

**Royal Wootton Bassett Academy Trust - Meeting Cycle 2020/21**

<b>RWBAT Meetings 6 pm - 8 pm</b>	<b>Date: Wednesdays</b>	<b>Agenda and associated papers circulated by ..</b>	<b>Papers required and Comments</b>
RWBAT Board Meeting	Wednesday 23 <sup>rd</sup> September 2020	16 <sup>th</sup> September 2020	Review/approval of RWBAT Scheme of Governance and Strategic plan, Priorities 2020/21, review Assessment Results analysis by Academy. Pay Policy reviews for RWBAT. Pecuniary interests and code of conduct. Budget and Finance update. TOR for each Committee
<i>HT &amp; CEO Performance Reviews</i>	<i>Wednesday 7<sup>th</sup> October 2020</i>	<i>30<sup>th</sup> September 2020</i>	<i>CEO PR Objectives and documents PRP Committee members required – Trustees/COGs</i>
RWBAT COG (Chair of Governors) Meeting	<i>October 2020 Date TBC</i>		Review TOR for LGB, LGB Constitution, SOD updates
RWBAT Standards Committee	Wednesday 14 <sup>th</sup> October 2020	7 <sup>th</sup> October 2020	Review TORs and priorities. PPE Results analysis. Trust Policy Review, Admissions Policy. Reports from each academy on Standards. Trust Pay Policy. Staff Performance Management
RWBAT Finance Committee	Wednesday 18 <sup>th</sup> November 2020	11 <sup>th</sup> November 2020	Review TORs and priorities. Review and approval of draft accounts - annual accounts review 18/19. 3 year budget forecast. Budget analysis by Academy 19/20. Management Report Updates. Risk Register Summary. Internal Audit schedule and reports.
RWBAT Board Meeting 6-7pm Members' meeting 7-8 pm	Wednesday 16 <sup>th</sup> December 2020	9 <sup>th</sup> December 2020	Trustees meeting - review and approve final annual accounts 19/20. Business and Pecuniary Interests, code of conduct updates. Behaviour for learning policy review. Employee benefits review. Appoint auditors. Members meeting – receive approved final accounts, appoint

RWBAT Achievement and Attainment Committee – 6-8pm	Wed 10 <sup>rd</sup> February 2021	3 <sup>rd</sup> February 2021	Attainment and Achievements by Academy/Targets validated data Review and monitor school development plan for each school and its proposals
RWBAT – Strategic Project Group Meeting – Time TBC	February TBC		Meetings of RWBAT Steering Group. Meeting scheduled every 3/4 weeks (dates to be agreed) to discuss and monitor capacity and growth strategies. Forward strategic planning for growth and capacity. Review Strategic Plan.
RWBAT Finance Meeting	Wednesday 24 <sup>th</sup> February 2021	10 <sup>th</sup> February 2021	Review Pay Policy. Approve next year's budget and staffing structure

RWBAT Standards Committee	Wednesday 17 <sup>th</sup> March 2021	10 <sup>th</sup> March 2021	Review Special Educational Needs, HR Staff and Well-being. Behavioural Indicators, Disadvantaged Learners. Policy Approvals.
<i>HT &amp; CEO Interim Performance Reviews</i>	<i>Wednesday 31<sup>st</sup> March 2021</i>	<i>24<sup>th</sup> March 2021</i>	<i>PRP Committee members required – Trustees/COGs</i>
RWBAT Board Meeting	Wednesday 28 <sup>th</sup> April 2021	21 <sup>st</sup> April 2021	Review/approval of RWBAT Scheme of Governance and Strategy Review – updates strategic plans – Approve any outstanding Minutes and Action points from previous meetings.
RWBAT COG (Chair of Governor)	Wednesday 12 <sup>th</sup> May 2021	5 <sup>th</sup> May 2021	

RWBAT Standards Committee	Wednesday 12 <sup>th</sup> May 2021	5 <sup>th</sup> May 2021	Declarations of conflict of interests, HR Matters and Staff Wellbeing, Head Teacher Updates, Policy's for Approval
RWBAT Achievement and Attainment Committee – 6-8pm	Wednesday 9 <sup>th</sup> June 2021	26 <sup>th</sup> May 2021	Attainment and Achievements by Academy/Targets and projections
RWBAT Board 6–7 p.m. <b>Members' meeting 7-8pm</b>	Wednesday 16 <sup>th</sup> June 2021	9 <sup>th</sup> June 2021	Updates
RWBAT Finance Committee	Wednesday 30 <sup>th</sup> June 2021	30 <sup>th</sup> June 2021	Proposed 3 year Forecasts - EFSA Budget review and analysis
RWBAT Board	Wednesday 14 <sup>th</sup> July 2021	7 <sup>th</sup> July 2021	Forecast Approvals – 3 years

### Special Meetings

RWBAT Strategic Project Group	October TBC	TBC	Meetings of RWBAT Steering Group. Meeting scheduled every 3/4 weeks (dates to be agreed) to discuss and monitor capacity and growth strategies. Forward strategic planning for growth and capacity. Review Strategic Plan.
RWBAT Chair of Board and CEO 1:1	Monthly meetings - dates to be agreed	TBC	Agenda items included CEO role and activities and included Financial Reporting as per Academies Financial Handbook,

	<b>RWBA LGB Meetings</b>	<b>Date Wednesdays</b>	<b>Agenda and associated papers circulated– 7 days prior to meeting</b>	<b>Comments</b>
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Term 1	<b>RWBA LGB Meetings 6 pm -8 pm</b>	Wednesday 30 <sup>th</sup> September 2020	23 <sup>rd</sup> September 2020	Results in on results day and data ready by ? September.
Term 2	<b>RWBA LGB Meetings 6 pm -8 pm</b>	Wednesday 25 <sup>th</sup> November 2020	18 <sup>th</sup> November 2020	Data ready by
Term 3	<b>RWBA LGB Meetings 6 pm -8 pm</b>	Wednesday 3 <sup>rd</sup> February 2021	27 <sup>th</sup> January 2021	Data ready by
Term 4	<b>RWBA LGB Meetings 6 pm -8 pm</b>	Wednesday 17 <sup>th</sup> March	10 <sup>th</sup> March 2021	Data ready by
Term 5	<b>RWBA LGB Meetings 6 pm -8 pm</b>	Wednesday 13 <sup>th</sup> May 2021	6 <sup>th</sup> May 2021	Data ready by
Term 6	<b>Governors Day in School</b>	Thursday 1 <sup>st</sup> July 2021		

	<b>Lawn Manor Meetings</b>	<b>Date Mondays</b>	<b>Agenda and associated papers circulated– 7 days prior to meeting</b>	Comments
Term 1	<b>LMA LGB Meetings 5.15-7.15pm</b>	Monday 28 <sup>th</sup> Sept 2020	21 <sup>st</sup> September 2020	Results in on results day and data ready by ??? September.
Term2	<b>LMA LGB Meetings 5.15-7.15pm.</b>	Monday 30 <sup>th</sup> November 2020	23 <sup>rd</sup> November 2020	Data ready by
Term3	<b>LMA LGB Meetings 5.15-7.15pm.</b>	Monday 18 <sup>th</sup> January 2021	11 <sup>th</sup> January 2021	Data ready by
Term 4	<b>LMA LGB Meetings 5.15-7.15pm.</b>	Monday 15 <sup>th</sup> March 2021	8 <sup>th</sup> March 2021	Data ready by
Term5	<b>LMA LGB Meetings 5.15-7.15pm.</b>	Monday 10 <sup>th</sup> May 2021	27 <sup>th</sup> April 2021	Data ready by
Term 6	<b>LMA LGB Meetings 5.15-7.15pm</b>	Monday 28 <sup>th</sup> June 2021	21 <sup>st</sup> June 2021	
Term 6	<b>Governor Focus Day</b>	Thursday 24 <sup>th</sup> June 2021		

	<b>Noremars Junior School</b>	<b>Date Wednesdays</b>	<b>Agenda and associated papers circulated– 7 days prior to meeting</b>	<b>.Comments</b>
Term 1	NOREMARSH LGB Meetings	Wed 23 <sup>rd</sup> September 2020	Wed 16 <sup>th</sup> September 2020	SATS analysis and data ready by July 2019. Data ready by term 6.
Term 2	NOREMARSH LGB Meetings	Wed 18 <sup>th</sup> November 2020	Wed 11 <sup>th</sup> November 2020	Target Tracker data ready by end of term 1

Term 3	NOREMARSH LGB Meetings	Wed 20 <sup>th</sup> January 2021	Wed 13 <sup>th</sup> January 2021	Target Tracker data ready by end of term 2
Term 4	Governors Day (Inc. LGB Mtg)	Wed 17 <sup>th</sup> March 2021	Wed 10 <sup>th</sup> March 2021	Target Tracker data ready by end of term 3
Term 5	NOREMARSH LGB Meetings	Wed 5 <sup>th</sup> May 2021	Wed 28 <sup>th</sup> April 2021	Target Tracker data ready by end of term 4
Term 6	NOREMARSH LGB Meetings	Wed 7 <sup>th</sup> July 2021	Wed 30 <sup>th</sup> June 2021	Target Tracker data ready by end of term 5

	<b>Kingsbury Green</b>	<b>Date Wednesdays</b>	<b>Agenda and associated papers circulated– 7 days prior to meeting</b>	<b>.Comments</b>
Term 1	Kingsbury Green Meetings	7 <sup>th</sup> October 2020	30 <sup>th</sup> September 2020	Results in on results day and data ready by ??? September.
Term 2	Kingsbury Green Meetings	16 <sup>th</sup> December 2020	9 <sup>th</sup> December 2020	Data ready by
Term 3	Kingsbury Green Meetings	3 <sup>rd</sup> February 2021	27 <sup>th</sup> January 2021	Data ready by
Term 4	Kingsbury Green Meetings	31 <sup>st</sup> March 2021	24 <sup>th</sup> March 2021	Data ready by
Term 5	Kingsbury Green Meetings	5 <sup>th</sup> May 2021	28 <sup>th</sup> April 2021	Data ready by
Term 6	Kingsbury Green Meetings	7 <sup>th</sup> July 2021	30 <sup>th</sup> June 2021	

	<b>WCAT</b>	<b>Date Wednesdays</b>	<b>Agenda and associated papers circulated– 7 days prior to meeting</b>	<b>.Comments</b>
Term 1	Wellington College Meetings	1 <sup>st</sup> October 2020	24 <sup>th</sup> September 2020	Baseline testing Year 7
Term 2	Wellington College Meetings	10 <sup>th</sup> December 2020	3 <sup>rd</sup> December 2020	Yr 11/Yr 12/Yr 13
Term 3	Wellington College Meetings	11 <sup>th</sup> February 2021	4 <sup>th</sup> February 2021	Yr, 11Yr 10/Yr 13
Term 4	Wellington College Meetings	25 <sup>th</sup> March 2021	18 <sup>th</sup> March 2021	Yr 11
Term 5	Wellington College Meetings	20 <sup>th</sup> May 2021	13 <sup>th</sup> May 2021	Yr 7/Yr 9/Yr11
Term 6	Wellington College Meetings	8 <sup>th</sup> July 2021	1 <sup>st</sup> July 2021	

	<b>Location</b>	<b>Tuesdays 9:00-11:00</b>	<b>Papers distributed by:</b>	<b>Data to be reported on:</b>	<b>Additional Notes:</b>
Meeting 1	WPA	29 <sup>th</sup> September 2020	22 <sup>nd</sup> September 2020	TBC	
Meeting 2	WEPA	15 <sup>th</sup> December 2020	8 <sup>th</sup> December 2020	Autumn Assessments	
Meeting 3	WPA	9 <sup>th</sup> February 2021	2 <sup>nd</sup> February 2021	TBC	
Meeting 4	WEPA	30 <sup>th</sup> March 2021	23 <sup>rd</sup> March 2021	Spring Assessments	
Meeting 5	WPA	18 <sup>th</sup> May 2021	11 <sup>th</sup> May 2021	TBC	
Meeting 6	WEPA	6 <sup>th</sup> July 2021	29 <sup>th</sup> June 2021	End of Year Assessments	