

Ascend Learning Trust - Meeting Cycle 2022/23

	ALT Meetings 6.30 pm – 8.30 pm	Date: Wednesdays	Agenda and associated papers circulated by ..	Papers required and Comments
	CEO, HT, CFO Performance Reviews with EES Scrutiny (Usually one/two days but this year – virtual and VIA Perspective)	<i>Conducted over two days 45 mins for each PR 45 mins each EES Tues 13th Sept and Wed 14th Sept 9am 3:15pm 2022</i>	Tues 6 th and Wed 7 th Sept 2022	Chair, plus 2 Linked 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 Perspective Templates and Supporting Documents to be added to Perspective CFO Role JD and PR Objectives <i>Trustees EES/Attainment and Achievements by Academy/Targets validated data Review and monitor school development plan for each school and its proposals</i>
	ALT Board Meeting	Wed 28 th Sept2022	Wed 15 th Sept 2022	Review/approval of ALT Scheme of Governance and Strategic plan, Priorities 2022/23, review Assessment Results analysis by Academy. Pay Policy reviews for ALT. Pecuniary interests and code of conduct. Budget and Finance update. TOR for each Committee
	ALT Finance Committee Chair: Euan Tracey, Andy, Vacant	10 th Oct 2022 6pm – 7:30 pm Virtual Teams meeting	3 rd Oct 2022	Review TORs and priorities. Cash flow, debtors, High level risk review, pupil nos. KPIs, Staffing, Funding, Assumptions ICFP, Agree 3-year audit schedule, Agree Finance Handbook, Agree SCA Policy agreement & annual use of funds, Agree Anti-Fraud policy, Going Concern Enterprise Ltd
	ALT Standards Committee Chair: Carolyn Cameron Sue, Nathan, Andy	Wed 12 th Oct 2022	Wed 5 th Oct 2022	Review TORs and priorities. PPE Results analysis. Trust Policies Reviews, Admissions Policy. Reports from each academy on Standards ref EES and HT PR report from SLT and Link Trustee. Trust Pay Policy brief. Staff Performance Management brief. Sarah Turner/Caroline Harrison to attend and discuss annual overview.
	EOM – Finance Budget Meeting	Wed 2 nd Nov 2022 6:30pm-7pm		Approve Budget Ratify Teacher Pay Policy and Support Staff Pay Policy via email in the next couple of weeks

	ALT Pay Panel Meeting Day time –meeting 10:30 am to 1pm Andy, Euan, Nathan	9 th Nov 2022	2 nd Nov 2022	Chair, CEO, plus 2 Trustees. HR in attendance and HTs ALT Pay Policy with submissions from each academy on their pay progressions applications for their teams. Request HT reports using the template in the teachers pay policy due 1 week prior to the panel.
	EOM – CEO Recruitment (All Trustees)	14 th Nov 7pm – 7:30pm		Discuss recruitment for CEO
	ALT COG (Chair of Governors) Meeting Clerks Pre-meet	16 th Nov Clerks 5:40-6pm COGs 6-7:30pm ALT COB/ VC, COGs - LMA, RWBA, TWA/WEA, NP, etc.		Review TOR for LGB, LGB Constitution, SOD updates, Teacher PR Updates etc.
	Safeguarding Training DPO Training Session – GDPR Virtual Training Sessions	23 rd November 6-7pm then 7:15-8:15pm		Sarah Turner to conduct a virtual Safeguarding Training Session – Trustees and Governors can attend also. Caroline Harrison to conduct a virtual GDPR Training Session – Trustees and Governors can attend also
	ALT Finance Committee Chair: Euan Tracey, Andy, Vacant	DATE CHANGE 7 th Dec 2022 6pm – 8pm Virtual Teams meeting	30 th Nov 2022	Annual accounts review with Moore South, Pension valuation report
	EOM – Finance Committee Meeting	12 th Nov 6pm – 7pm		Draft Audit Responses and Reflections of accounts
	ALT AGM Meeting 6-7pm Members’ meeting 7–8 pm RWBA meeting room	Wednesday 14 th Dec 2022	7 th Dec 2022	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, Pension valuation report
	EOM – Finance Committee	Wed 20 th Dec 7pm – 8pm		

	ALT Finance Committee Chair: Euan Tracy, Andy, Vacant	9 th Jan 2023 6pm – 7:30pm Virtual Teams meeting	2 nd Jan 2023	Review TORs and priorities. Cash flow, debtors, High level risk review, pupil nos. KPIs, Staffing, Funding, Assumptions Risk Register update/review, Charging Policy update/review
	ALT Standards Committee	Mon 30 th Jan 2023 6:30pm – 7:30pm Teams	23 rd Jan 2023	<ul style="list-style-type: none"> attendance/behaviour and attainment detailed progress. PP and SEND data and predictions for external exams how confident we are as a Trust that the schools are on Track Are predictions aligning and are outcomes where we want them to be
	ALT Finance Committee Chair: Euan Tracy, Andy, Vacant	Wed 8 th Feb 2023	1 st Feb 2023	Review TORs and priorities. Cash flow, debtors, High level risk review, pupil nos. KPIs, Staffing, Funding, Assumptions, Review Pay Policy. Approve next year’s budget and staffing structure Receive Internal audit report from 16 th Jan visit, SRMSAT governance review – DfE requirement, Rolling forecast ½ year position
	ALT Board Meeting	Wed 22 nd Feb 2023	Wed 8 th Feb 2023	Review/approval of ALT Scheme of Governance and Strategic plan, Priorities 2022/23, review Assessment Results analysis by Academy. Pay Policy reviews for ALT. Pecuniary interests and code of conduct. Budget and Finance update. TOR for each Committee
	ALT Finance Committee Chair: Euan Tracy, Andy, Vacant	Wed 13 th March 2023	1 st March 2023	Receive Internal audit report from 16 th Jan visit, SRMSAT governance review – DfE requirement, Rolling forecast ½ year position Review TORs and priorities. Cash flow, debtors, High level risk review, pupil nos. KPIs, Staffing, Funding, Assumptions,
	<i>HT & CEO Interim Performance Reviews With EES meeting 9am-3:15pm</i>	<i>Conducted over two days 45 mins each PR 45 mins each EES Tues 28th and Wed 29th March 2023</i>	<i>22nd March 2023</i>	<i>PRP Committee members required – Trustees/COGs/HR/HT/CEO/Deputy CEO EES – Achievement Targets/Outcomes – Safeguarding, SEND and Disadvantage Learners / Attainment /Attendance/ Update on Schools Development Plan</i>

	ALT Board Meeting	Wed 26 th April 2023	19 th April 2023	Review/approval of ALT Scheme of Governance and Strategy Review – updates strategic plans – Approve any outstanding Minutes and Action points from previous meetings.
	ALT Clerk Pre-Meet and COG (Chair of Governor) Meetings	Clerk 5:40pm – 6pm COGs 6pm – 7.30pm Wed 3 rd May 2023	26 th April 2023	
	ALT Standards Committee Chair: Carolyn Cameron Sue, Nathan, Andy	Wed 10 th May 2023	3 rd May 2023	Declarations of conflict of interests, HR Matters and Staff Wellbeing, Head Teacher Updates, Policy’s for Approval, Sarah Turner Safeguarding Summary Report Review Special Educational Needs, HR Staff and Well-being. Behavioural Indicators, Disadvantaged Learners. Policy Approvals. HT PR and EES report updates
	ALT Finance Committee Chair: Euan Tracey, Andy, Vacant	Wed 24 th May 2023 6pm – 8pm Virtual Teams Meeting	17 th May 2023	Review TORs and priorities. Cash flow, debtors, High level risk review, pupil nos. KPIs, Staffing, Funding, Assumptions, EFSA Budget review and analysis 23-24 review V1 Receive Audit report from 20 th March visit
	ALT Board 6–7 p.m. Members’ meeting 7-8pm	Wed 14 th June 2023 RWBA meeting room	7 th June 2023	Updates
	ALT Finance Committee Chair: Euan Tracey, Andy, Vacant	Mon 3 rd July 2023 6pm – 8pm Virtual Teams Meeting	26 th June 2023	Review TORs and priorities. Cash flow, debtors, High level risk review, pupil nos. KPIs, Staffing, Funding, Assumptions, Finance Ctte 23-24 budget review V2, Board meeting Final Budget approval
	ALT Board	Wed 12 th July 2023	5 th July 2023	Forecast Approvals – 3 years

Special Meetings

	ALT Strategic Project Group		TBC	Meetings of ALT 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.
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	ALT 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,
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	RWBA LGB Meetings	Date Wednesdays	Agenda and associated papers circulated– 7 days prior to meeting	Comments
Term 1	RWBA LGB Meetings 6 pm -8 pm	28 th Sept 22	21 st Sept 22	
Term 2	RWBA LGB Meetings 6 pm -8 pm	30 th Nov 22	23 rd Nov 22	
Term 3	RWBA LGB Meetings 6 pm -8 pm	8 th Feb 23	1 st Feb 23	
Term 4	RWBA LGB Meetings 6 pm -8 pm	22 nd Mar 23	15 th Mar 23	
Term 5	RWBA LGB Meetings 6 pm -8 pm	10 th May 23	7 th May 23	
Term 6	RWBA LGB Meetings 6 pm -8 pm	14 th Jun 23	7 th Jun 23	
	Governor Day In School	6 th July 23		N/A

	Lawn Manor Meetings	Date Mondays	Agenda and associated papers circulated– 7 days prior to meeting	Comments
Term 1	LMA LGB Meetings 5.15- 7.15pm	26 th Sept 22	19 th Sept 22	
Term2	LMA LGB Meetings 5.15- 7.15pm.	28 th Nov 22	21 st Nov 22	
Term3	LMA LGB Meetings 5.15- 7.15pm.	30 th Jan 23	23 rd Jan 23	
Term 4	LMA LGB Meetings 5.15- 7.15pm.	20 th Mar 23	6 th Mar 23	
Term5	LMA LGB Meetings 5.15- 7.15pm.	15 th May 23	8 th May 23	
Term 6	LMA LGB Meetings 5.15- 7.15pm	26 th Jun 23	19 th Jun 23	
Term 6	Governor Focus Day 9 – 5:30pm	29 th Jun 23	N/A	
Alternate Terms	Link Governor Meetings	By arrangement with SLT member		

	Noremarsch Junior School	Date Wednesdays 3:30pm	Agenda and associated papers circulated– 7 days prior to meeting	.Comments
Term 1	NOREMARSH LGB Meetings	Wednesday 28 September 2022		
Term 2	NOREMARSH LGB Meetings	Wednesday 23 November 2022		

Term 3	NOREMARSH LGB Meetings	Wednesday 25 January 2023		
Term 4	Governors Day (Inc. LGB Mtg)	Wednesday 22 March 2023		
Term 5	NOREMARSH LGB Meetings	Wednesday 17 May 2023		
Term 6	NOREMARSH LGB Meetings	Wednesday 5 July 2023		

	Kingsbury Green	Date Wednesdays	Agenda and associated papers circulated– 7 days prior to meeting	.Comments
Term 1	Kingsbury Green Meetings			
Term 2	Kingsbury Green Meetings			
Term 3	Kingsbury Green Meetings			
Term 4	Kingsbury Green Meetings			
Term 5	Kingsbury Green Meetings			
Term 6	Kingsbury Green Meetings			

	Wellington Academy	Date Thursdays 4-6	Agenda and associated papers circulated– 7 days prior to meeting	.Comments
Term 1	Wellington Academy Meetings	13th October 2022	6th October 2022	
Term 2	Wellington Academy Meetings	Meeting 2 8th December 2022	1st December 2022	
Term 3	Wellington Academy Meetings	Meeting 3 9th February 2023	2nd February 2023	
Term 4	Wellington Academy Meetings	Meeting 4 23rd March 2023	16th March 2023	
Term 5	Wellington Academy Meetings	Meeting 5 18th May 2023	11th May 2023	Possible Governor Day
Term 6	Wellington Academy Meetings	Meeting 6 6th July 2023	29th June 2023	

	Wellington Primary	Tuesdays 9:00-11:30am	Papers distributed by:	Data to be reported on:	Additional Notes:
Meeting 1	Wellington Eagles Meetings	4 October 2022 1pm Start			Linked Trustees to attend 1-2 meetings
Meeting 2	Wellington Lions Meetings	29 November 2022		Autumn Assessments	
Meeting 3	Wellington Eagles Meetings	31 January 2023			
Meeting 4	Wellington Lions Meetings	21 March 2023		Spring Assessments	
Meeting 5	Wellington Eagles Meetings	16 May 2023			
Meeting 6	Wellington Lions Meetings	11 July 2023		End of Year Assessments	

