The Rutland Learning – Decision Making 3 Year Overview

Timetable – Master, all 3 years

|  |  |  |
| --- | --- | --- |
|  | RLT Board of Trustees, Audit and Policy Committee | LGB / Resources Committee |
| Term 1 | 1. Create and approve Trust Board Terms of Reference. 2. Approve Trust Scheme of Delegation. 3. Establish Trust Committees – Audit 4. Approve Trust Committees – Terms of Reference 5. Approve LGB Terms of Reference 6. Appoint Chair of Trust Board 7. Appoint Chair of LGB 8. Appoint Vice Chair of LGB 9. Appoint (and remove) Governors to LGB 10. Appoint (and remove) Chair(s) of Trust Committees 11. Appoint (and remove) Trust Committee Members 12. Appoint (and remove) Clerk to Trust Board 13. Appoint (and remove) Clerk to LGB 14. Agree calendar of Trust Board 15. Pay Policy 16. Appraisal (performance management) policy 17. Capability policy | 1. Establish LGB working groups eg Pay review 2. Organise / schedule of LGB 3. Set up a register of governors business interests 4. DBS Central record of recruitment and vetting checks. 5. Academy website 6. Pupil premium policy 7. Pupil premium plan 8. Governor handbook to include monitoring schedule. 9. Sports Premium Strategy, implementation and impact statement. 10. Asset register / inventory report following stock check in summer holidays, prep for accountants |
| Term 2 | 1. Academy Performance Targets 2. Academy Performance Review eg SEF 3. Trustees Report 4. Trust Academies Accounts Return to EFA 5. Response to Auditor’s Management letter. 6. Academy 1 year budget 7. Academy accounts return to EFA 8. Admissions Policy | 1. Academy Way Forward Action Plan 2. Academy 3 year budget plan 3. Academy budget updates 4. Inclusion Policy – Local Offer |
| Term 3 | 1. Flexible Working Policy (every 3 years) 2. Bullying and Harassment Policy (every 3 years) 3. Managing Absence Policy, Special Leave of Absence (every 2 years) 4. Attendance Policy and Plan 5. Equality and diversity, Equal Opportunities Policy (every 3 years) | 1. Academy Health and Safety Policy |
| Term 4 | 1. Approve Directors’ Expenses Policy 2. Academy Performance Review eg SEF 3. Accounting Policies (Finance Officer) 4. Academy times, terms and holidays. 5. Data Protection and Personal Information Policy (every 2 years) 6. Re-structuring & Redundancy Policy (every 2 years) 7. Employee Health and Safety Policy (every 2 years) | 1. Register of governors business interests (clerk review) 2. Teaching and Learning Policy (every 2 years) 3. Sex Education Policy (every 2 years) 4. Assessment Policy (every 2 years) 5. DBS Central record of recruitment and vetting checks. 6. Staff induction policy (every 2 years) |
| Term 5 | 1. Redundancy Policy (every 2 years) 2. Shared parental leave policy (every 2 years) 3. Managing sickness absence (every 2 years) 4. Staff Disciplinary Policy (every 2 years) 5. Grievance Policy (every 2 years) 6. Pupil behaviour & Exclusions Policy 7. Complaints policy 8. Review Disaster Management Plan 9. Business Continuity Plan | 1. Establish and charging and remissions policy 2. Extended services on site (review) 3. Review risk management plan 4. Trust Procurement Policy (every 2 years) |
| Term 6 | 1. Academy Performance Review eg SEF 2. Public Sector Equality Scheme (every 3 years) 3. Whistleblowing policy (every 2 years) 4. Allegations against staff. 5. Trust 3 year budget plan 6. Trust 1 year budget 7. Trust consolidated budget updates 8. Trust consolidated financial statements 9. Child Welfare and Safeguarding Policy to include recruitment and selection. 10. Code of conduct (as part of the safeguarding policy) | 1. Curriculum Policy 2. Academy trips policy 3. CPD Policy |

The Rutland Learning Trust Scheme of Delegation

Timetable – YEAR ONE (2015-2016)

|  |  |  |
| --- | --- | --- |
|  | RLT Board of Trustees, Audit and Policy Committee | LGB / Resources Committee |
| Term 1 | 1. Create and approve Trust Board Terms of Reference. 2. Approve Trust Scheme of Delegation. 3. Establish Trust Committees – Audit 4. Approve Trust Committees – Terms of Reference 5. Approve LGB Terms of Reference 6. Appoint Chair of Trust Board 7. Appoint Chair of LGB 8. Appoint Vice Chair of LGB 9. Appoint (and remove) Governors to LGB 10. Appoint (and remove) Chair(s) of Trust Committees 11. Appoint (and remove) Trust Committee Members 12. Appoint (and remove) Clerk to Trust Board 13. Appoint (and remove) Clerk to LGB 14. Agree calendar of Trust Board 15. Pay Policy 16. Appraisal (performance management) policy 17. Capability policy | 1. Establish LGB working groups eg Pay review 2. Organise / schedule of LGB 3. Set up a register of governors business interests 4. DBS Central record of recruitment and vetting checks. 5. Academy website 6. Pupil premium policy 7. Pupil premium plan 8. Governor handbook to include monitoring schedule. 9. Sports Premium Strategy, implementation and impact statement. 10. Asset register / inventory report following stock check in summer holidays, prep for accountants |
| Term 2 | 1. Academy Performance Targets 2. Academy Performance Review eg SEF 3. Trustees Report 4. Trust Academies Accounts Return to EFA 5. Response to Auditor’s Management letter. 6. Academy 1 year budget 7. Academy accounts return to EFA 8. Admissions Policy | 1. Academy Way Forward Action Plan 2. Academy 3 year budget plan 3. Academy budget updates 4. Inclusion Policy – Local Offer |
| Term 3 | 1. Attendance Policy and Plan | 1. Academy Health and Safety Policy |
| Term 4 | 1. Approve Directors’ Expenses Policy 2. Academy Performance Review eg SEF 3. Accounting Policies (Finance Officer) 4. Academy times, terms and holidays. | 1. Register of governors business interests (clerk review) 2. DBS Central record of recruitment and vetting checks. |
| Term 5 | 1. Pupil behaviour & Exclusions Policy 2. Complaints policy 3. Review Disaster Management Plan 4. Business Continuity Plan | 1. Establish and charging and remissions policy 2. Extended services on site (review) 3. Review risk management plan |
| Term 6 | 1. Academy Performance Review eg SEF 2. Allegations against staff. 3. Trust 3 year budget plan 4. Trust 1 year budget 5. Trust consolidated budget updates 6. Trust consolidated financial statements 7. Child Welfare and Safeguarding Policy to include recruitment and selection. 8. Code of conduct (as part of the safeguarding policy) | 1. Curriculum Policy 2. Academy trips policy 3. CPD Policy |

The Rutland Learning Trust Scheme of Delegation

Timetable – YEAR TWO (2016-2017)

|  |  |  |
| --- | --- | --- |
|  | RLT Board of Trustees, Audit and Policy Committee | LGB / Resources Committee |
| Term 1 | 1. Create and approve Trust Board Terms of Reference. 2. Approve Trust Scheme of Delegation. 3. Establish Trust Committees – Audit 4. Approve Trust Committees – Terms of Reference 5. Approve LGB Terms of Reference 6. Appoint Chair of Trust Board 7. Appoint Chair of LGB 8. Appoint Vice Chair of LGB 9. Appoint (and remove) Governors to LGB 10. Appoint (and remove) Chair(s) of Trust Committees 11. Appoint (and remove) Trust Committee Members 12. Appoint (and remove) Clerk to Trust Board 13. Appoint (and remove) Clerk to LGB 14. Agree calendar of Trust Board 15. Pay Policy 16. Appraisal (performance management) policy 17. Capability policy | 1. Establish LGB working groups eg Pay review 2. Organise / schedule of LGB 3. Set up a register of governors business interests 4. DBS Central record of recruitment and vetting checks. 5. Academy website 6. Pupil premium policy 7. Pupil premium plan 8. Governor handbook to include monitoring schedule. 9. Sports Premium Strategy, implementation and impact statement. 10. Asset register / inventory report following stock check in summer holidays, prep for accountants |
| Term 2 | 1. Academy Performance Targets 2. Academy Performance Review eg SEF 3. Trustees Report 4. Trust Academies Accounts Return to EFA 5. Response to Auditor’s Management letter. 6. Academy 1 year budget 7. Academy accounts return to EFA 8. Admissions Policy | 1. Academy Way Forward Action Plan 2. Academy 3 year budget plan 3. Academy budget updates 4. Inclusion Policy – Local Offer |
| Term 3 | 1. Managing Absence Policy, Special Leave of Absence (every 2 years) 2. Attendance Policy and Plan | 1. Academy Health and Safety Policy |
| Term 4 | 1. Approve Directors’ Expenses Policy 2. Academy Performance Review eg SEF 3. Accounting Policies (Finance Officer) 4. Academy times, terms and holidays. 5. Data Protection and Personal Information Policy (every 2 years) 6. Re-structuring & Redundancy Policy (every 2 years) 7. Employee Health and Safety Policy (every 2 years) | 1. Register of governors business interests (clerk review) 2. Teaching and Learning Policy (every 2 years) 3. Sex Education Policy (every 2 years) 4. Assessment Policy (every 2 years) 5. DBS Central record of recruitment and vetting checks. 6. Staff induction policy (every 2 years) |
| Term 5 | 1. Redundancy Policy (every 2 years) 2. Shared parental leave policy (every 2 years) 3. Managing sickness absence (every 2 years) 4. Staff Disciplinary Policy (every 2 years) 5. Grievance Policy (every 2 years) 6. Pupil behaviour & Exclusions Policy 7. Complaints policy 8. Review Disaster Management Plan 9. Business Continuity Plan | 1. Establish and charging and remissions policy 2. Extended services on site (review) 3. Review risk management plan 4. Trust Procurement Policy (every 2 years) |
| Term 6 | 1. Academy Performance Review eg SEF 2. Whistleblowing policy (every 2 years) 3. Allegations against staff. 4. Trust 3 year budget plan 5. Trust 1 year budget 6. Trust consolidated budget updates 7. Trust consolidated financial statements 8. Child Welfare and Safeguarding Policy to include recruitment and selection. 9. Code of conduct (as part of the safeguarding policy) | 1. Curriculum Policy 2. Academy trips policy 3. CPD Policy |

The Rutland Learning Trust Scheme of Delegation

Timetable – YEAR THREE (2017-2018)

|  |  |  |
| --- | --- | --- |
|  | RLT Board of Trustees, Audit and Policy Committee | LGB / Resources Committee |
| Term 1 | 1. Create and approve Trust Board Terms of Reference. 2. Approve Trust Scheme of Delegation. 3. Establish Trust Committees – Audit 4. Approve Trust Committees – Terms of Reference 5. Approve LGB Terms of Reference 6. Appoint Chair of Trust Board 7. Appoint Chair of LGB 8. Appoint Vice Chair of LGB 9. Appoint (and remove) Governors to LGB 10. Appoint (and remove) Chair(s) of Trust Committees 11. Appoint (and remove) Trust Committee Members 12. Appoint (and remove) Clerk to Trust Board 13. Appoint (and remove) Clerk to LGB 14. Agree calendar of Trust Board 15. Pay Policy 16. Appraisal (performance management) policy 17. Capability policy | 1. Establish LGB working groups eg Pay review 2. Organise / schedule of LGB 3. Set up a register of governors business interests 4. DBS Central record of recruitment and vetting checks. 5. Academy website 6. Pupil premium policy 7. Pupil premium plan 8. Governor handbook to include monitoring schedule. 9. Sports Premium Strategy, implementation and impact statement. 10. Asset register / inventory report following stock check in summer holidays, prep for accountants |
| Term 2 | 1. Academy Performance Targets 2. Academy Performance Review eg SEF 3. Trustees Report 4. Trust Academies Accounts Return to EFA 5. Response to Auditor’s Management letter. 6. Academy 1 year budget 7. Academy accounts return to EFA 8. Admissions Policy | 1. Academy Way Forward Action Plan 2. Academy 3 year budget plan 3. Academy budget updates 4. Inclusion Policy – Local Offer |
| Term 3 | 1. Flexible Working Policy (every 3 years) 2. Bullying and Harassment Policy (every 3 years) 3. Attendance Policy and Plan 4. Equality and diversity, Equal Opportunities Policy (every 3 years) | 1. Academy Health and Safety Policy |
| Term 4 | 1. Approve Directors’ Expenses Policy 2. Academy Performance Review eg SEF 3. Accounting Policies (Finance Officer) 4. Academy times, terms and holidays. | 1. Register of governors business interests (clerk review) 2. DBS Central record of recruitment and vetting checks. |
| Term 5 | 1. Pupil behaviour & Exclusions Policy 2. Complaints policy 3. Review Disaster Management Plan 4. Business Continuity Plan | 1. Establish and charging and remissions policy 2. Extended services on site (review) 3. Review risk management plan |
| Term 6 | 1. Academy Performance Review eg SEF 2. Public Sector Equality Scheme (every 3 years) 3. Allegations against staff. 4. Trust 3 year budget plan 5. Trust 1 year budget 6. Trust consolidated budget updates 7. Trust consolidated financial statements 8. Child Welfare and Safeguarding Policy to include recruitment and selection. 9. Code of conduct (as part of the safeguarding policy) | 1. Curriculum Policy 2. Academy trips policy 3. CPD Policy |