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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 ReferenceReview Trust Scheme of DelegationApprove GOVERNOR HANDBOOK & LGB Approve Terms of ReferenceApprove Decision PlannerAppoint Chair of the Trust BoardAppoint Vice Chair of Trust Board Appoint Trust Audit Committee MembersAppoint Clerk to Trust Board/LGBVacanciesAgree calendar of Trust Board meetings**REVIEW STRATEGIC AIMS of the Trust** | Date:Appoint ChairAgree terms of referenceAllocate policies to be reviewedApprove Delegated limits | Date:Roles and responsibilities of Resources CommitteeScheme of delegation and terms of referenceFinance committee self assessment Financial Management ReportMedium Term Financial PlanningFinancial Management ReportsBudget: Update by Finance OfficerHeadteacher/HOS: Personnel, H&S, Premises updatesResidential Visits – Approval  | Date:Appoint Chair of LGBAppoint Vice Chair of LGB1. Strategic Overview – Key Priorities, Vision and Aims 2. Way Forward Action Plan Format (WFAP) 3. GOVERNOR ACTION PLAN4. Roles and responsibilities of Governors and monitoring activities linked to Action Plans5. Monitoring schedule; Agree calendar of dates6. Recruitment and terms of office |
| Policies to be reviewed |  | **Updated EFA Academies Financial Procedures Handbook GK****Reserves policyInvestment policy****Approve Pay Policy with recommendations****Approve Appraisal and capability policySafeguarding Policy** | **Asset Management Plan: Referencing condition survey and Health & Safety Inspection****Asset Register/Inventory report** following stock check in summer holidays, preparation for accountantsReview 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 progressionBusiness Interests FormsStatutory 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 PlanMinutes of Local Governing BodyMinutes of RESOURCES CommitteeRecommendations from LGBRatify1. 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 updatesResidential Visits – Approval of Risk assessmentF Financial Management ReportsBudget: Update by Finance OfficerMedium Term Financial PlanningAsset Management Plan: Referencing condition survey and Health & Safety InspectionAsset 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 consider1. 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 criteriaImpact of key actions undertaken from the Way Forward School Development PlanMonitoring activities undertaken by the school and GovernorsLocal and contextualised issuesResource Committee minutesRecommendations to the Trust Board  |
| Policies to be reviewed |  | Admissions PolicyTrustees Annual Report: Risk, Audit, VFMReview 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 groupsData Dashboard – if availableFischer Family Trust – if availableInclusion – 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 WalksTeacher Profiles/Pupil Progress Meeting recordsPARENT SURVEYPupil 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 SEFRAG rating - Impact statement – progress towards priorities in the Way Forward School Development PlanMinutes of Local Governing BodyMinutes of RESOURCES CommitteeRecommendations from LGB**External Review of Governance reports from each Academy**  | Date: | Date:Headteacher/HOS: Personnel, H&S, Premises updatesResidential Visits – Approval of Risk assessmentFinancial Management ReportsBudget: Update by Finance OfficerResidential Visits – Approval of Risk assessments  | Date:**SEF: EYFS Presentation by EYFS Leader****Leadership Report**Self- evaluation against current OFSTED criteriaImpact of key actions undertaken from the Way Forward School Development PlanMonitoring activities undertaken by the school and GovernorsLocal and contextualised issuesResource Committee minutesRecommendations to the Trust Board |
| Policies to be reviewed |  | Approve Directors’ Expenses PolicyAccounting Policies (Finance Officer GK)Risk RegisterBusiness Continuity PlanData 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 PolicySex Education Policy Assessment Policy Staff induction policy EYFS Statement  |
| Monitoring activities |  |  | Impact statement for bought in professional services - external contract/SLA reviewsH&S Risk Assessment – Premise walkCondition survey | DBS Central record of recruitment and vetting checks.Staff induction discussionNSTEAD 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 updatesResidential Visits – Approval of Risk assessmentFinancial Management ReportsBudget: Update by Finance Officer3 year and 1 year budget preparation to present to the Trust BoardDraft staffing structure for next academic yearResidential Visits – Approval of Risk assessments  | Date:Impact of key actions undertaken from the Way Forward School Development PlanSection 48 and SMSCEthos and Values: Vision and Aims deliveryProgress towards previous development areas**How well does the school, through its distinctive Christian character, meet the needs of all learners? 2016/17What is the impact of collective worship on the school community?2016/17****How effective is the teaching of Religious Education? 2017/18How effective are the leadership and management of the school as a church school? 2017/18** |
| Policies to be reviewed |  | Redundancy PolicyShared parental leave policy Managing sickness absence Staff Disciplinary Policy Grievance Policy Complaints policy | Charges and Remissions |  Pupil Behaviour Management and Exclusions PolicyCollective Worship and RE Policy |
| Monitoring activities |  |  |  | Extended Services on siteCollective WorshipChristian 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 BodyMinutes of RESOURCES CommitteeRecommendations from LGBSEF SUMMARY for each ACADEMY | Date:Trust 3 year budget planTrust 1 year budgetTrust consolidated budget updatesTrust consolidated financial statements | Date:Headteacher/HOS: Personnel, H&S, Premises updatesResidential Visits – Approval of Risk assessmentFinancial Management ReportsBudget: Update by Finance OfficerResidential Visits – Approval of Risk assessmentsGeneral maintenance and redecoration summer programme - referencing H&S and condition survey.ICT infrastructure and hardware review - plan of summer worksRisk Protection Arrangements and Insurances Review | Date:**SEF: Summary DocumentData Dashboard – implications for Teaching and Learning** |
| Policies to be reviewed |  | Whistleblowing policy Safeguarding Policy to include recruitment and selection and code of conduct.  |  | CPDEducational Visits/TripsCurriculum 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 PlanRisk assessment and Risk register | The effectiveness of safeguarding procedures. - safeguarding audit in each school including e-safety and DBS record scrutiny. SAFEGUARDING AUDITBehaviour Learning walk |