

Full Trust Board Schedule of Work 2025-2026

Autumn Term			
Work	Completed	By Whom	Date
Elect Chair and Vice Chair (Clerk)	Y	SV	24/09/25
Agree Committee Structure (including Chairs), Terms of Reference and Trustee Roles (Clerk and Chair)	Y	SV	24/09/25
Plan for Trustee Monitoring Visits for the duration of the year (Chair)	Y	MK	22/10/25
Review and complete a Trust Board Skills Audit (Chair and Clerk)	Y	SV	11/02/26
Chair 360 Review (FTB)	n/a	n/a	n/a
Book Trustee training to match needs shown by the Trust Board's Skills Audit and School's SDP (Individual Trustees)	n/a	n/a	n/a
Publish TB attendance (incl. Committees) for the previous academic year on the website (Clerk)	Y	SV	24/09/25
Publish TB members, associates and their responsibilities on the website (Clerk)	Y	SV	24/09/25
Review and agree Trustee Code of Conduct (confirm all agree to abide by it) (Chair)	Y	SV	24/09/25
Confirm business and pecuniary interests of trustees on GovernorHub and publish on the website (Clerk)	Y	SV	16/10/25
Confirm business and pecuniary interests of staff (Principal)	Y	SV	03/09/25
All Trustees to read KCSiE (and confirm on GovernorHub) (Clerk)	Y	SV	22/10/25
Direct staff to read (and confirm) KCSiE (Part 1 as a minimum) (Principal)	Y	VH	03/09/25
Review and approve Child Protection Policy (Principal and FTB)	Y	FTB	24/09/25
Review and publish SEN Information Report (SENCO and FTB)	Y	AH	05/09/25
Check Single Central Record (Safeguarding Trustee)	Y	SA	Oct 25
Check Safeguarding/Prevent/Managing Allegations/Safer Recruitment is up to date (Safeguarding Trustee)	Y	SA	Oct 25
Annual safeguarding audit (Safeguarding Trustee)	Y	SA	Oct 25
Ensure school website includes all the information required by the DfE (Principal)	Y	VH	22/10/25
Approve Pupil Premium Strategy for the year ahead and review impact from previous year (Premiums Trustee)	Carried forwards from Autumn	LB	11/02/26
Approve Sports Premium Strategy for the year ahead and review impact from previous year (Premiums Trustee)	Carried forwards from Autumn	LB	11/02/26
Receive analysis of National Test Results (End of EYFS, KS1, KS2, Phonics Screening, MTC) (Principal)	Y	VH	Oct
Monitor systems for individual pupil targets (SEND Trustee)	Y	MK	
Agree and monitor SDP and SEF (FTB)	Y	FTB	24/09/25
Termly review of incidents and accident reports (Health and Safety Trustee)	Y	MK	Oct
Review and approve Pay Policy (SBM/Resources Committee)	Y	ALL	22/10/25
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)	Carried forwards from Autumn	MK	23/03/26
Instruct ICE Scope of Work (Resources Committee)	Y	All	22/10/25
Review and approve Risk Register (SBM/Resources Committee)	Y	All	22/10/25
Review and approve Asset Management Plan (SBM/Resources Committee)	Y	All	22/10/25

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Review and approve Financial Procedures Manual (SBM/FTB)	Carried forwards from Autumn	LB	March
Prepare and conduct Principal's Performance Management (PM Panel)	Y	TB	Oct 25
Receive a report from the Principal and PM Panel on the teacher appraisal process and pay recommendations (Principal and PM Panel)	Y	VH	Oct 25
Monthly budgeting monitoring (SBM/Resources Committee)	Y	MK/TB	Oct 25
Send end of term communication from the Trust Board to the school community (Chair)	Y	MK	Dec 25

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Spring Term			
Work	Completed	By Whom	Date
Review Trustee recruitment strategy and look at succession planning (Chair)	Y	MK	March 26
Monitor the completion of Trustee Monitoring Visits for the duration of the year (Chair)	Y	MK	Ongoing
Monitor the completion of Trustee training to match needs shown by the Trust Board's Skills Audit and School's SDP (Chair)	Y	VH/MK	Ongoing
Check Single Central Record/Conduct Safeguarding monitoring visit (Safeguarding Trustee)	Y	SA	March 26
Ensure school website includes all the information required by the DfE (Principal)	Y	VH	11/02/26
Review progress of Pupil Premium Strategy (Premiums Trustee)	Y	LB	11/02/26
Review progress of Sports Premium Strategy (Premiums Trustee)	Y	LB	11/02/26
Monitor systems for individual pupil targets (SEND Trustee)	Y	MK	18/03/26
Review progress towards SDP and SEF (FTB)	Y	FTB	18/03/26
Termly review of incidents and accident reports (Health and Safety Trustee)	Y	MK	23/03/26
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	All	11/02/26
Monthly budgeting monitoring (SBM/Resources Committee)	Y	MK/All	11/02/26
Agree on HCC admissions arrangements (FTB)	Y	SV	11/02/26
Receive a report from the Principal on the support staff appraisal process and pay recommendations (Principal)	Y	VH	18/03/26
Send end of term communication from the Trust Board to the school community (Chair)	Y	MK	24/03/26

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Summer Term			
Work	Completed	By Whom	Date
Confirm dates of meetings for the next academic year (Clerk)	Y	SV/MK/VH	12/06/26
Agree clerking arrangements and professional services of the next academic year (FTB)	Y	SBM	Complete
Monitor the completion of Trustee Monitoring Visits for the duration of the year (Chair)	Y	MK	Ongoing
Monitor the completion of trustee training to match needs shown by the Trust Board's Skills Audit and School's SDP (Chair)	Y	MK	Ongoing
Check Single Central Record/Conduct Safeguarding monitoring visit (Safeguarding Trustee)	Y	SA	June 26
Ensure school website includes all the information required by the DfE (Principal)	Y	VH	June 26
Review progress of Pupil Premium Strategy (Premiums Trustee)	Y	ALL	08/07/26
Review progress of Sports Premium Strategy (Premiums Trustee)	Y	ALL	08/07/26
Monitor systems for individual pupil targets (SEND Trustee)	Y	MK	16/07/26
Review progress towards SDP and SEF (FTB)	Y	ALL	08/07/26
Termly review of incidents and accident reports (Health and Safety Trustee)	Y	MK	20/07/26
Complete Annual Health and Safety Checklist (Health and Safety Trustee)	Y	MK	22/07/26
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	ALL	08/07/26
Monthly budget monitoring (SBM/Resources Committee)	Y	Resources	06/05/26
Prepare and distribute stakeholder questionnaires (Principal)			
Review Equal Opportunities responsibilities of the Trust Board (part of Principal's report)	Y	ALL	08/07/26
Review staffing structure for the forthcoming year (Chair)	Y	MK	12/06/26
Send end of term communication from the Trust Board to the school community (Chair)	Y	MK	23/07/26
Agree the Budget for the next academic year (FTB)	Y	All	13/05/26