

## Education Impact Academy Trust: Annual Agenda Planner 2020-21

### **Purpose and Approach:**

The Annual Agenda Planner outlines key agenda items for governance meetings of Education Impact Academy Trust (EIAT). It is intended as an internal, live document to be updated to respond to EIAT's priorities and needs as well as good practice and updates to requirements or legislation. Some key external dates have been included although this list is not intended to be exhaustive. The Agenda Planner has been cross referenced with the revised Scheme of Delegation.

### **Timing and Frequency of Meetings:**

Meetings have been scheduled in line with the expectations set out in the Academies Financial Handbook and the DfE Governance Handbook. There are 4 Trust Board meetings, 3 Finance and Audit (F&A) Committee meetings (a sub-committee of the Board of Trustees), 1 Members AGM, and 6 Local Governing Body (LGB) meetings per school. This provides a total of 7 Board meetings (including F&A Committee meetings), and 6 clerked LGB meetings per school per academic year. Schools will be asked to hold a 7<sup>th</sup> non clerked planning day where the LGB and the school leadership team work collaboratively. This will be the model for the more 'high-functioning' LGBs but there may be a need to hold an increased number of formal clerked LGB meetings to ensure strong local governance and to drive forward school improvement for the schools who do not have a 'high functioning' LGB. This will be discussed and implemented by the Executive Team who hold the Head Teachers of each school to account.

### **Schedule:**

Each half term (Autumn 1, Autumn 2, Spring 1, Spring 2, Summer 1, Summer 2) has been split into the relevant number of weeks (see appendix 1). All governance meetings have been allocated to specific weeks with LGB meetings being scheduled within a 3 week 'block' prior to the Trust Board meetings. External deadlines have been included on the agenda planner, and any EIAT specific internal deadlines will need to be added.

### **Timescales for agenda setting and papers submission:**

As a general principle, agendas should be agreed no less than **14 calendar days** prior to the meeting date to allow sufficient time for paperwork to be produced by Head Teachers or the Executive Team (in some cases due to school holiday periods agendas will need to be agreed in advance of this). Documents need to be posted to the portal **7 calendar days** before the meeting.

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Autumn 1					
Meeting Type	Week of Meeting	Specific Meeting Agenda Items	Fixed Agenda Items	EIAT or LGBs internal deadlines	External Deadlines
<b>Trust Board</b>	<b>Week 3</b>	<ul style="list-style-type: none"> <li>• Appoint Chair &amp; Vice Chair of Board, Chair of F&amp;A Committee</li> <li>• Appointment and confirmation of clerk</li> <li>• Review Board committee's membership and Terms of Reference</li> <li>• Review Trust Financial Oversight and Controls including for Charging and Remission</li> <li>• Receive report on previous year results, progress &amp; attainment and review performance targets</li> <li>• Register of Business Interests</li> <li>• Safeguarding Policy [TBC with Trust timing and delegations] &amp; confirmation trustees have read relevant documents</li> <li>• Skills audit/ evaluation of the Board</li> </ul>	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Reports from Committees and LGBs</li> <li>• Reports from CEO and COO</li> <li>• Head Teacher reports including staff attendance</li> <li>• Progress &amp; attainment</li> <li>• Finance / budget reports</li> <li>• Updates required to delegations including financial scheme of delegation</li> <li>• Staff training / CPD at Trust level</li> <li>• Trustees' training required / attended</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Week 1</li> <li>• Documents Week 2</li> </ul>	<ul style="list-style-type: none"> <li>• Sept: Changes to Academies Financial Handbook</li> <li>• Oct: Autumn school census</li> </ul>
<b>LGBs</b>	<b>Weeks 2,4 &amp; 5</b>	<ul style="list-style-type: none"> <li>• Bi-annually: Appoint LGB Vice-Chair</li> <li>• Informed on any update to scheme of delegation</li> <li>• Receive report on previous year's progress &amp; attainment</li> <li>• Safeguarding Policy [TBC with Trust timing and delegations] &amp; confirmation LGB members have read relevant documents</li> <li>• School development plan</li> </ul>	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Head Teacher's Report including staff attendance</li> <li>• Review assessment and exam results</li> <li>• Pupil Attendance &amp; Behaviour [TBC if also to Board]</li> <li>• Finance / budget reports</li> <li>• Academy risk register</li> <li>• Safeguarding report</li> <li>• Academy staff training / CPD</li> <li>• LGB Academy visits and training</li> <li>• Reports from Board</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda: Queensbury week 1 <b>early</b></li> <li>• Wilson Stuart week 2</li> <li>• Mayfield week 3</li> <li>• Documents Queensbury week 1</li> <li>• Wilson Stuart week 3</li> <li>• Mayfield week 4</li> </ul>	

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Autumn 2					
Meeting Type	Week of Meeting	Specific Meeting Agenda Items	Fixed Agenda Items	EIAT internal deadlines	External Deadlines
<b>Finance and Audit Committee</b>	<b>Week 4</b>	<ul style="list-style-type: none"> <li>• Draft Annual Accounts and Trustees' Report</li> <li>• Year end audit</li> <li>• Management accounts posted on the portal</li> <li>• Performance management (PM) for Executive Team and Head Teachers</li> <li>• Response to auditor's management letter</li> <li>• Pay Policy</li> <li>• Appointment of Accounting Officer</li> <li>• Review health &amp; safety action plan</li> <li>• Best Value statement</li> </ul>	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Finance/ budget reports including cash management, planning and cash flow</li> <li>• Risk management &amp; register</li> <li>• Any updates required to delegations including financial scheme of delegation</li> <li>• Reports from Board/ Agree report to Board</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Week 2</li> <li>• Documents Week 3</li> </ul>	<ul style="list-style-type: none"> <li>• End Oct: complete Executive Team and Head Teachers PM.</li> <li>• End Dec: filing deadline – financial statements, audit management letter</li> </ul>
<b>LGBs</b>	<b>Weeks 2, 3 &amp; 5</b>	<ul style="list-style-type: none"> <li>• Receive report on leavers' destinations</li> <li>• Review Pupil Premium Grant - Impact Report &amp; Strategy</li> <li>• PE &amp; Sports Grant (primary)</li> <li>• Year 7 Literacy &amp; Numeracy Catch Up (secondary)</li> <li>• Emergency and Contingency Plans</li> <li>• Health and Safety update</li> </ul>	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Head Teacher's Report including staff attendance</li> <li>• Progress &amp; attainment</li> <li>• Pupil Attendance &amp; Behaviour [TBC if also to Board]</li> <li>• Finance / budget reports</li> <li>• Academy risk management &amp; register</li> <li>• Safeguarding report</li> <li>• Academy staff training / CPD</li> <li>• LGB Academy visits and training</li> <li>• Reports from Board</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda: Queensbury week 1 <b>early</b> Wilson Stuart week 1 Mayfield week 3</li> <li>• Documents Queensbury week 1 Wilson Stuart week 2 Mayfield week 4</li> </ul>	
<b>Trust Board (Auditors in attendance)</b>	<b>Week 6</b>	<ul style="list-style-type: none"> <li>• Informed on LGB chair appointments (if any)</li> <li>• Report on leavers' destinations across trust</li> <li>• Approve Annual Accounts and Trustees' Report</li> <li>• Pay Policy and Decisions</li> <li>• PM for Executive Team and Head Teachers</li> <li>• Review School development plans</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable at this meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Week 4</li> <li>• Documents Week 5</li> </ul>	

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Spring 1					
Meeting Type	Week of Meeting	Specific Meeting Agenda Items	Fixed Agenda Items	EIAT internal deadlines	External Deadlines
<b>Members AGM</b>	<b>Week 2</b>	<ul style="list-style-type: none"> <li>• Receive annual accounts</li> <li>• Review &amp; confirm Trust meeting charitable objects</li> <li>• Appoint auditors</li> <li>• Register of Business Interests</li> </ul>	Not applicable at this meeting	<ul style="list-style-type: none"> <li>• Agenda Week 1 <b>early</b></li> <li>• Documents Week 1</li> </ul>	<ul style="list-style-type: none"> <li>• Jan: School census</li> <li>• Jan: Academy Accounts Return filing deadline and publish last year's accounts</li> <li>• By end Jan: admissions consultations (if required)</li> <li>• Feb/ Mar: determine then publish admissions arrangements for next year's admissions</li> <li>• Feb/ Mar: ESFA issues funding / returns guidance (also at various other points through year)</li> </ul>
<b>LGBs</b>	<b>Weeks 3 &amp; 4</b>	•	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Head Teacher's Report including staff attendance</li> <li>• Progress &amp; attainment</li> <li>• Pupil Attendance &amp; Behaviour [TBC if also to Board]</li> <li>• Finance / budget reports</li> <li>• Academy risk management &amp; register</li> <li>• Safeguarding report</li> <li>• Academy staff training / CPD</li> <li>• LGB Academy visits and training</li> <li>• Reports from Board</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda: Queensbury week 1 Wilson Stuart &amp; Mayfield week 2</li> <li>• Documents Queensbury week 2 Wilson Stuart &amp; Mayfield week 3</li> </ul>	

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Spring 2					
Meeting Type	Week of Meeting	Specific Meeting Agenda Items	Fixed Agenda Items	EIAT internal deadlines	External Deadlines
<b>LGBs</b>	<b>Week 4</b>	<ul style="list-style-type: none"> <li>• Consulted on academy annual budget [next school year] (draft)</li> <li>• Repairs or premises work including plan for Summer</li> <li>• Review school admissions arrangements</li> </ul>	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Head Teacher's Report including staff attendance</li> <li>• Progress &amp; attainment</li> <li>• Pupil Attendance &amp; Behaviour [TBC if also to Board]</li> <li>• Finance / budget reports</li> <li>• Academy risk management &amp; register</li> <li>• Safeguarding report</li> <li>• Academy staff training / CPD</li> <li>• LGB Academy visits and training</li> <li>• Reports from Board</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda: Wilson Stuart, Mayfield &amp; Queensbury week 2</li> <li>• Documents Wilson Stuart, Mayfield &amp; Queensbury week 3</li> </ul>	<ul style="list-style-type: none"> <li>• Jan: School census</li> <li>• Jan: Academy Accounts Return filing deadline and publish 2019/2020 accounts</li> </ul>
<b>Finance and Audit Committee</b>	<b>Week 3</b>	<ul style="list-style-type: none"> <li>• Budget forecast return Outturn</li> <li>• Review Scheme of Delegation</li> <li>• Review Financial Regulations Manual</li> <li>• Review Trust Financial Oversight and Controls including for Charging and Remission prior to Board 1</li> <li>• Review Whistleblowing policy</li> <li>• Review Lettings policy</li> <li>• Review management accounts</li> <li>• Review annual health &amp; safety audit and action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Finance / budget reports including cash management, planning and cash flow</li> <li>• Risk management &amp; register</li> <li>• Any updates required to delegations including financial scheme of delegation</li> <li>• Reports from Board / Agree report to Board</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Week 1</li> <li>• Documents Week 2</li> </ul>	<ul style="list-style-type: none"> <li>• May: Primary SATS/ June: Secondary exams</li> <li>• May: Submit ESFA Budget Forecast Return Outturn (BFRO)</li> <li>• May: School census</li> <li>• End May: staff resignation deadline; Deadline for accounts to Companies House</li> </ul>
<b>Trust Board</b>	<b>Week 5</b>	<ul style="list-style-type: none"> <li>• Analyse Trust data against local and national benchmarks</li> <li>• Review estate plan; approve repairs or premises work</li> <li>• Update on annual health &amp; safety audit and action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Reports from Committees and LGBs</li> <li>• Reports from CEO and COO</li> <li>• Head Teacher reports including staff attendance</li> <li>• Progress &amp; attainment against targets</li> <li>• Finance/ budget reports</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Week 3</li> <li>• Documents Week 4</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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			<ul style="list-style-type: none"> <li>• Updates required to delegations including financial scheme of delegation</li> <li>• Staff training / CPD at Trust level</li> <li>• Trustees' training required / attended</li> </ul>		
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Summer 1					
Meeting Type	Week of Meeting	Specific Meeting Agenda Items	Fixed Agenda Items	EIAT internal deadlines	External Deadlines
LGB	Weeks 3-4	<ul style="list-style-type: none"> <li>• Academy forecast year-end, budget &amp; staff structure</li> <li>• Review delegations, Terms of Reference and agenda planner prior to Board 1</li> <li>• Review health &amp; safety action plan</li> <li>• Evaluation / audit of LGB</li> </ul>	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Head Teacher's Report including staff attendance</li> <li>• Progress &amp; attainment</li> <li>• Pupil Attendance &amp; Behaviour [TBC if also to Board]</li> <li>• Finance / budget reports</li> <li>• Academy risk management &amp; register</li> <li>• Safeguarding report</li> <li>• Academy staff training / CPD</li> <li>• LGB Academy visits and training</li> <li>• Reports from Board</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda: Queensbury week 1 Wilson Stuart &amp; Mayfield week 2</li> <li>• Documents Queensbury week 2 Wilson Stuart &amp; Mayfield week 3</li> </ul>	

Summer 2					
Meeting Type	Week of Meeting	Specific Meeting Agenda Items	Fixed Agenda Items	EIAT internal deadlines	External Deadlines
LGB	Weeks 4-5	<ul style="list-style-type: none"> <li>• Academy forecast year-end, budget &amp; staff structure</li> <li>• Review delegations, Terms of Reference and agenda planner prior to Board 1</li> <li>• Review health &amp; safety action plan</li> <li>• Evaluation / audit of LGB</li> </ul>	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Head Teacher's Report including staff attendance</li> <li>• Progress &amp; attainment</li> <li>• Pupil Attendance &amp; Behaviour [TBC if also to Board]</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda: Queensbury week 2 Wilson Stuart &amp; Mayfield week 3</li> <li>• Documents Queensbury week 3 Wilson Stuart &amp; Mayfield week 4</li> </ul>	

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			<ul style="list-style-type: none"> <li>• Finance / budget reports</li> <li>• Academy risk management &amp; register</li> <li>• Safeguarding report</li> <li>• Academy staff training / CPD</li> <li>• LGB Academy visits and training</li> <li>• Reports from Board</li> </ul>		
<b>Finance and Audit Committee</b>	<b>Week 4</b>	<ul style="list-style-type: none"> <li>• Trust and academies forecast year-end and budget [next financial year]</li> <li>• Trust &amp; Academies' staff structure informed by resignations</li> <li>• Analyse Academy data against local and national benchmarks</li> <li>• Trust annual budget [next school year] (draft)</li> <li>• Repairs or premises work plan</li> <li>• Review health &amp; safety action plan</li> <li>• Review delegations, Terms of Reference and agenda planner prior to Board 1</li> <li>• Evaluation/ audit of Committee</li> <li>• Pay framework in line with performance management and pay policy</li> </ul>	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Finance/ budget reports including cash management, planning and cash flow</li> <li>• Risk management &amp; register</li> <li>• Any updates required to delegations including financial scheme of delegation</li> <li>• Reports from Board / Agree report to Board</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Week 2</li> <li>• Documents Week 3</li> </ul>	<ul style="list-style-type: none"> <li>• July: ESFA Budget Forecast Return</li> </ul>
<b>Trust Board</b>	<b>Week 6</b>	<ul style="list-style-type: none"> <li>• Trust and academies forecast year-end and budget [next financial year]</li> <li>• Set annual meeting dates</li> <li>• Report on student progress</li> <li>• Governance evaluation of the year</li> <li>• Approve pay framework</li> </ul>	<ul style="list-style-type: none"> <li>• Standard items: Declaration of interests, Minutes of last meeting, Future agenda items, Confidential items, Chair's Actions, Policies, Business Interests</li> <li>• Reports from Committees and LGBs</li> <li>• Reports from CEO and COO</li> <li>• Head Teacher reports including staff attendance</li> <li>• Progress &amp; attainment against targets</li> <li>• Finance/ budget reports</li> <li>• Updates required to delegations including financial scheme of delegation</li> <li>• Staff training / CPD at Trust level</li> <li>• Trustees' training required / attended</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Week 4</li> <li>• Documents Week 5</li> </ul>	

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Appendix 1: Termly Week Allocations (w/c Monday unless otherwise stated)

Term	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
	w/c	w/c	w/c	w/c	w/c	w/c	w/c	w/c
Autumn 1	Tuesday 01/09/2020	07/09/2020	14/09/2020	21/09/2020	28/09/2020	05/10/2020	12/10/2020	19/10/2020
		LGB 1-Q	Board 1	LGB 1-WS	LGB 1-M			
Autumn 2	02/11/2020	09/11/2020	16/11/2020	23/11/2020	30/11/2020	07/12/2020	14/12/2020	21/12/2020
		LGB 2-Q	LGB 2-WS	F&A 1	LGB 2-M		Board 2	
Spring 1	04/01/2021	11/01/2021	18/01/2021	25/01/2021	01/02/2021	08/02/2021		
		AGM Members	LGB 3-Q	LGB 3-WS & M				
Spring 2	22/02/2021	01/03/2021	08/03/2021	15/03/2021	22/03/2021	29/03/2021		
			F&A 2	LGB 4-WS M Q	Board 3			
Summer 1	19/04/2021	26/04/2021	03/05/2021	10/05/2021	17/05/2021	24/05/2021		
			LGB 5-WS & M	LGB 5-Q				
Summer 2	07/06/2021	14/06/2021	21/06/2021	28/06/2021	05/07/2021	12/07/2021	19/07/2021	
				LGB 6-Q	LGB 6-WS & M			
				F&A 3		Board 4		



## Education Impact Academy Trust: Annual Agenda Planner 2020-21

### Policy schedule

The following policies are required by the trust as laid out in the Department for Education's Statutory Policies for Schools and best practice but there will be other policies requiring approval which are included in the specific agenda items for the relevant meetings.

Policy name	Suggested approach	Suggested approval level	Renewal schedule
Charging and remissions	Trust-wide	Finance Committee	3 years
Behaviour	Tailored by school	LGB	3 years – check every year
Sex and relationship education	Tailored by school	LGB	3 years – check every year
Special educational needs and disabilities (SEND)	Tailored by school – possibly within trust-wide template	LGB	1 year
Data protection	Trust-wide	Board	2 years
Health and safety	Trust-wide	Board	1 year
Admissions	LA strategic approach for special schools		
Accessibility plan	Tailored by school (if applicable)	LGB	1 year
Code of conduct	Trust-wide	Board	3 years
Complaints	Trust-wide	Board	3 years
Financial Regulations Manual	Trust-wide	Finance Committee	1 year
Freedom of Information	Trust-wide	Board	3 years
Homework policy	Tailored by school	LGB	1 year

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Policy name	Suggested approach	Suggested approval level	Renewal schedule
Premises management	Trust-wide	Board	1 year
Equality objectives and statement	Tailored by school	Board	4 years and publish information annually
Staff discipline, conduct, grievance and capability	Trust-wide	Board – unions generally consulted	3 years
Managing Staff Attendance Procedure	Trust-wide	Board	3 years
Risk Register	Tailored by school	LGB	1 year
Safeguarding and child protection	Trust-wide with school-level additions	Board	1 year
Special Leave of Absence	Trust-wide	Board	3 years
Statement of procedures for dealing with allegations of abuse against staff	Trust-wide	Board	1 year
Supporting pupils with medical conditions	Trust-wide	LGB	3 years
Whistleblowing	Trust-wide	Finance Committee	1 year
Early Years Foundation Stage (EYFS)	Trust-wide	LGB	3 years