

Tees Valley Education Trust

Annual Trust Work Plan

2018/19

Trust Board					
Autumn term 1	Autumn term 2	Spring term 1	Spring term 2	Summer term 1	Summer term 2
<ul style="list-style-type: none"> • Agree minutes from previous meeting • Receive committee mins & considers any committee recommendations for board approval • Elect committee chairs and approve trustee membership • Review and approve annually updated challenge board terms of reference. • Approve proposals to set up academy IMB if required. • Receives performance management and approve pay review recommendation for TBM, HTs and CEO • Approve LAC chairs and community governors (every 4 years) • Agree pay committee dates and trustee membership 	<ul style="list-style-type: none"> • Agree minutes from previous meeting • Receive committee mins & considers any recommendations for board approval • Receives CEO and HTs pm reports and approve pay review recommendations • Receives bi-annual external safeguarding report & approves and recommendations • Approves annual external audit report • Appoints auditors for following year • Reviews policies in line with review timetable • Receives CEO report on academy and trust performance and in-year projections against targets including any proposals for early intervention • Receives financial management report 		<ul style="list-style-type: none"> • Agree minutes from previous meeting • Receive committee mins & considers any recommendations for board approval • Receives CEO report on academy and trust performance and in-year projections against targets including any proposals for early intervention • Reviews trust CPD programme • Receives financial management report following scrutiny from FAC committee • Review trust admission numbers and charging policy for September • Approve any changes to central trust staffing structure • Review policies in line with review timetable • As appropriate, considers strategic trust 		<ul style="list-style-type: none"> • Agree minutes from previous meeting • Elect trust chair and vice-chair annually • Receive committee mins & considers any recommendations for board approval • Receives CEO report on academy and trust performance including provisional year end outcomes • Reviews internal trust CPD programme (evaluation of this year and plans for next year) • Receives financial management report following scrutiny from FAC committee • Approve trust and academy budgets for next academic year • Review implementation of trust governance plan

<ul style="list-style-type: none"> • Register annual business and personal interests • Review trust policies in line with review timetable • CEO's report on academy performance inc: annual review of EYFS, KS1 & KS2 outcomes across the trust • Approve trust wide improvement targets • Approve trust improvement plan • Approves annual trust pupil premium plan and spend • Receives trust CPD programme • As appropriate, considers strategic trust proposals including new schools applying to join the trust • Receives progress report on growth and development of trust • Receives progress report on Discovery Special Academy free school set up • Receive relevant external evaluation reports (DfE; Ofsted; RSC; etc) • Reviews annual trust work plan 	<p>following scrutiny from FAC committee</p> <ul style="list-style-type: none"> • As appropriate, considers strategic trust proposals including new schools applying to join the trust • Receive external evaluation reports (DfE; Ofsted; RSC etc) • Receives progress report on Discovery Special Academy – phased first year of opening and plans for buildings 		<p>proposals including new schools applying to join the trust</p> <ul style="list-style-type: none"> • Receive external evaluation reports (DfE; Ofsted; RSC; etc) • Receives progress report on Discovery Special Academy • Receive external review of governance (ERG) report, recommendations and action plan. 		<ul style="list-style-type: none"> • Receive annual teaching and outreach report • Review policies in line with review timetable • As appropriate, considers strategic trust proposals including new schools applying to join the trust • Receive external evaluation reports (DfE; Ofsted; RSC etc) • Overview of teachers performance management and pay recommendations effective from 1st September for teaching staff except HTs/CEO
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Trust Board self-evaluation and review: 1 day in March-April each year to:

- ensure all trustees are updated on national governance policy developments;
- review trustee skills audit and membership against governance competency framework;
- review trust governance structures and consider changes that may need to be developed;
- consider three to five year strategic development plan for the trust, including growth proposals

Standards Committee

Autumn term 1	Autumn term 2	Spring term 1	Spring term 2	Summer term 1	Summer term 2
	<ul style="list-style-type: none"> • Agree minutes from previous meeting • Receive Challenge Board minutes & consider any academy/trust recommendations • Receive termly report from CB chair. • CEO's report on trust wide performance and projections against targets • Receive updates on national/regional education/MAT/RSC developments. Consider implications for TVED and make recommendations to TB • Consider CEO/Head of Teaching School proposals for trust wide CPD, staffing and staff structures and make recommendations to TB • Review annual trust RAD and progress towards targets • Consider CEO proposals for early intervention and 		<ul style="list-style-type: none"> • Agree minutes from previous meeting • Receive Challenge Board minutes & consider any academy/trust recommendations • Receive termly report from CB chair • CEO's report on trust wide performance and projections against targets • Receive updates on national/regional education/MAT/RSC developments. Consider implications for TVED and make recommendations to TB • Consider CEO and Trust Improvement and Development Leader proposals for trust wide CPD, staffing and staff structures and make recommendations to TB • Review annual trust RAD and progress towards targets • Consider CEO proposals for early intervention and 		<ul style="list-style-type: none"> • Agree minutes from previous meeting • Receive Challenge Board minutes & consider any academy/trust recommendations • Receive termly report from CB chair • CEO's report on trust wide performance and projections against targets including provisional year end outcomes • Review pupil premium impact across trust and make recommendations for forthcoming pp plan • Receive updates on national/regional education/MAT/RSC developments. Consider implications for TVED and make recommendations to TB • Consider CEO/Head of Teaching School

	<p>make recommendations to TB</p> <ul style="list-style-type: none"> In-depth consideration of proposed trust strategic developments with recommendations to TB for growth, development and reflective practice 		<p>make recommendations to TB</p> <ul style="list-style-type: none"> In-depth consideration of proposed trust strategic developments with recommendations to TB for growth, development and reflective practice 		<p>proposals for trust wide CPD, staffing and staff structures and make recommendations to TB</p> <ul style="list-style-type: none"> Review annual trust RAD and progress towards targets Consider possible trust priorities for improvement in following academic year and make recommendations to TB Consider CEO proposals for early intervention and make recommendations to TB In-depth consideration of proposed trust <u>strategic</u> developments with recommendations to TB for the forthcoming academic year
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Audit, Risk and Finance Committee					
Autumn term 1	Autumn term 2	Spring term 1	Spring term 2	Summer term 1	Summer term 2
<ul style="list-style-type: none"> • Agree minutes from previous meeting • Receive report on annually updated Academies Finance Handbook • Review HR policies in line with review timetable and make recommendations to TB for any revisions • Delegated responsibility to be pay review committee and approve academy pay review recommendations for CEO; FD and senior trust staff (HTs) • Approve revised TVED risk register and agree key risks to be monitored. 	<ul style="list-style-type: none"> • Review academy and trust expenditure against budget (exceptions) • Review internal and external audit reports and recommendations • Make recommendations to TB about appointment of external auditors • Review risk management policy in line with policy review timetable • Review trust risk register and make recommendations to TB • Receive reports on external grants expenditure • Review web-site compliance annually including governance information and minutes • Commission annual health and safety self-review and audit 		<ul style="list-style-type: none"> • Agree minutes from previous meeting • Review academy and trust expenditure against budget (exceptions) • Review internal audit report • Review HR policies in line with review timetable and make recommendations to TB for any revisions • Review trust one and three year financial management plans in preparation for determining following year's budget • Review risk register • Receive bi-annual external safeguarding audit and annual self-evaluation • Review web site for full compliance • Review trust procurement policy and commissioning arrangements annually including reports on current contracts 		<ul style="list-style-type: none"> • Agree minutes from previous meeting • Review academy and trust expenditure against budget (exceptions) • Review internal audit reports and approve arrangements for annual internal audit programme • Review trust and academy budget proposals for forthcoming year with any recommendations to TB • Review trust surpluses and strategic spend plans/bids • Receive annual health and safety audit • Review trust 3 year capital plan and make recommendations about priorities to TB • Review risk register • Review web site compliance

Challenge Board					
Autumn term 1	Autumn term 2	Spring term 1	Spring term 2	Summer term 1	Summer term 2
<ul style="list-style-type: none"> • Agree minutes from previous meeting • Review previous year pupil outcomes including performance (especially PP/ disadvantaged) attendance, behaviour for each academy. • Review performance and outcomes of specialist provision units • Review progress to implement education and curriculum plans for Discovery and receive any DfE EA reports • Review SEF and HT report for each academy • Scrutinise each academy's RAD • Agree performance priorities for each academy for future CB scrutiny. • If sitting as an IMB, agree key priorities to be scrutinised at future meetings 	<ul style="list-style-type: none"> • Agree minutes from previous meeting • Review half termly in-year performance (especially PP/ disadvantaged) data for each academy • Review performance and outcomes of specialist provision units • Review progress to implement education and curriculum plans for Discovery and receive any DfE EA reports • Review updated SEF and HT report • Review progress against agreed priorities • Review staffing deployment/needs in light of progress made • As an IMB, review evidence of progress on actions and impact to bring about rapid improvement. • Make recommendations to Standards 	<ul style="list-style-type: none"> • Agree minutes from previous meeting • Review termly in-year performance (especially PP/ disadvantaged) data for each academy • Review performance and outcomes of specialist provision units • Review progress to implement education and curriculum plans for Discovery and receive any DfE EA reports • Review updated SEF and HT report • Review progress against agreed priorities • Review staffing deployment/needs in light of progress made • As an IMB, review evidence of progress on actions and impact to bring about rapid improvement. 	<ul style="list-style-type: none"> • Agree minutes from previous meeting • Review half yearly in-year performance (especially PP/ disadvantaged) data for each academy and projected end of year outcomes • Review performance and outcomes of specialist provision units • Review progress to implement education and curriculum plans for Discovery and receive any DfE EA reports • Review updated SEF and HT report • Review progress against agreed priorities • Review staffing deployment/needs in light of progress made 	<ul style="list-style-type: none"> • Agree minutes from previous meeting • Review 2 term in-year performance (especially PP/ disadvantaged) data for each academy and projected end of year outcomes. • Review performance and outcomes of specialist provision units • Review progress to implement education and curriculum plans for Discovery and receive any DfE EA reports • Review updated SEF and HT report • Review progress against agreed priorities • Review staffing deployment/needs in light of progress made • As an IMB, review evidence of progress on actions and impact to bring 	<ul style="list-style-type: none"> • Agree minutes from previous meeting • Review provisional annual outcomes for each academy for all groups/cohorts inc PP/ disadvantaged • Review performance and outcomes of specialist provision units • Review progress to implement education and curriculum plans for Discovery and receive any DfE EA reports • Review updated SEF and HT report. • Consider academy improvement priorities for forthcoming year and make recommendations for revised academy RADs • Review the academy staffing profile for the following year • As an IMB, review evidence of progress on actions

<ul style="list-style-type: none"> • Make recommendations to Standards Committee for trust-wide and/or significant issues for consideration 	<p>Committee for trust-wide and/or significant issues for consideration</p>	<ul style="list-style-type: none"> • Make recommendations to Standards Committee for trust-wide and/or significant issues for consideration 	<ul style="list-style-type: none"> • As an IMB, review evidence of progress on actions and impact to bring about rapid improvement. • Make recommendations to Standards Committee for trust-wide and/or significant issues for consideration 	<p>about rapid improvement.</p> <ul style="list-style-type: none"> • Make recommendations to Standards Committee for trust-wide and/or significant issues for consideration 	<p>and impact to bring about rapid improvement. Make recommendation to SC and TB about need for continuation of IMB.</p> <ul style="list-style-type: none"> • Make recommendations to Standards Committee for trust-wide and/or significant issues for consideration
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Local Academy Committees

Autumn term 1	Autumn term 2	Spring term 1	Spring term 2	Summer term 1	Summer term 2
<ul style="list-style-type: none"> • Agree minutes from previous meeting • Review LAC terms of reference and membership annually • Agree annual work programme in terms of priorities for consideration in line with tor • Receive HT report on parental and community engagement programme for the year, including proposed community use of building. Make 		<ul style="list-style-type: none"> • Agree minutes from previous meeting • Receive reports related to agreed work programme priorities (could be determined by trust to be trust wide or specific to each academy – or both) • Receive HT report on parental and community engagement • Review termly programme for school visits • Review termly proposals for parent consultation meetings 		<ul style="list-style-type: none"> • Agree minutes from previous meeting • Receive reports related to agreed work programme priorities (could be determined by trust to be trust wide or specific to each academy – or both) • Receive HT report on parental and community engagement • Review termly programme for school visits 	

<p>recommendations to CEO/TB as appropriate</p> <ul style="list-style-type: none"> • Review termly programme for school visits, Sports and Performing Arts opportunities • Review yearly clubs inc: breakfast, holidays and residentials • Review Sports provision and core offer • Review termly proposals for parent consultation meetings • Consider most recent parent view survey and make recommendations as appropriate 		<ul style="list-style-type: none"> • Consider most recent parent view survey and make recommendations as appropriate 		<ul style="list-style-type: none"> • Review termly proposals for parent consultation meetings • Consider most recent parent view survey and make recommendations as appropriate 	
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