

Tees Valley Education Trust

Annual Trust Work Plan

2020/21

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"> • Agrees minutes from previous meeting • Receives committee mins & considers any committee recommendations for board approval • Approves committee chairs and trustee membership • Reviews and approves annually updated trust committee and challenge board terms of reference. • Approves proposals to set up academy IMB if required. • Receives performance management and approve pay review recommendation for TBM, HTs and CEO • Approves LAC chairs and community governors (every 4 years) • Registers annual business and personal interests 	<ul style="list-style-type: none"> • Agrees minutes from previous meeting • Receives committee mins & considers any recommendations for board approval • Receives bi-annual external safeguarding report & approve and recommendations • Approves annual external audit report and approves action plan • 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 following scrutiny from ARF committee • As appropriate, considers strategic 		<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 ARF committee • Reviews trust admission policy and charging policy for September • Approves any changes to central trust staffing structure • Reviews 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 • Receive annual teaching and outreach report

<ul style="list-style-type: none"> • Reviews trust policies in line with review timetable • Receives CEO's report on academy performance inc: annual review of EYFS, KS1 & KS2 outcomes across the trust • Approves corporate KPIs • Approves trust improvement plan • Receives annual 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 • Receives relevant external evaluation reports (DfE; Ofsted; RSC; etc) • Reviews annual trust work plan 	<p>trust proposals including new schools applying to join the trust</p> <ul style="list-style-type: none"> • Receives external evaluation reports (DfE; Ofsted; RSC etc) • Receives progress report on Discovery Special Academy 		<p>proposals including new schools applying to join the trust</p> <ul style="list-style-type: none"> • Receives external evaluation reports (DfE; Ofsted; RSC; etc) • Receives progress report on Discovery Special Academy. 		<ul style="list-style-type: none"> • 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)
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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 termly report from CB chair and consider recommendations and proposed actions. • 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 Outreach proposals for trust wide CPD, staffing and staff structures and make recommendations to TB 		<ul style="list-style-type: none"> • Agree minutes from previous meeting • 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 		<ul style="list-style-type: none"> • Agree minutes from previous meeting • 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 Outreach proposals 	

<ul style="list-style-type: none"> • Review annual trust RAD and progress towards targets • Consider CEO proposals for early intervention and make recommendations to TB • In-depth consideration of proposed trust strategic developments with recommendations to TB for growth, development and reflective practice • Review impact of pupil premium plan. Approve annual trust pupil premium plan and spend • Review trust corporate risk register with particular focus on risks to outcomes, performance and teaching and learning and risk mitigation actions 		<ul style="list-style-type: none"> • Consider CEO proposals for early intervention and make recommendations to TB • In-depth consideration of proposed trust strategic developments with recommendations to TB for growth, development and reflective practice • Review impact of pupil premium plan. • Review trust corporate risk register with particular focus on risks to outcomes, performance and teaching and learning and risk mitigation actions 		<p>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 and KPIs 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 strategic developments with recommendations to TB for the forthcoming academic year • Review trust corporate risk register with particular focus on risks to outcomes, performance and teaching and learning and risk mitigation actions and make 	
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				recommendations to TB for risks and mitigation for following 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 financial management return to date for individual academies and across the trust. • Review internal and external audit reports and recommendations • 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 • Review HR policies in line with review timetable and make recommendations to TB for any revisions • Approve revised TVED risk register and agree key risks to be monitored. 		<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 • Agree pay committee dates and trustee membership 		<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 • Consider and approve CEO/HT recommendations for teaching and non-teaching staff pay review.

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 RAD 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 	<ul style="list-style-type: none"> • Agree minutes from previous meeting • 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 impact of SEF and RAD actions to date • 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 Committee for trust-wide and/or significant issues for consideration 	<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 RAD priority 1 • Review progress against agreed priorities • Review staffing deployment/needs in light of progress made • As an IMB, review evidence of 	<ul style="list-style-type: none"> • Agree minutes from previous meeting • 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 impact of SEF and RAD priority 1 actions • 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 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 RAD report for each • Review staffing deployment/needs in light of progress made • As an IMB, review evidence of progress on actions 	<ul style="list-style-type: none"> • Agree minutes from previous meeting • Consider projections for end of year EYFS, KSI and KS2 performance • 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 impact of SEF and RAD priority 1 actions. • Consider academy improvement priorities for forthcoming year and make recommendations for revised academy RADs • Review the academy staffing profile for the following year

<p>to be scrutinised at future meetings</p> <ul style="list-style-type: none"> • Make recommendations to Standards Committee for trust-wide and/or significant issues for consideration 		<p>progress on actions and impact to bring 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>Committee for trust-wide and/or significant issues for consideration</p>	<p>and impact to bring about rapid improvement.</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 recommendation to SC and TB about need for continuation of IMB. • Make recommendations to Standards Committee for trust-wide and/or significant issues for consideration
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 		<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) 	<ul style="list-style-type: none"> • 	<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

	<p>community engagement programme for the year, including proposed community use of building. Make recommendations to CEO/TB as appropriate</p> <ul style="list-style-type: none"> • Receive and comment on proposals for development programmes for the academy. • 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 • Review effectiveness of academy newsletter 		<ul style="list-style-type: none"> • Receive HT report on parental and community engagement • Receive and comment on proposals for development programmes for the academy. • Review termly programme for school visits • Review termly proposals for parent consultation meetings • Consider most recent parent view survey and newsletter and make recommendations as appropriate • Consult on policy revisions, proposed changes to the school day, potential impact on the academy. 		<p>community engagement</p> <ul style="list-style-type: none"> • Receive and comment on proposals for development programmes for the academy. • Review termly programme for school visits • Review termly proposals for parent consultation meetings • Consider most recent parent view survey and newsletter and make recommendations as appropriate • Consult on policy revisions, proposed changes to the school day, potential impact on the academy.
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