

Cycle	Executive	SIB	RFPS LGB	ARC	PSC	Trust Board
Cycle 1: Sept/ Oct	Tuesday 7th September 2021	Thursday 30th September 2021	Tuesday 28th September 2021	Friday 1 October 2021	Tuesday 28 September 2021	Friday 15th October 2021
Cycle 2: Nov/ Dec	Tuesday 2nd November 2021	Thursday 2nd December 2021	Tuesday 16th November 2021	Friday 26th November 2021		Friday 10th December 2021
Cycle 3: Jan/Feb	Tuesday 11th January	Thursday 20th January 2022	Tuesday 18 January 2022	Friday 28 January 2022		Friday 11th February 2022
Cycle 4: March/April	Tuesday 1st March 2022			Friday 18th March 2022	Tuesday 15th March 2022	Friday 1st April 2022
Cycle 5: April/May	Tuesday 26th April	Thursday 10 May 2022	Tuesday 3rd May 2022	Friday 13th May 2022	Tuesday 17th May 2022	Friday 27th May 2022
Cycle 6: June/July	Tuesday 7th June 2021	Thursday 7th July 2022	Tuesday 5 July 2022	Friday 1st July 2022		Friday 15th July 2022

Executive	SIB	RFPS LGB	ARC	PSC	Trust Board
<ul style="list-style-type: none"> Update Register of pecuniary interests Receive and feedback on SoDA 	<ul style="list-style-type: none"> Confirm SIB chair & vice chair Update Register of pecuniary interests Receive governance handbook including: <ul style="list-style-type: none"> code of conduct Terms of Reference for SIB SoDA Consider training needs of SIB members Confirm link roles with school middle/senior leaders 	<ul style="list-style-type: none"> Elect LGB chair & vice chair Update Register of pecuniary interests Receive governance handbook including: <ul style="list-style-type: none"> code of conduct Terms of Reference for SIB SoDA Update LGB skills self-evaluation audit and gap analysis, plan any recruitment to meet gaps Review training needs of governors Confirm link roles with school middle/senior leader 	<ul style="list-style-type: none"> Confirm terms of reference for Pay Committee 	<ul style="list-style-type: none"> Confirm Terms of Reference for PSC and link roles 	<ul style="list-style-type: none"> Elect chair and vice-chair & appoint committee chairs including SIB and LGB Appoint rust clerk Update Register of pecuniary interests Review and adopt governance handbook and governance code of conduct Review and adopt all Terms of Reference for board/all committees Update trustee skills audit, gap analysis, plan recruitment Review training needs of trustees Review trustee link roles with executive team Review/adopt SoDA
<ul style="list-style-type: none"> Review Trust Aims & Vision Statement Consider Trust priorities and links with SIP/SDP Consider dissemination to SIB/LGB Consider Annual Trust policy review schedule, consultation dates and expectations Consider pay policy review process and agree reporting schedule to ARC/pay committee 	<ul style="list-style-type: none"> Receive update on Trust Vision Statement and consider priorities for the year and links with POAP/ SIP 	<ul style="list-style-type: none"> Receive update on Trust Vision and consider school aims/priorities for the year in line with SEF/SDP 		<ul style="list-style-type: none"> Consider Trust and schools Aims/Vision Statements and links Consider school implementation plans for Trust vision 	<ul style="list-style-type: none"> Approve Trust Vision Statement Consider feedback from SIB/LGB and approve Trust priorities for the year Receive and scrutinise CEO RAG report

<ul style="list-style-type: none"> • Share & challenge performance in previous year incl. data on: EYFS, phonics, SATs, GCSEs, A levels (as available) etc and prepare for PSC presentation • Consider school policies review schedule • Review safeguarding (KCSIE) changes & updated schools' safeguarding policies • Scrutinise school safeguarding reports • Review headteacher pay progression recommendations 	<ul style="list-style-type: none"> • Consider HT report and data on: <ul style="list-style-type: none"> • Attendance • Absence, PA • FTE/PEX • behaviour • HT plans/priorities for targeted support within SIP/SDP • Review and approve school policies as per agreed schedule • Scrutiny of safeguarding report for summer term/ feedback for ARC/PSC • Review updated school safeguarding policy <ul style="list-style-type: none"> • Consider/priorities / risks to report to PSC 	<ul style="list-style-type: none"> • Review performance of previous year incl. data on: EYFS, phonics, SATs, Teacher Assessment • Consider HT report and data on: <ul style="list-style-type: none"> • Attendance • Absence, PA • FTE/PEX • behaviour • HT plans/priorities for targeted support within SIP/SDP • Consider pupil premium strategy • Review and approve school policies as per agreed schedule • Scrutiny of safeguarding report for Summer term/ feedback for ARC/PSC • Review updated school safeguarding policy • Consider/priorities/ risks to report to PSC 	<ul style="list-style-type: none"> • Review Headteacher recommendation for pay progression for SLT • Review headteacher recommendations for pay progression for teaching staff • Review headteacher recommendations for pay progression for associate staff 	<ul style="list-style-type: none"> • Receive reports from School Improvement partners • Review Schools' SIPs and scrutinise school performance targets • Review Trust-wide SI metrics • Review PD metrics • Recommendations to TB on risk register 	<ul style="list-style-type: none"> • Receive report from PSC recommending targets for approval on: <ul style="list-style-type: none"> • educational performance in schools • key risks • safeguarding • school targets • Review safeguarding (KCSIE) changes and approve schools' safeguarding policy and Trust Safeguarding Statement
<p>Receive and feedback on:</p> <ul style="list-style-type: none"> • Draft CFO Finance Report and workplan update including annual procurement calendar <ul style="list-style-type: none"> • Review progress on closing down of 	<ul style="list-style-type: none"> • Confirm likely future student numbers at RFSS 		<ul style="list-style-type: none"> • Confirm affordability of headteacher pay progression recommendations 		<ul style="list-style-type: none"> • Receive and approve Pupil Premium Impact Reports • Receive and consider Finance report on year-end projections/risks and financial performance to end of September

<p>previous financial year across the Trust, expected accruals or other requirements</p> <ul style="list-style-type: none"> • Review proposed procurements in next period • Consider draft reports on use of pupil premium and impact (& sports premium @ RFPS) for PSC from HTs • Draft Head of HR report and workplan update • Estates workplan update incl. prep of Land & Buildings return fro CFO approval • Review previous terms' GDPR data and compliance • Review website compliance 					<ul style="list-style-type: none"> • Receive and consider HR report on previous term HR and potential risks • Receive and consider Estate report on potential risks and developments • Consider draft L&B return (due Nov) • Confirm website compliance • Confirm Trust Risk Register
Executive	SIB	RFPS LGB	ARC	PSC	Trust Board
<ul style="list-style-type: none"> • Review of SoDA (if required) 			<ul style="list-style-type: none"> • Confirm Terms of Reference for ARC and link roles 		<ul style="list-style-type: none"> • Approve SoDA (if required) • Publish Admissions arrangements for each

					school / undertake consultation
<ul style="list-style-type: none"> • Consultation of Trust policy reviews as per schedule 	<ul style="list-style-type: none"> • Feedback on governors'/ SIB members/trustees' visits 		<ul style="list-style-type: none"> • Ensure schedule in place to review all relevant policies throughout the year • Scrutiny of policies / recommendations to TB 		<ul style="list-style-type: none"> • Feedback on trustees' visits • Approval of Trust policies as per schedule • Receive and scrutinise CEO RAG report
<ul style="list-style-type: none"> • Review October census data and impact • Share and review use of pupil premium and impact (+ sports premium RFPs) 	<ul style="list-style-type: none"> • Review progress against SIP/POAP • Consider priorities for targeted support • Consider pupil premium strategy • Review and approve school policies as per agreed schedule 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Scrutinise school safeguarding reports from previous term (for risk) 		<ul style="list-style-type: none"> • Review CEO performance & appraisal targets and pay • Approve HT pay • Receive reports from Chairs of LGB/SIB •
<ul style="list-style-type: none"> • Receive and feedback on: • Draft Finance Report for ARC and workplan update • School Resource management self-assessment tool (SRM) for Chair of ARC (early Nov) • Update on external audit process • HR workplan update • Estates workplan update 		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Receive CFO report & consider financial performance to end of October • Consideration of changes in Financial Regulations/ AFH and Trust policy • Receive External Auditors report, statements & scrutinise accounts • Consider points in management letter and recommend responses 		<ul style="list-style-type: none"> • Receive CFO report incl. financial Performance to end of November • Receive report from ARC on financial performance in schools and risks • Approve Trustee Report, Annual Accounts, management letter for submission by 31 Dec. • Appoint Auditors and confirm/approve internal audit focus

<ul style="list-style-type: none"> • Scrutiny of Asset Management Plan (AMP) and plan for disposal/write-offs • Review likely EoY financial performance at each school • Consider school related points likely to be in management letter • Review proposed procurements in next period • 			<ul style="list-style-type: none"> • Discuss summary of previous Internal Audit (IA) report and recommend draft IA plan for the year • Recommend AMP • Review procurement recommendations • Scrutiny of GDPR report from previous term and recommendations • Review and scrutinise the Trust Risk Register 		<ul style="list-style-type: none"> • Receive summary IA report and confirm IA plan for year • Receive Pupil premium Reports • Approve procurement decisions as per SoDA • Receive feedback on GDPR report from ARC/approve recommendations • Confirm Risk Register
Executive	RFSS SIB	RFPS LGB	ARC	PSC	Trust Board
<ul style="list-style-type: none"> • Review SoDA (if required) • 			<ul style="list-style-type: none"> • Confirm Financial Statements on the website and ESFA accounts return is finalised (31 Jan) 		<ul style="list-style-type: none"> • Approve SoDA (if required) •
<ul style="list-style-type: none"> • Trust policy reviews and consultation • 	<ul style="list-style-type: none"> • Feedback on SIB members/trustees' visits 	<ul style="list-style-type: none"> • Feedback on governors/trustees' visits 	<ul style="list-style-type: none"> • Scrutiny of policies & recommendation to TB • 	<ul style="list-style-type: none"> • Feedback on trustees'/ SIB or LGB Chairs visits 	<ul style="list-style-type: none"> • Feedback on trustees' visits • Approval of Trust policies as per policy schedule • Receive and scrutinise CEO RAG report
<ul style="list-style-type: none"> • Consider report to PSC including: • Student voice • Parent voice 	<ul style="list-style-type: none"> • Consider HT Autumn report/ SEF and data on: • Attendance • Absence, PA 	<ul style="list-style-type: none"> • Consider HT Autumn report/ SEF and data on: • Attendance • Absence, PA 	<ul style="list-style-type: none"> • Scrutinise school safeguarding reports from previous term (for risk) 	<ul style="list-style-type: none"> • Receive reports from School Improvement partners 	<ul style="list-style-type: none"> • Receive and respond to reports from Chairs of LGB/SIB • Receive report from ARC on schools'

<ul style="list-style-type: none"> • Staff voice • Workload & wellbeing • Scrutiny of safeguarding reports for Autumn term • Consider and feedback on Trust/schools IT management plans 	<ul style="list-style-type: none"> • FTE/PEX • Behaviour • Review progress against SIP/POAP • Consider priorities targeted support • Scrutiny/feedback of safeguarding report for Autumn term for ARC/PSC • Review and approve school policies as per agreed schedule 	<ul style="list-style-type: none"> • FTE/PEX • Behaviour • Review progress against SDP • Consider HT plans for SDP priorities • Scrutiny of safeguarding report for Autumn term/ feedback for ARC/PSC • Review and approve school policies as per agreed schedule 	<ul style="list-style-type: none"> • Review of Schools' IT management Plans & recommendations to TB • • 	<ul style="list-style-type: none"> • Review Schools' SIPs and scrutinise school performance targets • Review Trust-wide SI metrics • Review PD metrics • Recommendations to TB on risk register 	<ul style="list-style-type: none"> • safeguarding reports and Schools' IT management Plans
<ul style="list-style-type: none"> • Receive and feedback on: • Draft CFO Finance Report and workplan update • Review proposed procurements in next period • Consider asset management plans • Draft Head of HR report and workplan update • Estates workplan update • Review previous terms' GDPR data and compliance • Review website compliance 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Confirm likely future student numbers at RFPS 	<ul style="list-style-type: none"> • Scrutiny of Finance report on financial performance to end of December/ risks • Review IA report/action plan if required • Confirm likely future RFPS numbers • Review procurement recommendations • Scrutiny of Asset management plan and any disposal of assets/write-offs • Recommend procurement decisions as per SoDA • Scrutiny of GDPR report from Autumn term and recommendations 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Receive CFO report incl. financial Performance to end of January • Receive report from ARC on financial performance in schools, pupil numbers, asset management, risks • Approve procurement decisions as per SoDA • Sign off asset management plan • Receive and consider HR report on previous term HR and potential risks • Receive and consider Estate report on potential risks • Receive feedback on GDPR report from

			<ul style="list-style-type: none"> Review & scrutinise Trust Risk Register 		ARC/approve recommendations <ul style="list-style-type: none"> Confirm Risk Register
Executive	RFSS SIB	RFPS LGB	ARC	PSC	Trust Board
<ul style="list-style-type: none"> Review SoDA (if required) 					<ul style="list-style-type: none"> Approve SoDA (if required) Consider and agree plans for annual governance review
<ul style="list-style-type: none"> Trust policy reviews and consultation 					<ul style="list-style-type: none"> Feedback on trustees' visits Approval of Trust policies by exception Receive and scrutinise CEO RAG report
<ul style="list-style-type: none"> Share curriculum mapping, long and medium-term planning as per Quality of Education judgement in preparation for PSC 					<ul style="list-style-type: none"> Receive report from PSC on educational performance in schools; key risks; school targets; safeguarding reports; Quality of Education in relation to the curriculum
<ul style="list-style-type: none"> Draft Finance Report and workplan update HR workplan update 					<ul style="list-style-type: none"> Finance report on financial performance to end of March/ risks

<ul style="list-style-type: none"> Staffing structure/ budget development Estates workplan update Review proposed procurements in next period Review annual GDPR audit by DPO and associated trust and schools action plans 					<ul style="list-style-type: none"> Approve procurement decisions as per SoDA Confirm Risk Register
Executive	RFSS SIB	RFPS LGB	ARC	PSC	Trust Board
<ul style="list-style-type: none"> Review SoDA (if required) Review next year meeting calendar 	<ul style="list-style-type: none"> Annual 360-degree feedback to trustees on governance systems and operations 	<ul style="list-style-type: none"> Annual 360-degree feedback to trustees on governance systems and operations 	<ul style="list-style-type: none"> Consideration of feedback from LGB/SIB on governance systems and operations Annual calendar scrutiny 		<ul style="list-style-type: none"> Approve SoDA (if required) Annual review of governance (may be a separate meeting) Approve next year calendar of meetings
<ul style="list-style-type: none"> Trust policy reviews and consultation 	<ul style="list-style-type: none"> Feedback on SIB members/trustees' visits 	<ul style="list-style-type: none"> Feedback on governors'/ trustees' visits 	<ul style="list-style-type: none"> Scrutiny of policies & recommendation to TB including appraisal and pay policies for following year 	<ul style="list-style-type: none"> Consider Aims/Vision Statement for following year Consider future priorities to recommend to the Trust Consider draft equality information 	<ul style="list-style-type: none"> Approval of Trust policies as per policy schedule Feedback on trustees' visits Receive/scrutinise CEO RAG report
<ul style="list-style-type: none"> Scrutiny of safeguarding reports for Spring term 	<ul style="list-style-type: none"> Consider HT Spring report and data on: 	<ul style="list-style-type: none"> Consider HT Spring report/ SEF and data on: 	<ul style="list-style-type: none"> Review admissions for following year and impact on structures 	<ul style="list-style-type: none"> Receive reports from School Improvement partners 	<ul style="list-style-type: none"> Receive reports from Chairs of LGB/SIB

<ul style="list-style-type: none"> Review Appraisal and pay policies in relation to performance review systems/pay progression 	<ul style="list-style-type: none"> Attendance Absence, PA FTE/PEX Behaviour Destinations of leavers (Yrs 6;11) Admissions Review progress against SIP/POAP Consider HT plans for SIP/SDP priorities and targeted support Scrutiny of Spring term safeguarding report and feedback for ARC/PSC Review and approve school policies as per agreed schedule 	<ul style="list-style-type: none"> Attendance Absence, PA FTE/PEX Behaviour Consider HT plans for SDP priorities Scrutiny of for Spring term safeguarding report and feedback for ARC/PSC Review and approve school policies as per agreed schedule 	<p>and Budget return (BFRO) preparation</p>	<ul style="list-style-type: none"> Review Schools' SIPs and scrutinise school performance targets Review Trust-wide SI metrics Review PD metrics Recommendations to TB on risk register 	<ul style="list-style-type: none"> Receive and scrutinise CEO RAG report
<ul style="list-style-type: none"> Draft Finance Report and workplan update including internal audit preparation Update on budget planning progress Review proposed procurements in next period Draft HR report and workplan update Estates report and workplan update Consider Action plans to meet external Trust Health and Safety Audit 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Scrutiny of Finance report & confirm BFRO financial return to the ESFA (due 20/05) Review Internal audit report/action plan Review procurement recommendations Scrutiny of HR report Review External Trust Health and Safety Review and reports against action plans Scrutiny of GDPR report from Spring term and recommendations 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Receive Report from Chair of ARC incl. internal audit outcome Finance report on financial performance to end of April and risks Approve procurement decisions as per SoDA Receive and review HR Spring Report Receive Annual Trust Health & Safety Audit Report (external) and schools' response Receive Spring term GDPR report & external

<ul style="list-style-type: none"> • Trips for the forthcoming year/insurance/risk assessments • Review Spring terms' GDPR data and compliance • Review website compliance Review 			<ul style="list-style-type: none"> • Review External Trust GDPR Review (DPO) and report against action plan • Review Insurance (RPA and local for vehicles) • Scrutiny of key plans for trips plan and risk assessments • Review / scrutinise Trust Risk Register 		<p>Trust GDPR Review (DPO), and action plan</p> <ul style="list-style-type: none"> • Confirm all insurances in place • Confirm trip plan and risk assessments • Confirm Risk Register
• Executive	• RFSS SIB	• RFPS LGB	• ARC	PSC	Trust Board
<ul style="list-style-type: none"> • Review SoDA (if required) 	<ul style="list-style-type: none"> • Consider attendance at meetings, key points for end of year feedback for Trust Annual review and governance statements 	<ul style="list-style-type: none"> • Consider governor attendance, key points for end of year feedback for Trust Annual review and governance statements 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Approve SoDA (if required) • Approval of Trust policies as per policy schedule • Initial consideration of annual statement on governance arrangements; attendance; effectiveness of arrangements; and proposals for future arrangements including feedback from SIB/LGB
<ul style="list-style-type: none"> • Plan feedback report and delivery for the Annual Trust strategy meeting 	<ul style="list-style-type: none"> • Consider Aims/Vision Statement for next year 	<ul style="list-style-type: none"> • Consider Aims/Vision Statement for next year • Consider future priorities to 	<ul style="list-style-type: none"> • Consider Aims/Vision Statement for next year • Consider future priorities to 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Approval of Trust policies by exception

<ul style="list-style-type: none"> • Review progress of SDP/SIPs • Consider Aims/Vision Statement for next year • Consider future priorities to recommend to the Trust for the next year • Review of Equality objectives and propose updates to equality information 	<ul style="list-style-type: none"> • Consider future priorities to recommend to the Trust for next year • Review SIB member oversight/mentoring/coaching • 	<p>recommend to the Trust for next year</p> <ul style="list-style-type: none"> • Consider feedback on governor mentoring/coaching • 	<p>recommend to the Trust</p> <ul style="list-style-type: none"> • Consider draft equality information 		<ul style="list-style-type: none"> • Receive Annual summary report from CEO and Executive Team to feed into Annual Strategy meeting to consider future strategic direction of the Trust • Set out the LT2 strategy at the Annual Strategy Meeting attended by: Trustees; Chairs of LGB/SIB; Executive Team • Approve Equality Statement
<ul style="list-style-type: none"> • Review External Trust Safeguarding Audit/ Review and schools' Action Plans • • 	<ul style="list-style-type: none"> • Review progress against SIP/POAP • Consider priorities for targeted support currently and for next year • Presentation on transition preparation for next year/new year group • Review and approve school policies as per agreed schedule • Consider report to PSC 	<ul style="list-style-type: none"> • Review progress against SDP • Consider HT plans for SDP priorities for next year incl. staffing, premises • Presentation on transition preparation for next year/new year group • Review and approve school policies as per agreed schedule • Consider report to PSC 	<ul style="list-style-type: none"> • Scrutinise school safeguarding reports from previous term (for risk) • Scrutinise External Trust Safeguarding Audit Review and reports against action plans • • 		<ul style="list-style-type: none"> • Receive end of year report from Chair of PSC • Receive reports from ARC and PSC on Annual Safeguarding Audit and schools' reports against action plans •
<ul style="list-style-type: none"> • Draft Finance Report and workplan update 			<ul style="list-style-type: none"> • Scrutiny of Finance report on financial 		<ul style="list-style-type: none"> • Finance report on financial

<ul style="list-style-type: none"> • Share finalised 3 year budgets and rationale • HR workplan update • Review proposed procurements planned for the next year • 			<p>performance to end of May and risks</p> <ul style="list-style-type: none"> • Final scrutiny of the proposed 3-year budget and recommend BFR3Y to Trust Board • Review IA report/action plan if required • Review procurement recommendations for following year • Scrutinise External Trust Safeguarding Audit and reports against action plans • Review / scrutinise Trust Risk Register 		<p>performance to end of May and risks</p> <ul style="list-style-type: none"> • Receive end of year report from the Chair of ARC • Approve Trust/schools 3-year budget for BFR3Y submission to ESFA (c. 20 July) • Approve procurement decisions as per SoDA • Confirm Risk Register
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<https://api.warwickshire.gov.uk/documents/WCCC-1023-348>