

# Inspire Trust Meetings and Reporting Schedule



<b>TERM 1 2018-19 Full Inspire 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) – independent meetings.	w/c Monday	10-Sep-18	TBC	OHS SJS TRC	Complete Preliminary Outcomes Statement, with commentary (against 2017-18 Strategic Monitoring Report, term 3 report) in respect of statement against final outcomes for submission to OEE by Friday 14 September 2018	Report to OEE	Academy SLT
Local Governing Body - TRC	Monday	10-Sep-18	5.30 pm	TRC	To consider results and post inspection action plan	Report to the Board	Head of Academy, Clerk
Inspire Members Meeting	Monday	17-Sep-18	9.30 am	OHS	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
OEE	Thursday	20-Sep-18	8.00am	OHS	Receive and consider Preliminary Outcomes Statements with commentary (against 2017-18 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

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OHS Local Governing Body. <i>(Postponed from 21.06.18)</i>	Thursday	20-Sep-18	5.30 pm	OHS	NQTs - annual review meeting <i>(Postponed from 21.06.18)</i>	Receive reports	Head of Academy
OEE, SLT and Chair of LGBs' Annual Review and Planning Event	Wednesday	26-Sep-18	1.00pm – 5.30pm Lunch provided	Aston Hall Hotel	Report from each Academy Head on Summer 2018 Outcomes against the Strategic Monitoring Report. Updates and Feedback from the Members; Governance and Executive Framework and the work of the Trust. Priorities for 2018/19.	OEE to Board, Head of Academy Board Chairs of LGB to Board	CEO, DCS, DFPR, Clerk to Trust. All Academy SLT.
OEE	Thursday	4-Oct-18	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	8-Oct-18	TBC	OHS SJS TRC	Complete 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 for submission to Clerk by 18 October 2018 for LGB Agenda.	Report to OEE	Academy SLT
Inspire Governors Meeting and Annual Planning Event – all Trust and LGB governors and OEE	Thursday	11-Oct-18	3.00 -7.30 pm Refreshments provided	Aston Hall Hotel	Joint Report from each Academy Head and Chair of LGB on Summer 2018 Outcomes against the Strategic Monitoring Report. Updates and Feedback from the Members; Governance and Executive Framework and the work of the Trust. Priorities for 2018/19.	OEE to Board, Head of Academy to the Board/Governors	CEO, DCS, DFPR, Clerk to Trust. Heads of Academy.

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OEE	Thursday	18-Oct-18	8.00 am	SJS	Receive and consider Term 1 Academy Strategic Monitoring Report and Termly Reports from each Academy SoD Operating Procedures.	Report to Board (Q&A between OEE and SLT's as appropriate)	CEO, DCS, DFPR, HoA
Governor Safeguarding	Monday	22-Oct-18	2.30 pm	TRC	SoD and Safeguarding Timetable 2018-19		
LGB - TRC	Monday	22 –Oct-18	5:30pm	TRC	Reporting Structure and SoD - Summer Results and Targets 2019 (Term 1 Report and Strategic Monitoring Report) Post inspection Action Plan	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
LGB - SJS	Wednesday	24-Oct-18	5.30 pm	SJS	Reporting Structure and SoD - Summer Results and Targets 2019 (Term 1 Report and Strategic Monitoring Report)	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
LGB - OHS	Thursday	25-Oct-18	5.30pm	OHS	Reporting Structure and SoD - Summer Results and Targets 2019 (Term 1 Report and Strategic Monitoring Report)	Chair to LGB Head of Academy to LGB	Head of Academy, Clerk
Governor HR Panel	TBC				SoD		
Governor Finance and Audit Panel	TBC				SoD Audit of Accounts		
<i>Autumn Half term week: Monday 29<sup>th</sup> October – Friday 2<sup>nd</sup> November 2018</i>							
Inspire Trust Board	Thursday	15-Nov-18	5.30 pm	SJS	Receive and evaluate the Strategic Monitoring and term one reports	Chair of LGB's OEE	CEO, DCS, DFPR, Clerk
Finance Meeting	Wednesday	28-Nov-18	9.30am	OHS	To review and agreed accounts for submissions		CEO, DF, Chair
<i>Christmas holidays: Monday 24 December – Friday 4 January</i>							

<b>TERM 2 2018-19 Full Inspire 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) – independent meetings.	w/c Monday	14-Jan-19	TBC	OHS SJS TC	Update Strategic Monitoring Report and Termly Report for submission to Clerk for attention of OEE before 24 January 2019	Report to OEE	Academy SLT
OEE	Thursday	31-Jan-19	8.00 am	TRC	Receive and consider each Academy Strategic Monitoring Report 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	4-Feb-19	5.30 pm	TRC	To receive reports and recommendations from Inspire Board. Receive SLT Strategic Monitoring Report 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	6-Feb-19	5.30 pm	SJS	To receive reports and recommendations from Inspire Board Receive SLT Strategic Monitoring Report and Termly Report from the Academy. SoD Governor Items	Receive reports from IB and SLT and Report to IB	Clerk, HoA, others as directed
Governor Safeguarding Panel	Thursday	7-Feb-19	2.30 pm	OHS	SoD and Safeguarding Timetable 2018-19	Report to Board	Clerk DSL, CEO, HoA, others as directed
OHS Local Governing Body	Thursday	7-Feb-19	5.30 pm	OHS	To receive reports and recommendations from Inspire Board Receive SLT Strategic Monitoring Report and Termly Report from the Academy. SoD Governor Items	Receive reports from IB, SLT and Report to IB	Clerk Head of Academy and others as agreed

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Governor HR Panel	TBC				SoD	Review of specific issue or process for report to Board	CEO, Governors and DCS
Governor Finance and Audit Panel	TBC				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
<i>Half term break: Monday 18 February – Friday 22 February</i>							
Inspire Trust Board Meeting	Thursday	7-Mar-19	5.30 pm	OHS	Review the Strategic Monitoring and Termly Reports 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 15 April – Friday 26 April 2019</i>							

<b>TERM 3 2018-19 Full Inspire 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) – independent meetings.	w/c Monday	6-May-19	TBC	OHS SJS TC	Update Strategic Monitoring Report and Termly Report for submission to Clerk for attention of OEE 16 May 2019	Report to OEE	Academy SLT
OEE	Thursday	23-May-19	8.00 am	SJS	Receive and consider each Academy Strategic Monitoring Report and Termly Report. SoD and Operating Procedures.	Report to Board (Q&A between OEE and SLT's as appropriate)	CEO, DCS, DFPR, HoA
<i>Half term break: Monday 27 May – Friday 31 May</i>							
TRC Local Governing Body	Monday	10-Jun-19	5.30 pm	TRC	To receive reports and recommendations from Inspire Board Receive SLT Strategic Monitoring Report and Termly Report from the Academy SoD, Governor Items	Receive reports from IB and SLT and Report to IB	Clerk, HoA, others as directed
Governor Safeguarding Panel	Wednesday	12-Jun-19	2.30 pm	SJS	SoD and Safeguarding Timetable 2018-19	Report to Board	Clerk DSL, CEO, HoA, others as directed
SJS Local Governing Body	Wednesday	12-Jun-19	5.30 pm	SJS	To receive reports and recommendations from Inspire Board Receive SLT Strategic Monitoring Report 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	13-Jun-19	5:30pm	OHS	To receive reports and recommendations from Inspire Board Receive SLT Strategic Monitoring Report 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

TERM 3 2018-19 Full Inspire Trust	Day	Date	Time	Location	Key Agenda Items - Reporting Structure and SoD	Connectivity	Professional Support
Governor HR Panel	TBC				SoD	Review of specific issue or process for report to Board	CEO, Governors and DCS
Governor Finance and Audit Panel	TBC				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	4 Jul-19	5.30 pm	TRC	Review the Strategic Monitoring and Termly Reports 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

Version date: 10.09.18

*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**
- **We need a document library 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 moving forward**

Inspire Members Meeting (IMM)  
Inspire Board (IB)  
Operations and Education Executive (OEE)  
Local Governing Body, Thomas Rotherham College (LGB TR)  
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 Panel (GSP)  
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