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| The Rutland Learning Trust  **Monitoring Schedule 2016/7** (Scheme of Delegation – Cycle 2) | | | | |
| Early Term 1 | Trustees | Audit and Policy Committees | Resources Committee | Local Governing Body |
| Main agenda items | Date:  Trust Board Terms of Reference  Review Trust Scheme of Delegation  Approve GOVERNOR HANDBOOK & LGB Approve Terms of Reference  Approve Decision Planner  Appoint Chair of the Trust Board Appoint Vice Chair of Trust Board  Appoint Trust Audit Committee Members  Appoint Clerk to Trust Board/LGB  Vacancies  Agree calendar of Trust Board meetings  **REVIEW STRATEGIC AIMS of the Trust** | Date:  Appoint Chair  Agree terms of reference  Allocate policies to be reviewed  Approve Delegated limits | Date:  Roles and responsibilities of Resources Committee  Scheme of delegation and terms of reference  Finance committee self assessment  Financial Management Report  Medium Term Financial Planning  Financial Management Reports  Budget: Update by Finance Officer  Headteacher/HOS:  Personnel, H&S, Premises updates  Residential Visits – Approval | Date:  Appoint Chair of LGB  Appoint Vice Chair of LGB  1. Strategic Overview – Key Priorities, Vision and Aims  2. Way Forward Action Plan Format (WFAP)  3. GOVERNOR ACTION PLAN  4. Roles and responsibilities of Governors and monitoring activities linked to Action Plans  5. Monitoring schedule;  Agree calendar of dates  6. Recruitment and terms of office |
| Policies  to be reviewed |  | **Updated EFA Academies Financial Procedures Handbook GK**  **Reserves policy Investment policy**  **Approve Pay Policy with recommendations**  **Approve Appraisal and capability policy Safeguarding Policy** | **Asset Management Plan:  Referencing condition survey and Health & Safety Inspection**  **Asset Register/Inventory report** following stock check in summer holidays, preparation for accountants  Review Internal Control Financial Procedures Manual with reference to updates in the AFH. GK | **Pupil Premium Impact Statement and Action Plans for 2015/16**  **Sports Strategy Impact Statement and Action Plans for 2015/16**  **Website compliance checklist** |
| Monitoring activities |  |  | Appraisal outcomes – pay progression  Business Interests Forms  Statutory compliance – updated documentation | INSTEAD Monitoring Day: End of Term 1   * Lesson observations - shadow * Behaviour learning walk * Book scrutiny with SLT * Interrogation of data sets SLT * Review of our curriculum offer * Staff interviews * Inclusion – What is our Local Offer? |

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| End of  Term 2 | Trustees | Audit and Policy Committees | Resources Committee | Local Governing Body |
| Main agenda items | Date:  **DATA DASHBOARD for all MAT Schools**  **Headteacher’s Report** from each school  RAG rating - Impact statement – progress towards priorities in the Way Forward School Development Plan  Minutes of Local Governing Body  Minutes of RESOURCES Committee  Recommendations from LGB  Ratify   1. Academy Performance Targets 2. The Annual Trustees Report 3. Trust Academies Accounts Return to EFA 4. Response to Auditor’s Management letter. 5. Academy 1 year budget   AGM for Members | Date:  Scrutiny: Data analysis of schools across the Trust. | Date:   1. Academy Way Forward Action Plan 2. Academy 3 year budget plan 3. Academy budget updates   Headteacher/HOS:  Personnel, H&S, Premises updates  Residential Visits – Approval of Risk assessment  F Financial Management Reports  Budget: Update by Finance Officer  Medium Term Financial Planning  Asset Management Plan: Referencing condition survey and Health & Safety Inspection  Asset Register/Inventory report following stock check in summer holidays, prep for accountants | Date:  **Standards of Achievement and Attainment – Full Data Report Presentation to Governors by HT and SLT**  **RAISE on Line analysis and FFT Target Setting  EYFS Baseline information – and action plan**  Key questions to consider  1. How does attainment and pupil progress compare to the national average/LA?  2. How are we performing in different subjects?  3. Do we have any under-performing pupils?  4. How might the context of our school affect our performance?  5. How does pupil attendance compare to the national average?  6. What are the strengths and weaknesses of our school?  7. What are our key priorities?  **Leadership Report**  Self- evaluation against current OFSTED criteria  Impact of key actions undertaken from the Way Forward School Development Plan  Monitoring activities undertaken by the school and Governors  Local and contextualised issues  Resource Committee minutes  Recommendations to the Trust Board |
| Policies  to be reviewed |  | Admissions Policy  Trustees Annual Report: Risk, Audit, VFM  Review Due Diligence Procedures | Register of Governors business interests | Inclusion – Local Offer |
| Monitoring activities |  |  | Appraisal record scrutiny to include setting of cohort targets PAY REVIEW | Governor/Trustee Training: Session RAISE on Line / Assessment Data tracking – vulnerable groups  Data Dashboard – if available Fischer Family Trust – if available  Inclusion – Local Offer (attendance at Inclusion team meeting)  Inclusion/SEND discussion with SENCO |

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| End of  Term 3 | Trustees | Audit and Policy Committees | Resources Committee | Local Governing Body |
| Main agenda items |  |  | Date: | Date:  **LGB Audits**  **Review of Governance – report to Trustees**  **Full review of Governance by March 2017.**  **Self evaluation and LGB review**  **OFSTED Inspection questions** |
| Policies  to be reviewed |  | Managing Absence Policy,  Special Leave of Absence  Attendance Policy and Plan |  | Health and safety Policy |
| Monitoring activities |  |  |  | Health and Safety Risk Assessment  Review of our curriculum offer – discussion with HT and SLT EPIC/NICE Learning Walks  Teacher Profiles/Pupil Progress Meeting records  PARENT SURVEY  Pupil Attitude Survey |

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| End of  Term 4 | Trustees | Audit and Policy Committees | Resources Committee | Local Governing Body |
| Main agenda items | Date:  **Headteacher’s Report** from each school  EYFS SEF  RAG rating - Impact statement – progress towards priorities in the Way Forward School Development Plan  Minutes of Local Governing Body  Minutes of RESOURCES Committee  Recommendations from LGB  **External Review of Governance reports from each Academy** | Date: | Date:  Headteacher/HOS:  Personnel, H&S, Premises updates  Residential Visits – Approval of Risk assessment  Financial Management Reports  Budget: Update by Finance Officer  Residential Visits – Approval of Risk assessments | Date:  **SEF:  EYFS Presentation by EYFS Leader**  **Leadership Report**  Self- evaluation against current OFSTED criteria  Impact of key actions undertaken from the Way Forward School Development Plan  Monitoring activities undertaken by the school and Governors  Local and contextualised issues  Resource Committee minutes  Recommendations to the Trust Board |
| Policies  to be reviewed |  | Approve Directors’ Expenses Policy  Accounting Policies (Finance Officer GK)  Risk Register Business Continuity Plan  Data Protection and Personal Information Policy  Re-structuring & Redundancy Policy  Employee Health and Safety Policy  Academy times, terms and holidays. | Register of governors business interests (clerk review) | Teaching and Learning Policy  Sex Education Policy  Assessment Policy  Staff induction policy  EYFS Statement |
| Monitoring activities |  |  | Impact statement for bought in professional services - external contract/SLA reviews  H&S Risk Assessment – Premise walk  Condition survey | DBS Central record of recruitment and vetting checks.  Staff induction discussion  NSTEAD Monitoring Day:   * Lesson observations * Middle Leader interviews * Book scrutiny with SLT * SENCO Discussions – Provision * EYFS Monitoring Visit – review of Planning, Provision and assessment * Teacher Profiles |

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| End of  Term 5 | Trustees | Audit and Policy Committees | Resources Committee | Local Governing Body |
| Main agenda items |  |  | Date:  Headteacher/HOS:  Personnel, H&S, Premises updates  Residential Visits – Approval of Risk assessment  Financial Management Reports  Budget: Update by Finance Officer  3 year and 1 year budget preparation to present to the Trust Board  Draft staffing structure for next academic year  Residential Visits – Approval of Risk assessments | Date:  Impact of key actions undertaken from the Way Forward School Development Plan  Section 48 and SMSC Ethos and Values: Vision and Aims delivery  Progress towards previous development areas **How well does the school, through its distinctive Christian character, meet the needs of all learners? 2016/17 What is the impact of collective worship on the school community? 2016/17**  **How effective is the teaching of Religious Education? 2017/18 How effective are the leadership and management of the school as a church school? 2017/18** |
| Policies  to be reviewed |  | Redundancy Policy  Shared parental leave policy  Managing sickness absence  Staff Disciplinary Policy  Grievance Policy  Complaints policy | Charges and Remissions | Pupil Behaviour Management and Exclusions Policy  Collective Worship and RE Policy |
| Monitoring activities |  |  |  | Extended Services on site Collective Worship Christian Character learning walks and Pupil interviews |

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| End of  Term 6 | Trustees | Audit and Policy Committees | Resources Committee | Local Governing Body |
| Main agenda items | Date:  Academy Performance Review / Scrutiny  **DATA DASHBOARD for all MAT Schools**  Minutes of Local Governing Body  Minutes of RESOURCES Committee  Recommendations from LGB  SEF SUMMARY for each ACADEMY | Date:  Trust 3 year budget plan  Trust 1 year budget  Trust consolidated budget updates  Trust consolidated financial statements | Date:  Headteacher/HOS:  Personnel, H&S, Premises updates  Residential Visits – Approval of Risk assessment  Financial Management Reports  Budget: Update by Finance Officer  Residential Visits – Approval of Risk assessments  General maintenance and redecoration summer programme - referencing H&S and condition survey.  ICT infrastructure and hardware review - plan of summer works  Risk Protection Arrangements and Insurances Review | Date:  **SEF: Summary Document Data Dashboard – implications for Teaching and Learning** |
| Policies  to be reviewed |  | Whistleblowing policy  Safeguarding Policy to include recruitment and selection and code of conduct. |  | CPD  Educational Visits/Trips  Curriculum Offer (Website)  Supporting pupils with medical conditions |
| Monitoring activities |  | Statutory Policy Checklist | Health and Safety – Premise Walk  Review Disaster Management Plan – Major incident policy, kit, Business Continuity Plan Risk assessment and Risk register | The effectiveness of safeguarding procedures. - safeguarding audit in each school including e-safety and DBS record scrutiny. SAFEGUARDING AUDIT  Behaviour Learning walk |