

Inspire Trust Meetings and Reporting Schedule 2020-21



TERM 1 2020-21 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	14 Sept 20		OHS SJS TRC	Complete Preliminary Outcomes Statement, with commentary (against 2019-20 Strategic Monitoring Report, term 3 report) in respect of statement against final outcomes for submission to DNA by Friday 18 September	Report to ELT	Academy SLT
Executive Leadership Team (ELT)	Thursday	24 Sept 20	8.00am	OHS	Receive and consider Preliminary Outcomes Statements with commentary (against 2019-20 Strategic Monitoring Report and term 3 Report) from each academy. Generate a position statement for the Board.	Report to Board (Q&A between ELT and SLTs as appropriate)	CEO, DCS, DFPR, HoAs action plan
ELT	Thursday	8 Oct 20	8.00 am	TRC	Review feedback and targets from Inspire Board and report into and provide direction statement to each Academy SLT	Board to ELT	CEO, DCS, DFPR, Heads of Academy
Senior Leadership Teams (OHS, SJS, TRC) – independent meetings.	w/c Monday	12 Oct 20	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 ELT and following SLT conference and Governors conference.	Report to ELT	Academy SLT

Governor Safeguarding Committee	Monday	19 Oct 20	10.00am	TRC	SoD and Safeguarding Timetable 2020/21		Clerk to Trust
LGB - TRC	Monday	19 Oct 20	5:30pm	TRC	Reporting Structure and SoD - Summer Results and Priorities 2020/21	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
LGB - SJS	Wednesday	21 Oct 20	5.30 pm	SJS	Reporting Structure and SoD - Summer Results and Priorities 2020/21	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
LGB - OHS	Thursday	22 Oct 20	5.30 pm	OHS	Reporting Structure and SoD - Summer Results and Priorities 2020/21	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
<i>Autumn Half term week: Monday 26th October - Friday 30th October</i>							
Inspire Members Meeting	Wednesday	4 Nov 20	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
Governor HR		Dec 20 tbc	10.00am	TRC	TBC	LGBs and Trust Board	DCS, CEO, DSLs, Governors

Governor Finance and Audit	Thursday	12 Nov 20	2.30pm	TRC	SoD Sign off company accounts		Chair and Vice Chair of Trust, Nominated Trustees, CEO, DFR, Clerk. Auditors (BHP)
Inspire Trust Board	Thursday	19 Nov 20	5.30 pm	SJS	Receive and evaluate the Strategic Monitoring and Summer 20 outcomes. Review priorities for 2020-21	Chair of LGB's ELT	CEO, DCS, DFPR, Clerk, HoA.
<i>Christmas holidays: Monday 23 December – Friday 3 January</i>							

TERM 2 2020-21 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 Jan 21	TBC	OHS SJS TC	Update Strategic Monitoring Report and Termly Report for submission to Clerk for attention of ELT before 22 January 21	Report to ELT	Academy SLT
ELT	Thursday	28 Jan 21	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 ELT and SLT's as appropriate)	CEO, DCS, DFPR, HoA
Extra-ordinary Inspire Trust Trustees conference To be confirmed	Thursday	28 Jan 21	12.00 -19.00 pm Refreshments provided	Aston Hall Hotel	Review of Trust Board efficiency. Consideration alongside: Articles of Association, Academies Financial Handbook, Gov and exec framework	ELT to Board, Head of Academy to the Board/Governors	CEO, Trustees
Governor Safeguarding Committee	Monday	8 Feb 21	10.00am	Virtual	SoD and Safeguarding Timetable 2020/21		Clerk
TRC Local Governing Body	Monday	8 Feb 21	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	10 Feb 21	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	11 Feb 21	5.30 pm	OHS	To receive reports and recommendations from Inspire Board Receive SLT Strategic	Receive reports from IB, SLT and Report to IB	Clerk Head of Academy and

					Monitoring Report and Termly Report (term 1) from the Academy. SoD Governor Items		others as agreed
<i>Half term break: Monday 15 February - Friday 19 February</i>							
Governor HR	Wednesday	3 March 21	10.00am	TRC	TBC	LGBs and Trust Board	DCS, CEO, DSLs, Governors
Governor Finance and Audit	Thursday	4 March 21	4.00pm	OHS	SoD ESFA return	Review of specific issues 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	11 March 21	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 ELT. Direct ELT and SLT of Academies.	Clerk, ELT, Heads of Academies
Inspire Trust Leadership Conference (Trust Exec, Academy SLTs, Chairs of LGBs invited to observe) To be confirmed	Thursday	17 March 21	2.00pm - 6.00pm Refreshments provided	Aston Hall Hotel	ELT work SLT together Review of Trust INSET day Leadership development.	ELT to Board, Head of Academy Board Chairs of LGB to Board	CEO, DCS, DFPR, All Academy SLT.
Inspire Trust Governor conference To be confirmed	Thursday	25 March 21	3.00 - 7.00 pm Refreshments provided	Aston Hall Hotel	Updates and Feedback from the Members; Governance and Executive Framework and the work of the Trust. Priorities for 2020-21.	ELT to Board, Head of Academy to the Board/Governors	CEO, DCS, DFPR, Clerk to Trust, Heads of Academy.
<i>Easter holidays: Monday 29 March - Friday 9 April</i>							

TERM 3 2020-21 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	3 May 21	TBC	OHS SJS TRC	Update Strategic Monitoring Report (term 2) and Termly Report for submission to Clerk for attention of ELT 14 May	Report to ELT	Academy SLT
ELT	Thursday	20 May 21	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 ELT and SLT's as appropriate)	CEO, DCS, DFPR, HoA
TRC Local Governing Body	Monday	7 June 21	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	9 June 21	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
OHS Local Governing Body <i>NQT presentations 4pm – 5.30pm</i>	Thursday	10 June 21	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, HoA, others as agreed

Governor Safeguarding	Monday	14 June 21	10.00am	TRC	SoD and Safeguarding Timetable 2020-21	Report to Board	Clerk, DSL, CEO, HoA, others as directed
Governor HR	Wednesday	23 June 21	10.00am	TRC	SoD	Review of specific issue or process for report to Board	Clerk, CEO, Governors and DCS
Governor Finance and Audit	Thursday	24 June 21	4.00pm	TRC	SoD Audit of Accounts	Review of specific issues or process for report to Board and annual review of accounts and audit report.	Clerk, Chair and Vice Chair or Trust, CEO, DFR
Inspire Trust Board Meeting	Thursday	1 July 21	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 ELT. Direct ELT and SLT of Academies.	Clerk, ELT, Heads of Academies
<i>Summer break</i>							

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 the 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

- o Heads of Service Trust report to CEO, DCS or DFPR
- o Trust service Staff report to Head of Service
- o Academy Heads of Service report to Head of Academy
- o 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)
 Executive Leadership Team (ELT)
 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)
 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