

## Draft - Inspire Learning Trust Meetings and Reporting Schedule 2023-24



*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.*

<b>TERM 1 2023-24 Full Inspire Learning Trust</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Key Agenda Items - Reporting Structure and SoD</b>	<b>Connectivity</b>	<b>Professional Support</b>
Senior Leadership Teams (OHS, SJS, TRC, WS) – independent meetings.	w/c Monday	11 Sept 23		OHS SJS TRC WS	Complete Preliminary Outcomes Statement, with commentary (against 2021-22 Strategic Monitoring Report, term 3 report) in respect of statement against final outcomes for submission to DNA by Friday 15 September	Report to ELT	Academy SLT
E Finance & Audit	Thursday	21 <sup>st</sup> September	4pm	Online	Finance Approvals		Clerk
Extra-ordinary Inspire Learning Trust Trustees conference	Thursday	28 Sept 23	2.00 -7.00 pm Refreshments provided	Winterhill School	Review of Trust Board efficiency. Trust Strategic Priorities Consideration alongside: Articles of Association, Academies Financial Handbook, Gov and exec framework Policy adoption Merger progress	ELT to Board, Head of Academy to the Board/Governors	CEO, Trustees
Senior Leadership Teams (OHS, SJS, TRC, WS) – independent meetings.	w/c Monday	2 Oct 23			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

ELT	Thursday	5 Oct 23	8.00 am	WS	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, CFO, Academy Heads
LGB -WS	Tbc				Reporting Structure and SoD - Summer Results and Priorities 2022/23	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
LGB - TRC	Monday	16 Oct 23	5:30pm	TRC	Reporting Structure and SoD - Summer Results and Priorities 2022/23	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
LGB - SJS	Wednesday	18 Oct 23	5.30 pm	SJS	Reporting Structure and SoD - Summer Results and Priorities 2022/23	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
LGB - OHS	Thursday	19 Oct 23	5.30 pm	OHS	Reporting Structure and SoD - Summer Results and Priorities 2022/23	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
<i>Autumn Half term week: Monday 23 October - Friday 27 October</i>							
Governor Safeguarding Committee (2 weeks after LGB)	Thursday	2 Nov 23	5.30pm	TRC	SoD and Safeguarding Timetable		Clerk to Trust DSLs
Inspire Learning Trust Governor conference	Wednesday	8 Nov 23	3.00 -7.00 pm Refreshments provided	TBC	Joint Report from each Academy Head and Chair of LGB on Summer 2022 Outcomes against the Strategic Monitoring Report. Updates and Feedback from the Members; Governance and Executive Framework and the work of the Trust. Priorities for 2022-23.	ELT to Board, Head of Academy to the Board/Governors	CEO, CFO, Clerk to Trust. Heads of Academy.

Trustee Strategy Group to include HR	Wednesday	22 <sup>nd</sup> Nov 23	5.30pm	TBC	SoD	Review of specific issue or process for report to Board	CEO, Head of HR, Governors
Trust Professional Learning (INSET) Day and	Friday	24 Nov 23	8.30am-2.30pm	Winterhill School			PSLT
Inspire Learning Trust Leadership Conference (ELT and SLTs)			1.00pm - 4.00pm		Updates and Feedback from the Members; Governance and Executive Framework and the work of the Trust. Priorities for 2023/24. Review and agree SMR. Leadership development and opportunities.	ELT to Board, Head of Academy Board Chairs of LGB to Board	CEO, CFO, All Academy SLT.
Inspire Members Meeting and Annual General Meeting	Wednesday	29 Nov 23	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, CFO, Clerk to Trust, SBP
Governor Finance and Audit	Thursday	30 Nov 23	4pm	TRC	SoD Sign off company accounts		Chair and Vice Chair of Trust, Nominated Trustees, CEO, CFO, Clerk. Auditors (BHP

Inspire Learning Trust Board	Thursday	7 <sup>th</sup> December	5.30pm	WS	Receive and evaluate the Strategic Monitoring and Summer 23 outcomes. Review priorities for 2023-24	Chair of LGB's ELT	CEO, CFO, Clerk to Trust. Heads of Academy. Clerk to Trust, SBP
E Finance & Audit Committee	Thursday	14 <sup>th</sup> December	4pm	Online	Finance approvals		Clerk
<i>Christmas holidays: Monday 25 December – Friday 5 January</i>							

<b>TERM 2 2023-24 Full Inspire Learning Trust</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Key Agenda Items - Reporting Structure and SoD</b>	<b>Connectivity</b>	<b>Professional Support</b>
Senior Leadership Teams (OHS, SJS, TRC, WS) – independent meetings.	w/c Monday	8 Jan 24	TBC	OHS SJS TRC WS	Update Strategic Monitoring Report and Termly Report for submission to DNA by Friday before 26 January 24	Report to ELT	Academy SLT
E Finance & Audit Committee	Thursday	18 Jan 2024	4pm	Online	Finance Approvals		Clerk
ELT	Thursday	1 Feb 24	8.00 am	OHS	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, CFO, Academy Heads
<b>WS</b>	<b>TBC</b>				<b>To receive reports and recommendations from Inspire Board. Receive SLT Strategic Monitoring Report (term 1) and Termly Report from the Academy. SoD Governor Items</b>	<b>Receive reports from SLT</b>	<b>Clerk, HoA, others as directed</b>
TRC Local Governing Body	Monday	5 Feb 24	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	7 Feb 24	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	8 Feb 24	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
E Finance & Audit Committee	Thursday	22 Feb 2024	4pm	Online	Finance Approvals		Clerk
<i>Half term break: Monday 12 February - Friday 16 February</i>							
Governor Safeguarding Committee	Thursday	7 March 24	5.30pm	TRC	SoD and Strategic Planning		Clerk DSLs
Trustee Strategy Group to include HR	Wednesday	13 March 23	5.30pm	TBC	SoD	Review of specific issue or process for report to Board	CEO, Head of HR, Governors
Governor Finance and Audit	Thursday	21 March 24	4.00pm	TRC	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, CFO, Finance Manager
Inspire Learning Trust Board Meeting	Thursday	28 March 24	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: Friday 29 March - Friday 12 April</i>							

<b>TERM 3 2023-24 Full Inspire Learning Trust</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Key Agenda Items - Reporting Structure and SoD</b>	<b>Connectivity</b>	<b>Professional Support</b>
Senior Leadership Teams (OHS, SJS, TRC. WS) – independent meetings.	w/c Monday	22 April 24	TBC	OHS SJS TRC WS	Update Strategic Monitoring Report (term 2) and Termly Report for submission to DNA by Friday before 12 May 23	Report to ELT	Academy SLT
E Finance & Audit Committee	Thursday	9 May 2024	4pm	Online	Finance Approvals		
ELT	Thursday	16 May 24	8.00 am	TRC	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, CFO, Academy Heads
<b>WS</b>	<b>TBC</b>				<b>To receive reports and recommendations from Inspire Board. Receive SLT Strategic Monitoring Report (term 1) and Termly Report from the Academy. SoD Governor Items</b>	<b>Receive reports from SLT</b>	<b>Clerk, HoA, others as directed</b>
TRC Local Governing Body	Monday	10 June 24	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	12 June 24	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	13 June 24	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
Trustee Strategy Group to include HR	Wednesday	19 June 24	5.30pm	TBC	SoD	Review of specific issue or process for report to Board	CEO, Head of HR, Governors
Governor Finance and Audit	Thursday	27 June 24	4.00pm	OHS	SoD Audit of Accounts	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, CFO, Finance Manager
<b>Governor Safeguarding Committee (2 weeks after LGB's)</b>	<b>Thursday</b>	27 June 24	5.30pm	OHS	<b>SoD and Strategic Planning</b>		<b>Clerk DSLs</b>
Inspire Learning Trust Board Meeting	Thursday	4 July 24	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
E Finance & Audit Committee	Thursday	11 July 2024	4pm	Online	Finance Approvals		
<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, CFO report to CEO**
  - **SLT in academy report to Head of Academy**
  - **Trust service Staff report to Head of Service**
  - **Professional Services Heads of Service report to CFO or CEO (see line management structures) and ELT**
  - **Professional 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)  
 Local Governing Body, Winterhill School (LGB WS)  
 OHS Senior Leadership Team Meetings (OHS - SLT)  
 SJS Senior Leadership Team Meetings (SJS - SLT)  
 TRC Senior Leadership Team Meetings (TRC - SLT)  
 WS Senior Leadership Team Meetings (WS - SLT)  
 Governor Safeguarding Committee (GSC)  
 Heads of Academy (HoA)  
 Chief Executive Officer (CEO)  
 Chief Financial Officer (CFO)

**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