

**Royal Wootton Bassett Academy Trust - Meeting Cycle 2021/22**

<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 22 <sup>nd</sup> September 2021	15 <sup>th</sup> September 2021	Review/approval of RWBAT Scheme of Governance and Strategic plan, Priorities 2021/22, 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
CEO, HT, CFO Performance Reviews (Usually one/two days but this year – virtual and VIA Perspective)	Tues 2 <sup>nd</sup> November from 9am 3:15pm		Chair, plus 2 Trustees, COG of relevant academy attends or provides written or verbal comments. HR to attend CEO PR Objectives and documents, JD, etc. HT PR Objectives and HT Standards and Templates (x 6 HT) CFO Role JD and PR Objectives
RWBAT Standards Committee Chair: Carolyn Cameron Sue, Nathan, Andy	Wednesday 13 <sup>th</sup> October 2021 Virtual Microsoft Teams	6 <sup>th</sup> October 2021	Review TORs and priorities. PPE Results analysis. Trust Policies Reviews, Admissions Policy. Reports from each academy on Standards. Trust Pay Policy brief. Staff Performance Management brief. Caroline Harrison to attend and discuss annual overview.
RWBAT COG (Chair of Governors) Meeting	17th November 6-7:30pm  RWBAT COB/ VC, COGs - LMA, RWBA, TWA/WEA, NP, etc.		Review TOR for LGB, LGB Constitution, SOD updates, etc.
RWBAT Pay Panel Meeting Day time –meeting 10 am to 12.30 pm Andy, Euan, Nathan	10 <sup>th</sup> November	3 <sup>rd</sup> November 2021	Chair, CEO, plus 2 Trustees. HR in attendance. RWBAT Pay Policy with submissions from each academy on their pay progressions applications for their teams.
DPO Training Session with Caroline Harrison – Data Protection and Safeguarding	Wed 24 <sup>th</sup> November 6pm – 7pm Virtual Microsoft Teams		
RWBAT Finance Committee Chair: Chris Tracy, Stanley, Euan	1 <sup>st</sup> Dec 2021 6pm – 8pm Virtual Teams meeting	24 <sup>th</sup> November 2021	Review TORs and priorities. Review and approval of draft accounts - annual accounts review 20/21. 3-year budget forecast. Budget analysis by Academy 20/21. Management Report Updates. Risk Register Summary. Internal Audit schedule and reports.
RWBAT AGM Meeting 6-7pm Members' meeting 7–8 pm  RWBA meeting room	Wednesday 15 <sup>th</sup> December 2021  Tracy, Nathan, Chris, Stanley, Euan, Carolyn, Sue, Andy	8 <sup>th</sup> December 2021	Trustees meeting - review and approve final annual accounts 20/21. 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 auditors

Exec Educational Scrutiny RWBA and NJS	Wed 26 <sup>th</sup> January 2022		
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	RWBAT Achievement and Attainment Committee – 6-8pm CEO, HTs and COGs, COB Nathan, Stanley	Wed 9 <sup>th</sup> February 2022 Virtual Teams meeting	2 <sup>nd</sup> February 2022	Attainment and Achievements by Academy/Targets validated data Review and monitor school development plan for each school and its proposals
	RWBAT Finance Committee Chair: Stanley Tracy, Andy, Euan	Wednesday 16 <sup>th</sup> February 2022 Face to Face, NJS meeting room	9 <sup>th</sup> February 2022	Review Pay Policy. Approve next year's budget and staffing structure
	RWBAT Standards Committee with pilot Exec Educational Scrutiny Meeting LMA and KGA Chair: Carolyn Cameron Sue, Nathan, Andy	Wednesday 16 <sup>th</sup> March 2022 Virtual Teams meeting	9 <sup>th</sup> March 2022	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 30<sup>th</sup> March 2022</i>	<i>23<sup>rd</sup> March 2022</i>	<i>PRP Committee members required – Trustees/COGs/HR</i>
	Exec Educational Scrutiny WEP, WLP and TWA	Wed 6 <sup>th</sup> April		
	RWBAT Board Meeting	Wednesday 27 <sup>th</sup> April 2022 Face to Face TWA meeting room	6 <sup>th</sup> April 2022	Review/approval of RWBAT Scheme of Governance and Strategy Review – updates strategic plans – Approve any outstanding Minutes and Action points from previous meetings.
	RWBAT Clerk Pre-Meet and COG (Chair of Governor) Meetings	Clerk 5:40pm – 6pm COGs 6pm – 8pm Wednesday 4 <sup>th</sup> May 2022	27 <sup>th</sup> April 2022	

	RWBAT Standards Committee Chair: Carolyn Cameron Sue, Nathan, Andy	Wednesday 11 <sup>th</sup> May 2022 Face to Face, location tbc	4 <sup>th</sup> May 2022	Declarations of conflict of interests, HR Matters and Staff Wellbeing, Head Teacher Updates, Policy's for Approval
	Staffing Committee Day Meeting	Wednesday 18 <sup>th</sup> May 2022 Location tbc	11 <sup>th</sup> May 2022	
	RWBAT Finance Committee Chair: Stanley Tracy, Andy, Euan	<del>Wednesday 30<sup>th</sup> June 2022</del> Location tbc <b>changed to 23<sup>rd</sup> May</b>	16 <sup>th</sup> May 2022	Proposed 3 year Forecasts - EFSA Budget review and analysis
	RWBAT Achievement and Attainment Committee – 6-8pm	Wednesday 8 <sup>th</sup> June 2022 RWBA meeting room	25 <sup>th</sup> May 2022	Attainment and Achievements by Academy/Targets and projections
	RWBAT Board 6–7 p.m. <b>Members' meeting 7-8pm</b>	Wednesday 15 <sup>th</sup> June 2022 RWBA meeting room	8 <sup>th</sup> June 2022	Updates
	RWBAT Board	Wednesday 13 <sup>th</sup> July 2022 RWBA meeting room	6 <sup>th</sup> July 2022	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>
Term 1	<b>RWBA LGB Meetings 6 pm -8 pm</b>	Wednesday 29 <sup>th</sup> Sept 2021	22 <sup>nd</sup> September 2021	
Term 2	<b>RWBA LGB Meetings 6 pm -8 pm</b>	Wednesday 24 <sup>th</sup> November 2021	17 <sup>th</sup> November 2021	
Term 3	<b>RWBA LGB Meetings 6 pm -8 pm</b>	Wednesday 9 <sup>th</sup> February 2022	2 <sup>nd</sup> February 2022	
Term 4	<b>RWBA LGB Meetings 6 pm -8 pm</b>	Wednesday 23 <sup>rd</sup> March 2022	16 <sup>th</sup> March 2022	
Term 5	<b>RWBA LGB Meetings 6 pm -8 pm</b>	Wednesday 18 <sup>th</sup> May 2022	11 <sup>th</sup> May 2021	
Term 6	<b>Governors Day in School</b>	Thursday 30 <sup>th</sup> June 2022		

	<b>Lawn Manor Meetings</b>	<b>Date Mondays</b>	<b>Agenda and associated papers circulated– 7 days prior to meeting</b>	<b>Comments</b>
Term 1	<b>LMA LGB Meetings 5.15-7.15pm</b>	Monday 27 <sup>th</sup> Sept 2021	20 <sup>th</sup> September 2021	
Term2	<b>LMA LGB Meetings 5.15-7.15pm.</b>	Monday 29 <sup>th</sup> Nov 2021	22 <sup>nd</sup> September 2021	
Term3	<b>LMA LGB Meetings 5.15-7.15pm.</b>	Monday 17 <sup>th</sup> January 2022	10 <sup>th</sup> January 2022	
Term 4	<b>LMA LGB Meetings 5.15-7.15pm.</b>	Monday 14 <sup>th</sup> March 2022	7 <sup>th</sup> March 2022	
Term5	<b>LMA LGB Meetings 5.15-7.15pm.</b>	Monday 9 <sup>th</sup> May 2022	2 <sup>nd</sup> May 2022	
Term 6	<b>LMA LGB Meetings 5.15-7.15pm</b>	Monday 20 <sup>th</sup> June 2022	13 <sup>th</sup> June 2022	
Term 6	<b>Governor Focus Day</b>	Thursday 30 <sup>th</sup> June 2022		
Alternate Terms	<b>Link Governor Meetings</b>	By arrangement with SLT member		

	<b>Noremars Junior School</b>	<b>Date</b> <b>Wednesdays 3:30pm</b>	<b>Agenda and associated papers</b> <b>circulated– 7 days prior to meeting</b>	<b>.Comments</b>
Term 1	NOREMARSH LGB Meetings	29 <sup>th</sup> September 2021		
Term 2	NOREMARSH LGB Meetings	24 <sup>th</sup> November 2021		
Term 3	NOREMARSH LGB Meetings	2 <sup>nd</sup> February 2022		
Term 4	Governors Day (Inc. LGB Mtg)	30 <sup>th</sup> March 2022		
Term 5	NOREMARSH LGB Meetings	19 <sup>th</sup> May 2022		
Term 6	NOREMARSH LGB Meetings	6 <sup>th</sup> July 2022		
Term 1	NOREMARSH LGB Meetings	28 <sup>th</sup> September 2022		

	<b>Kingsbury Green</b>	<b>Date</b> <b>Wednesdays</b>	<b>Agenda and associated papers</b> <b>circulated– 7 days prior to meeting</b>	<b>.Comments</b>
Term 1	Kingsbury Green Meetings	6 <sup>th</sup> October 2021		
Term 2	Kingsbury Green Meetings	15 <sup>th</sup> December 2021		
Term 3	Kingsbury Green Meetings	2 <sup>nd</sup> February 2021		
Term 4	Kingsbury Green Meetings	30 <sup>th</sup> March 2021		
Term 5	Kingsbury Green Meetings	4 <sup>th</sup> May 2021		
Term 6	Kingsbury Green Meetings	6 <sup>th</sup> July 2021		

	<b>Wellington Academy</b>	<b>Date</b> <b>Thursdays 4-6</b>	<b>Agenda and associated papers</b> <b>circulated– 7 days prior to meeting</b>	<b>.Comments</b>
Term 1	Wellington Academy Meetings	30 <sup>th</sup> September 2021	23 <sup>rd</sup> September 2021	
Term 2	Wellington Academy Meetings	9 <sup>th</sup> December 2021	2 <sup>nd</sup> December 2021	
Term 3	Wellington Academy Meetings	10 <sup>th</sup> February 2022	3 <sup>rd</sup> February 2022	
Term 4	Wellington Academy Meetings	24 <sup>th</sup> March 2022	27 <sup>th</sup> March 2022	
Term 5	Wellington Academy Meetings	19 <sup>th</sup> May 2022	12 <sup>th</sup> May 2022	Possible Governor Day

Term 6	Wellington Academy Meetings	7 <sup>th</sup> July 2022	30 <sup>th</sup> June 2022	

	<b>Wellington Primary</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	Wellington Primary Meetings	28th September 2021 (08.45 am start)	21st September 2021		
Meeting 2	Wellington Primary Meetings	14th December 2021	7th December 2021	Autumn Assessments	
Meeting 3	Wellington Primary Meetings	8th February 2022	1st February 2022		
Meeting 4	Wellington Primary Meetings	5th April 2022	29th March 2022	Spring Assessments	
Meeting 5	Wellington Primary Meetings	17th May 2022	10th May 2022		
Meeting 6	Wellington Primary Meetings	12th July 2022	5th July 2022	End of Year Assessments	