

Inspire Trust Meetings and Reporting Schedule 2021-22



n.b. most meetings would be face-to-face but a committee chair may determine that a given meeting is best undertaken virtually. The locations set out below are a guide; confirmation will be shared with the agendas for the meetings throughout the year.

TERM 1 2021-22 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 Sept 21		OHS SJS TRC	Complete Preliminary Outcomes Statement, with commentary (against 2020-21 Strategic Monitoring Report, term 3 report) in respect of statement against final outcomes for submission to DNA by Friday 17 September	Report to ELT	Academy SLT
Inspire Trust Leadership Conference (ELT and SLTs)	Wednesday	29 Sept 21	2.00pm - 6.00pm Lunch provided	Aston Hall Hotel	Report from each Academy Head on Summer 21 Outcomes against the Strategic Monitoring Report. Updates and Feedback from the Members; Governance and Executive Framework and the work of the Trust. Priorities for 2021/22. Review and agree SMR for 2020-21. Leadership development and opportunities.	OEE to Board, Head of Academy Board Chairs of LGB to Board	CEO, DCS, DFPR, All Academy SLT.
Extra-ordinary Inspire Trust Trustees conference	Thursday	30 Sept 21	12.00 -7.00 pm Refreshments provided	Aston Hall Hotel	Review of Trust Board efficiency. Trust Strategic Priorities Consideration alongside: Articles of Association, Academies Financial Handbook, Gov and exec frameworks	ELT to Board, Head of Academy to the Board/Governors	CEO, Trustees

ELT	Thursday	7 Oct 21	8.00 am	TRC	Review feedback and strategic priorities from Inspire Board / Conference 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	11 Oct 21			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	18 Oct 21	10.00am	TRC	SoD and Safeguarding Timetable 2021/22		Clerk to Trust
LGB - TRC	Monday	18 Oct 21	5:30pm	TRC	Reporting Structure and SoD - Summer Results and Priorities 2021/22	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
LGB - SJS	Wednesday	20 Oct 21	5.30 pm	SJS	Reporting Structure and SoD - Summer Results and Priorities 2021/22	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
LGB - OHS	Thursday	21 Oct 21	5.30 pm	OHS	Reporting Structure and SoD - Summer Results and Priorities 2021/22	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 Trust Governor conference Postponed – see Tuesday 7 Dec below	Tuesday	4 Nov 21	3.00 – 7.00 pm Refreshments provided	TBC	Joint Report from each Academy Head and Chair of LGB on Summer 2020 Outcomes against the Strategic Monitoring Report. Updates and Feedback from the Members; Governance and Executive	OEE to Board, Head of Academy to the Board/Governors	CEO, DCS, DFPR, Clerk to Trust. Heads of Academy.

					Framework and the work of the Trust. Priorities for 2021-22.		
Extra-ordinary Inspire Trust Trustees conference	Thursday	4 Nov 21	3.00 -7.00 pm Refreshments provided	TRC	Review of Trust Board efficiency. Trust Strategic Priorities 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 Finance and Audit	Thursday	11 Nov 21	4.00pm	TRC	SoD Sign off company accounts		Chair and Vice Chair of Trust, Nominated Trustees, CEO, DFR, Clerk. Auditors (BHP)
Inspire Trust Board	Thursday	18 Nov 21	5.30 pm	SJS	Receive and evaluate the Strategic Monitoring and Summer 21 outcomes. Review priorities for 2021-22	Chair of LGB's ELT	CEO, DCS, DFPR, Clerk, HoA.
Inspire Members Meeting and Annual General Meeting	Wednesday	24 Nov 21	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. Trustees annual report.	Minutes from Trust Board and Trust Strategic work	CEO, Director of Corporate Services, Clerk to Trust, SBP

Inspire Trust Governor conference	Tuesday	7 Dec 21	3.00 -7.00 pm Refreshments provided	TRC	Joint Report from each Academy Head and Chair of LGB on Summer 2020 Outcomes against the Strategic Monitoring Report. Updates and Feedback from the Members; Governance and Executive Framework and the work of the Trust. Priorities for 2021-22.	OEE to Board, Head of Academy to the Board/Governors	CEO, DCS, DFPR, Clerk to Trust. Heads of Academy.
Governor HR	Thursday	9 Dec 21	5.30pm	TRC	TBC	LGBs and Trust Board	DCS, CEO, DSLs, Governors
<i>Christmas holidays: Monday 20 December – Monday 3 January</i>							

TERM 2 2021-22 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	10 Jan 22	TBC	OHS SJS TC	Update Strategic Monitoring Report and Termly Report for submission to DNA by Friday before 21 January 22	Report to ELT	Academy SLT
ELT	Thursday	27 Jan 22	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
Governor Safeguarding Committee	Monday	14 Feb 22	10.00am	OHS	SoD and Strategic Planning		Clerk
TRC Local Governing Body	Monday	14 Feb 22	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 SLT	Clerk, HoA, others as directed
SJS Local Governing Body	Wednesday	16 Feb 22	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 SLT	Clerk, HoA, others as directed
OHS Local Governing Body	Thursday	17 Feb 21	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 SLT	Clerk Head of Academy and others as agreed
<i>Half term break: Monday 21 February - Friday 25 February</i>							

Governor HR	Wednesday	9 March 22	5.30pm	TRC	TBC	LGBs and Trust Board	DCS, CEO, DSLs, Governors
Governor Finance and Audit	Thursday	24 March 22	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	31 March 22	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
<i>Easter holidays: Monday 11 April - Friday 22 April</i>							

TERM 3 2021-22 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	2 May 22	TBC	OHS SJS TRC	Update Strategic Monitoring Report (term 2) and Termly Report for submission to DNA by Friday before 13 May 22	Report to ELT	Academy SLT
ELT	Thursday	19 May 22	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
Governor Safeguarding	Monday	6 June 22	10.00am	TRC	SoD and Safeguarding Timetable 2020-21	Report to Board	Clerk, DSL, CEO, HoA, others as directed
TRC Local Governing Body	Monday	6 June 22	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 SLT	Clerk, HoA, others as directed
SJS Local Governing Body	Wednesday	8 June 22	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 SLT	Clerk, HoA, others as directed

OHS Local Governing Body <i>NQT presentations 4pm – 5.30pm</i>	Thursday	9 June 22	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 SLT	Clerk, HoA, others as agreed
Governor HR	Wednesday	23 June 22	5.30pm	TRC	SoD	Review of specific issue or process for report to Board	Clerk, CEO, Governors and DCS
Governor Finance and Audit	Thursday	30 June 22	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	7 July 22	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**
 - **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)
 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)
 Pupil Behaviour (GPB)
 Pupil Attendance (GPA)
 Pupil Exam Appeal (GPE)
 Permanent Exclusion (GPE)

Staff Appeals (GSA) - including: Disciplinary, Grievance, Capability, Redundancy