring (SBM/Resources Committee)	Y	JDu	Feb 25
Agree on HCC admissions arrangements (FTB)	Y	All	Jan 25
Receive a report from the Principal on the support staff appraisal process and pay recommendations (Principal)	Y	VH	Mar 25
Send end of term communication from the Trust Board to the school community (Chair)	Y	MK	Mar 25

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Summer Term			
Work	Completed	By Whom	Date
Confirm dates of meetings for the next academic year (Clerk)	Y	MK	09/07/25
Agree clerking arrangements and professional services of the next academic year (FTB)	N/A	N/A	N/A
Monitor the completion of Trustee Monitoring Visits for the duration of the year (Chair)			Ongoing
Monitor the completion of trustee training to match needs shown by the Trust Board's Skills Audit and School's SDP (Chair)			Ongoing
Check Single Central Record/Conduct Safeguarding monitoring visit (Safeguarding Trustee)	Y	VH/SA	19/05/25
Ensure school website includes all the information required by the DfE (Principal)	Y	VH/SA	09/07/25
Review progress of Pupil Premium Strategy (Premiums Trustee)	Y	FTB	09/07/25
Review progress of Sports Premium Strategy (Premiums Trustee)	Y	FTB	09/07/25
Monitor systems for individual pupil targets (SEND Trustee)	Y	MK	09/07/25
Review progress towards SDP and SEF (FTB)	Y	FTB	09/07/25
Termly review of incidents and accident reports (Health and Safety Trustee)	Y	MK	17/07/25
Complete Annual Health and Safety Checklist (Health and Safety Trustee)	Y	MK	July 25
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/FTB	09/07/25
Monthly budget monitoring (SBM/Resources Committee)	Y	Resources	23/06/25
Prepare and distribute stakeholder questionnaires (Principal)			Moved to Autumn
Review and approve Pay Policy (SBM/Resources Committee)			Moved to Autumn
Receive a report from the Principal on the support staff appraisal process and pay recommendations (Principal)	Y	VH	23/06/25
Review staffing structure for the forthcoming year (Chair)	Y	MK	20/07/25
Send end of term communication from the Trust Board to the school community (Chair)	Y	MK	23/07/25
Agree the Budget for the next academic year (FTB)	Y	FTB	09/07/25