

Inspire Trust Meetings and Reporting Schedule 2019-20



| TERM 1 2019-20 Full Inspire Trust | Day | Date | Time | Location | Key Agenda Items - Reporting Structure and SoD | Connectivity | Professional Support |
|--|------------|-------------|-----------------------------------|-------------------|---|--|--|
| Senior Leadership Teams (OHS, SJS, TRC) – independent meetings. | w/c Monday | 11-Sep-19 | TBC | OHS SJS TRC | Complete Preliminary Outcomes Statement, with commentary (against 2018-19 Strategic Monitoring Report, term 3 report) in respect of statement against final outcomes for submission to DNA by Friday 13 September 2019 | Report to OEE | Academy SLT |
| OEE | Thursday | 19-Sep-19 | 8.00am | OHS | Receive and consider Preliminary Outcomes Statements with commentary (against 2018-19 Strategic Monitoring Report and term 3 Report) from each academy. Generate a position statement for Board. | Report to Board (Q&A between OEE and SLTs as appropriate) | CEO, DCS, DFPR, HoAs action plan |
| Inspire Trust Leadership Conference (Trust Exec, Academy SLTs, Chairs of LGBs invited to observe) | Wednesday | 25-Sep-19 | 2.00pm - 6.00pm Lunch provided | Aston Hall Hotel | Report from each Academy Head on Summer 2019 Outcomes against the Strategic Monitoring Report. Updates and Feedback from the Members; Governance and Executive Framework and the work of the Trust. Priorities for 2019/20. Review and agree SMR for 2019-20. | OEE to Board, Head of Academy Board Chairs of LGB to Board | CEO, DCS, DFPR, Clerk to Trust. All Academy SLT. |

| TERM 1 2019-20 Full Inspire Trust | Day | Date | Time | Location | Key Agenda Items - Reporting Structure and SoD | Connectivity | Professional Support |
|---|------------|-------------|-------------|-----------------|---|--|----------------------------------|
| OEE | Thursday | 3-Oct-19 | 8.00 am | TRC | Review feedback and targets from Inspire Board and report into and provide direction statement to each Academy SLT | Board to OEE | CEO, DCS, DFPR, Heads of Academy |
| Senior Leadership Teams (OHS, SJS, TRC) – independent meetings. | w/c Monday | 7-Oct-19 | TBC | | Complete new Strategic Monitoring Report (term 1) and Report for Governors (in line with Trust Reporting Procedures) taking account of the direction paper from Governors and OEE and following SLT conference and Governors conference, for submission to Clerk by 18 October 2019 for LGB Agenda. | Report to OEE | Academy SLT |
| LGB - TRC | Monday | 14-Oct-19 | 5:30pm | TRC | Reporting Structure and SoD - Summer Results and Targets 2019/20 | Chair to LGB Head of Academy to LGB | Head of Academy, Clerk |
| LGB - OHS | Thursday | 17-Oct-19 | 5.30pm | OHS | Reporting Structure and SoD - Summer Results and Targets 2019/20 | Chair to LGB Head of Academy to LGB | Head of Academy, Clerk |
| LGB - SJS | Monday | 21-Oct-19 | 5.30 pm | SJS | Reporting Structure and SoD - Summer Results and Targets 2019/20 | Chair to LGB Head of Academy to LGB | Head of Academy, Clerk |

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| Governor Safeguarding Committee | Monday | 21-Oct-19 | 10.00am | TRC | SoD and Safeguarding Timetable 2019-20 | | |
| Inspire Members Meeting | Tuesday | 22-Oct -19 | 9.30 am | TRC | Accept and consider: the review of the Meetings Schedule and Reporting Structures; governance arrangements including Articles, remit, constitutions, code of conduct, evaluation/assessment, and governor recruitment. Strategic Review and Target Setting Report, Scheme of Delegation (SoD), Governance and Executive Framework. | Minutes directed to Inspire Board Away Day | CEO, Director of Corporate Services, Clerk to Trust |
| Inspire Trust Governor conference | Thursday | 24-Oct-19 | 3.00 -7.00 pm Refreshments provided | Aston Hall Hotel | Joint Report from each Academy Head and Chair of LGB on Summer 2019 Outcomes against the Strategic Monitoring Report. Updates and Feedback from the Members; Governance and Executive Framework and the work of the Trust. Priorities for 2019-20. | OEE to Board, Head of Academy to the Board/Governors | CEO, DCS, DFPR, Clerk to Trust. Heads of Academy. |
| Governor HR | TBC | | | | | | |
| <i>Autumn Half term week: Monday 28th October - Friday 1st November</i> | | | | | | | |
| Inspire Trust Board | Thursday | 14-Nov-19 | 5.30 pm | SJS | Receive and evaluate the Strategic Monitoring and Summer 2019 outcomes. Review priorities for 2019-20 | Chair of LGB's OEE | CEO, DCS, DFPR, Clerk |
| Governor Finance and Audit | Wednesday | 27-Nov-19 | 9.30am | TRC | SoD Sign off company accounts | | Chair and Vice Chair or Trust, CEO, DFR |
| <i>Christmas holidays: Monday 23 December – Friday 3 January</i> | | | | | | | |

| TERM 2 2019-20 Full Inspire Trust | Day | Date | Time | Location | Key Agenda Items - Reporting Structure and SoD | Connectivity | Professional Support |
|---|------------|-------------|-------------|------------------|--|---|---|
| Senior Leadership Teams (OHS, SJS, TRC) – independent meetings. | w/c Monday | 13-Jan-20 | TBC | OHS SJS TC | Update Strategic Monitoring Report and Termly Report for submission to Clerk for attention of OEE before 24 January 2020 | Report to OEE | Academy SLT |
| OEE | Thursday | 30-Jan-20 | 8.00 am | TRC | Receive and consider each Academy Strategic Monitoring Report and Termly Report (term 1) SoD and Operating Procedures. | Report to Board (Q&A between OEE and SLT's as appropriate) | CEO, DCS, DFPR, HoA |
| TRC Local Governing Body | Monday | 3-Feb-20 | 5.30 pm | TRC | To receive reports and recommendations from Inspire Board. Receive SLT Strategic Monitoring Report (term 1) and Termly Report from the Academy. SoD Governor Items | Receive reports from IB and SLT and Report to IB | Clerk, HoA, others as directed |
| SJS Local Governing Body | Wednesday | 5-Feb-20 | 5.30 pm | SJS | To receive reports and recommendations from Inspire Board Receive SLT Strategic Monitoring Report (term 1)and Termly Report from the Academy. SoD Governor Items | Receive reports from IB and SLT and Report to IB | Clerk, HoA, others as directed |
| OHS Local Governing Body | Thursday | 6-Feb-20 | 5.30 pm | OHS | To receive reports and recommendations from Inspire Board Receive SLT Strategic Monitoring Report and Termly Report (term 1)from the Academy. SoD Governor Items | Receive reports from IB, SLT and Report to IB | Clerk Head of Academy and others as agreed |

| TERM 2 2019-20 Full Inspire Trust | Day | Date | Time | Location | Key Agenda Items - Reporting Structure and SoD | Connectivity | Professional Support |
|---|------------|-------------|---|-----------------|--|---|--|
| Governor Safeguarding | Monday | 10-Feb-20 | 10.00am | TRC | SoD and Safeguarding Timetable 2019-20 | Report to Board | Clerk DSL, CEO, HoA, others as directed |
| Governor HR | TBC | | | | SoD | Review of specific issue or process for report to Board | CEO, Governors and DCS |
| <i>Half term break: Monday 17 February - Friday 24 February</i> | | | | | | | |
| Governor Finance and Audit | Thursday | 5-Mar-20 | 4.00pm <i>(prior to Board meeting)</i> | OHS | SoD ESFA return | Review of specific issue or process for report to Board and annual review of accounts and audit report. | Chair and Vice Chair or Trust, CEO, DFR |
| Inspire Trust Board Meeting | Thursday | 5-Mar-20 | 5.30 pm | OHS | Review the Strategic Monitoring and Termly Reports (term 1) from all Academies. Agree and formalise targets moving forward. SoD Governor Items | Receive reports from HoA, Summary from OEE. Direct OEE and SLT of Academies. | Clerk, OEE, Heads of Academies |
| <i>Easter holidays: Monday 6 April - Friday 17 April</i> | | | | | | | |

| TERM 3 2019-20 Full Inspire Trust | Day | Date | Time | Location | Key Agenda Items - Reporting Structure and SoD | Connectivity | Professional Support |
|---|------------|-------------|-------------|------------------|---|--|--------------------------------|
| Senior Leadership Teams (OHS, SJS, TRC) – independent meetings. | w/c Monday | 4-May-19 | TBC | OHS SJS TC | Update Strategic Monitoring Report (term 2) and Termly Report for submission to Clerk for attention of OEE 16 May 2019 | Report to OEE | Academy SLT |
| OEE | Thursday | 21-May-20 | 8.00 am | OHS | Receive and consider each Academy Strategic Monitoring Report (term 2) and Termly Report. SoD and Operating Procedures | Report to Board (Q&A between OEE and SLT's as appropriate) | CEO, DCS, DFPR, HoA |
| TRC Local Governing Body | Monday | 8-Jun-20 | 5.30 pm | TRC | To receive reports and recommendations from Inspire Board Receive SLT Strategic Monitoring Report (term 2) and Termly Report from the Academy SoD, Governor Items | Receive reports from IB and SLT and Report to IB | Clerk, HoA, others as directed |
| SJS Local Governing Body | Wednesday | 10-Jun-20 | 5.30 pm | SJS | To receive reports and recommendations from Inspire Board Receive SLT Strategic Monitoring Report (term 2) and Termly Report from the Academy . SoD, Governor Items | Receive reports from IB and SLT and Report to IB | Clerk, HoA, others as directed |

| TERM 3 2019-20 Full Inspire Trust | Day | Date | Time | Location | Key Agenda Items - Reporting Structure and SoD | Connectivity | Professional Support |
|---|------------|-------------|---|-----------------|--|---|--|
| OHS Local Governing Body <i>NQT presentations 4pm – 5.30pm</i> | Thursday | 11-Jun-20 | 4.00pm | OHS | NQT presentations To receive reports and recommendations from Inspire Board Receive SLT Strategic Monitoring Report (term 2) and Termly Report from Academy SoD, Governor Items | Receive reports from IB, SLT and Report to IB | Clerk Head of Academy and others as agreed |
| Governor Safeguarding | Monday | 15-Jun-20 | 10.00am | TRC | SoD and Safeguarding Timetable 2019-20 | Report to Board | Clerk DSL, CEO, HoA, others as directed |
| Governor HR | | | | | SoD | Review of specific issue or process for report to Board | CEO, Governors and DCS |
| Governor Finance and Audit | Thursday | 2-Jul-20 | 4.30pm <i>(prior to Board meeting)</i> | TRC | SoD Audit of Accounts | Review of specific issue or process for report to Board and annual review of accounts and audit report. | Chair and Vice Chair or Trust, CEO, DFR |
| Inspire Trust Board Meeting | Thursday | 2 Jul-20 | 5.30 pm | TRC | Review the Strategic Monitoring and Termly Reports (term 2) from all Academies. Agree and formalise targets moving forward. SoD, Governor Items Review of the Meetings Schedule and Reporting Structure. | Receive reports from HoA, Summary from OEE. Direct OEE and SLT of Academies. | Clerk, OEE, Heads of Academies |

Summer holidays

Meetings, Lines of Communication, Coordination (NOTES)

- **Each Academy to publish internal (to the Trust) a diary of events / activities and term dates, training dates.**
- **Structure and purpose of SLT meetings to be defined and scheduled to allow focused attendance by Executive team.**
- **Exec to attend every 4 weeks (or 2 per term), but as stated above, to focussed agenda.**
- **All other SLT meetings will be designed and conducted by the academy appropriate to their educational and business needs.**
- **Policy review will be kept away from Governor meetings except where there is a legal or regulatory requirement or where it supports the ethos and vision of the school.**
- **Reporting Lines**
 - **Heads of Academy, DCS and DFPR report to CEO**
 - **SLT in academy report to Head of Academy**
 - **Heads of Service Trust report to CEO, DCS or DFPR**
 - **Trust service Staff report to Head of Service**
 - **Academy Heads of Service report to Head of Academy**
 - **Academy services staff report to Head of Service**
- **A document library is available for all governance papers, so any governor in any academy can access Trust, LGB and other panel papers (unless they are not for publication or restricted in other ways)**
- **The SoD appropriate to each Academy will appear on their Strategic Monitoring Report.**

Key to be used:

Inspire Members Meeting (IMM)

Inspire Board (IB)

Operations and Education Executive (OEE)

Local Governing Body, Thomas Rotherham College (LGB TRC)

Local Governing Body, Oakwood High School (LGB OHS)

Local Governing Body, Sitwell Junior School (LGB SJS)

OHS Senior Leadership Team Meetings (OHS - SLT)

SJS Senior Leadership Team Meetings (SJS - SLT)

TRC Senior Leadership Team Meetings (TRC - SLT)

Governor Safeguarding Committee (GSC)

Heads of Academy (HoA)

Page 8 of 9

Chief Executive Officer (CEO)
Director of Corporate Services (DCS)
Director of Finance and Resources (DFR)

In addition to the above formal committees, the governance structure will establish, on a needs basis, the following Governor Panels:

Governor Recruitment (GR)
Governor Conduct (GC)
CEO / Principal / Headteacher Appraisal / Recruitment (GAPP)
Finance (GF)
Human Resources (GHR)
Pupil Behaviour (GPB)
Pupil Attendance (GPA)
Pupil Exam Appeal (GPE)
Permanent Exclusion (GPE)
Staff Appeals (GSA) - including: Disciplinary, Grievance, Capability, Redundancy