

AAT Agenda Plans For September 2023-24

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Please note that all Trust policies are reviewed annually. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email jadams@aurigaacademytrust.org.uk.

***“The Auriga Academy Trust aims to provide
outstanding special needs education for the local community close to where our pupils live”***

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This document should be read in conjunction with the Auriga Academy Trust Scheme of Delegation, Terms of Reference and Code of Conduct.

1 BOARD OF TRUSTEES

Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- Committee Summary Reports: Finance, Audit & Risk, Standards and Effectiveness, LGB's
- Trustee Link Reports
- CEO Report
- Note the latest Management Accounts
- Policy Amendments

Autumn Term 1

- Agree the Scheme of Delegation, including the Governance Terms of Reference and agenda plan
- Approve Annual Trust Governance Development Plan
- To receive results of LGB self-assessment exercise and plans for improvement
- Approval of the Annual Risk Register
- Approval of annual Trust Strategic Development Plan
 - Receive any AO Letter-
 - Confirm Confirmations, including KCSIE and Code of conduct etc. and register of interests completions.

Key dates:

Sep – Companies House Confirmation

Autumn 2 (Oct)

- CEO Report to include
- Update on Strategic Priorities –
 - Receive updates on School Performance for previous year (including external exam results
 - Risk Register update
 - Update on year end position and review of management accounts against revised budget to 30 Sept (P1).
- Discuss and agree timing of Annual Report & accounts review.

Autumn 3 (Dec)

- Review and approve Annual Report & Accounts
- Note appraisal outcome of HTs, CEO and FD
- CEO Report
- Trust Strategic Plan – RAG'd
- Safeguarding update including Safeguarding Link Trustee Report
- Trust Board Governance Development Plan- Rag'd
- Updated Risk Register - RAG'd

Key dates:

Nov – Autumn census closes (Census date Oct)

Dec – Staff Census closes (Census date Nov)

31st Dec – Deadline for submitting audited accounts to ESFA

Spring 1

Spring Term 2

- Trust Board Governance Development Plan- RAG'd
- Note Trust Board approval of School Resource Management Self Assessment Tool (SRMSAT)
- Agree programme for annual governance self-evaluation process.
- Safeguarding update including Safeguarding Link Trustee Report
- Updated Risk Register - RAG'd
- Trust Strategic Plan – RAG'd

Key dates:

Mar - Trusts complete and submit the school resource management self-assessment tool (SRMSAT).

Key dates:

Jan - Complete and submit the land and buildings collection tool

Jan – Deadline to publish audited accounts on website.

Feb – Spring census closes (Census date Jan)

Feb - Complete and submit the audited accounts return (prepared by external auditors)

Summer Term 1

- Review and approve submission of ESFA Budget Forecast Return.
- Updated Risk Register - RAG'd

Key dates:

31 May – Deadline for filing audited accounts with Companies House.

Summer Term 2

- CEO Report
- Trust Strategic Plan – RAG'd
 - Receive recommendation from F&R and approve final budget and 3 Year Budget Forecast.
 - Appointment of Chair & Vice Chair for the next academic year
 - Receive completed 2023/24 Trust Governance Development Plan – RAG'd
 - Review draft 2024-25 Trust Governance Development Plan.
 - Receive proposed draft 24-25 TSDP.
 - Appoint Committee Chairs for next academic year
 - Agree meeting schedule for next academic year
 - Safeguarding Update including Safeguarding Link Trustee Report
 - Updated Risk Register - RAG'd

Key dates:

June – Summer census closes (Census date May)

July - Budget forecast return three year (BFR3Y) deadline

July – Trade Union Facility Time Reporting

2 AUDIT and RISK COMMITTEE

Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- Risk Register Review
- Receive any internal scrutiny reports from the previous meetings

Autumn Term 1

- Agree areas of focus for internal audit 23-24 and be advised of visit dates.
- Recommend to Board re External Audit process.

Autumn 2 (Dec)

- Management Letter follow up including agreeing timetable to implement audit recommendations.
(No Risk Register Review)

Spring Term

- Receive Internal Audit Report.
- Working with Chair of Finance Committee Review and recommend approval to Board of School Resource Management Self-assessment Tool (SRMSAT).

Key dates:

15th Mar - Trusts complete and submit the school resource management self-assessment tool (SRMSAT).

Summer Term

- Receive Internal Audit Report. Consider the areas to be prioritised for internal scrutiny in the 24-25 year.
- Agree Year End audit approach as detailed by external auditors.
- Receive report confirming MAT website including statutory compliance. And make necessary recommendations to Board.
- Appointment of Chair
- Review committee membership (skill focus)
- Review Terms of Reference & agenda plans for 2024-25

3 STANDARDS and EFFECTIVENESS COMMITTEE

Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- To receive and review monitoring reports from CEO detailing pupil progress, attendance, and behaviour from all individual schools. Includes any concerns regards capability and support and interventions required. Reports will include outcomes of any parents/pupil consultations
- Receive reports from external moderation within individual schools
- Receive reports on progress towards individual school development priorities
- Policy Amendments

Autumn Term

- Report from schools on new context, individual school development priorities and current self-review
- Reports from schools detailing achievements in any external examinations and
- Evaluation of pupil outcomes using relevant performance data from the previous Academic year
- Review impact of Trust PPG strategy and receive strategy for coming year.
- Programme of Stakeholder Surveys .
- Agree Data Dashboard information areas (eg Attendance, behaviour exclusions)
- Agree Trustee Stakeholder Link and responsibilities

Spring Term

- Update on QoE and School Improvement for the term
- Receive Data Dashboard
- Stakeholder survey report
- Trustee Stakeholder Link Report

Summer Term

- Update on QoE and School Improvement for the term and
- Receive Data Dashboard
- Receive Annual report on therapy provision
- Stakeholder survey report
- Trustee Stakeholder Link Report
- Appointment of Chair & Vice Chair for next ac year
- Review committee membership (skill focus)
- Review Terms of Reference and agenda plans for 2024-25

4 FINANCE and RESOURCE COMMITTEE

Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- FD Business Report (to include termly updates on HR, Estates, IT etc as relevant & appropriate)
- Policy Amendments

Autumn Term 1	Spring Term 2	Summer Term 1
<p>Full Resource Pack (4/4) to P12 22/23</p> <ul style="list-style-type: none"> • Business report (general HR including programme of staff surveys, estates, IT, GDPR etc) • Review of Year End Management accounts + Revised Budget 23/24. With Commentary • Formal approval of Finance Policy including regulations management delegations to financial scheme of delegations. • Agree Reserves principles for 23-24. 	<p>Full Resource Pack (2/4) to P5 23/24</p> <ul style="list-style-type: none"> • Review the SRMSA responses prior to sharing with Audit Committee (Chair of F&R to work with Chair of Audit) • Business Report with deeper focus on Estates / Premises strategy / plan • Review of P5 Management Accounts – key issues <p><i>Key dates:</i> 28 Jan - Complete and submit the land and buildings collection tool 31 Jan – Deadline to publish audited accounts on website. 23 Feb - Complete and submit the audited accounts return (prepared by external auditors Mar - Trusts complete and submit the school resource management self-assessment tool (SRMSAT))</p>	<p>Full Resource Pack (2/4) to P5 23/24</p> <ul style="list-style-type: none"> • Business Report with deeper focus on GDPR / Cyber / IT • Review of P5 Management Accounts – key issues • Review initial draft 2024-25 budgets <p><i>Key dates:</i> 28 Jan - Complete and submit the land and buildings collection tool 31 Jan – Deadline to publish audited accounts on website. 23 Feb - Complete and submit the audited accounts return (prepared by external auditors Mar - Trusts complete and submit the school resource management self-assessment tool (SRMSAT))</p>
Autumn Term 2	Spring Term 2	Summer Term 2
<p>Full Resource Pack (1/4) to P2 23/24</p> <ul style="list-style-type: none"> • Review of draft Statutory Accounts and Management Letter • Review of P2 Management Accounts against revised budget 23/24. • Business Report with HR focus including wellbeing. • Trustee Link Report <p><i>Key dates:</i> 01 Sep – Companies House Confirmation* 31st Dec – Deadline for submitting audited accounts to ESFA</p>	<ul style="list-style-type: none"> • Review of Year End Management accounts + Revised Budget 23/24. With Commentary • Update on programme of staff survey. • 24/25 Budget planning including assumptions • Trustee Link Report 	<ul style="list-style-type: none"> • Agree 24/25 Budget for recommendation to Board • Review and approve submission of ESFA Budget Forecast Return • Update on programme of staff survey. • Appointment of Chair for next ac year • Review committee membership (skill focus) • Review Terms of Reference as Detailed in the Scheme of Delegation • Trustee Link Report • Review Terms of Reference and agenda plans for 2024-25 <p><i>Key dates:</i> July - Trust Budget forecast return outturn deadline based on results to 30 Apr July- Budget forecast return three year (BFR3Y) deadline July – Trade Union Facility Time Reporting</p>

5 PAY COMMITTEE

Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- Appointment of Chair
- Review Terms of Reference as detailed in the Scheme of Delegation
- To ratify annual pay progress for teachers (by 31 October at the latest) taking account of any recommendations made by the local governing Board.
- To approve applications to be paid on the Upper Pay Range. as recommended by the Local Governing Boards
- Note performance management and appraisal outcomes of CEO, Head Teachers and Finance Director
- Approval of pay progression (by 31 December at the latest) CEO, Head Teachers and Finance Director
- Note appraisal of central Trust staff
- Policy Amendments

6 LOCAL GOVERNING BOARDS

Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- References from the Board
- Link Governor /and other visit reports
- HT Report (including Risk Register, Quality of Education, behaviour and attendance, SIP reports, SDP and SEF review, Trust Lead reports)
- Governance Development Plan - RAG'd
- Policy Amendments
- Agree feedback to Board

Autumn Term 1

- To plan annual pay progress review panel for teachers (by 31 October at the latest) and UPS progress and provide recommendations to the Board
- Agree Governor Monitoring Programme – with a focus on school development priorities and on how the curriculum is taught, monitored, evaluated, and resourced
- Review School and Governance Development Plans and Annual Governors Report.,
- Review PPG Strategy for previous year & receive proposals for coming year
- Policy Reviews and Amendments – including Safeguarding/Child Protection
- Agree the allocations within the school's delegated budget, at the start of each financial year as recommended by the Lead Finance Gvs

HT Report to include:

- Report on new context (pupil and staff numbers etc).
- Discuss End of Year previous year pupil progress information (including any exam results) and impact of targeted funding
- Receive report on and discuss School Leavers Destinations
- Receive report on and discuss planned extracurricular provisions
- End of year Attendance
- Finalised School Development Plan for 2023-24

Autumn Term 2

- Updated PPG Strategy document agreed for publication
- Safeguarding update including Safeguarding Link Governor Report

Spring Term 1

No formal meeting – Governor Training to be attended

Spring Term 2

- Safeguarding update including Safeguarding Link Governor Report

Summer Term 1

- Plan arrangements for reviewing LGB Performance Evaluation,, skills audit and Chair 360 in readiness for the strategy Day S

Summer Term 2

STRATEGY DAY

LGB meeting agenda

- Receive Final budget and 3 Year Budget Forecast.
- Receive Annual Safeguarding report.
- Appointment of Chair & Vice Chair for the next academic year
- Appoint Committee Chairs for next academic year
- Agree meeting schedule for next academic year
- Safeguarding update including Safeguarding Link Governor Report