Tees Valley Education Trust

Annual Trust Work Plan

Trust Board

2021/22

Autumn term 1 (September)	Autumn term 2 (December)	Spring term (March)	Summer term (July)
- Agrees minutes from previous meeting - Reviews annual trust board work plan - 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 pay review recommendation for CEO, directors and HTs - Registers annual business and personal interests - Receives CEO's report as a standing item, to include: - Key risks and risk mitigation - Development proposals and progress reports - Trust Key measures - Local/regional/national issues pertaining to TVED - As appropriate, considers strategic development proposals - Progress report on any growth and development projects.	- Agrees minutes from previous meeting - Receives committee minutes and considers any recommendations for board approval - Receives report from Standards Committee on bi-annual external safeguarding report and recommendations - Receives and approves annual external audit report and approves action plan - Receives recommendation from ARF on new policies and updated policies in line with the Trusts review schedule. - Receives CEO report on academy and trust performance and in- year projections against targets including any proposals for early intervention - Receives CEOs report on key strategic developments and risks and approves any required actions - Receives financial management report following scrutiny from ARF committee	- Agree minutes from previous meeting - Receive committee minutes 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 - Receives CEOs report on key strategic developments and risks and approves any required actions - Receives financial management report following scrutiny from ARF committee	- Agree minutes from previous meeting - Elect trust chair and vice-chair annually - Approves committee chairs and trustee membership - Receive committee minutes and consider recommendations for board approval - Receives CEO report on academy and trust performance including provisional year end outcomes - Receives CEOs report on key strategic developments and risks and approves any required actions - Receives financial management report following scrutiny from ARF committee - Approve trust and academy budgets for next academic year - Receives recommendation from ARF on new policies and updated policies in line

			with the Trusts review schedule. •

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,

Standards Committee					
November 2021		**March 2022**		**July 2022**	
• Agree minutes from previous meeting • Receive termly report from CB chair and consider recommendations and proposed actions. • DTIS 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/DTIS proposals for trust wide CPD, staffing and staff structures and make recommendations to TB		• Agree minutes from previous meeting • Receive termly report from CB chair • DTIS 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 DTIS proposals for trust wide CPD, staffing and staff structures and make recommendations to TB • Review annual trust RAD and progress towards targets		• Agree minutes from previous meeting • Receive termly report from CB chair • DTIS 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/DTIS proposals	

• Review annual trust RAD and progress towards targets • Consider CEO/Director's 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		• Consider CEO/DTIS 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		for trust wide CPD, staffing and staff structures and make recommendations to TB • 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/DTIS 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	

				recommendations to TB for risks and mitigation for following year	

Audit, Risk and Finance Committee					
	November 2021		March 2022		June 2021
	- Agree minutes from previous meeting - Receive report on annually updated Academies Handbook - Review management accounts, outturn and cash flow to date for individual academies and across the trust. - Receive internal and external audit reports and recommendations from auditor directly - Receive reports on external grants expenditure - Receive compliance updates e.g. web-site and statutory reporting - Receive recommendations from annual health and safety self- review and audit - Review policies in line with review timetable - Approve updated ARF TVEd risk register and agree key risks to be monitored by Trust Board including contingency and business continuity planning. - Monitor the agreed key financial indicators		- Agree minutes from previous meeting - Review management accounts, outturn and cash flow to date for individual academies and across the trust. - Receive internal audit report from auditor - Review policies in line with review timetable - Review updated ARF risk register and report exceptions to Trust Board for monitoring including contingency and business continuity planning. - Monitor the agreed key financial indicators - Receive compliance updates e.g. web-site and statutory reporting		- Agree minutes from previous meeting - Review management accounts, outturn and cash flow to date for individual academies and across the trust. - Receive internal audit report from auditor Receive the indicative budgets and three year forecasts annually - Review updated ARF risk register and report exceptions to Trust Board for monitoring including contingency and business continuity planning. - Receive compliance updates e.g. web-site and statutory reporting. - Review and approve recommendations for teaching and non-teaching staff nationally agreed pay award. - Receive the annual report on internal scrutiny - Discuss and agree the internal scrutiny programme for 22/23 - Monitor the agreed key financial

					indicators
					• Receive framework and timeline to procure external auditor for 2023/24 – 2028/29

Challenge Board – termly meetings IMB – half termly meetings					
September 2021	**IMB – November 2021**	**January 2022**	**IMB – March 2022**	**May 2022**	**IMB – June 2022**
• Approve minutes of last CB meeting and consider any matters arising • Review each academy's context as per HT's report and CB agenda • Strategic review of each academy's annually updated SEF • Strategic review of each academy's annual priority 1 objectives. • Strategic review of curriculum delivery and development: linked to top priorities; wider curriculum; enrichment curriculum and trust-wide developments	• Half termly update of progress to address identified IMB issues. • Half termly update on key performance data. • Consideration of further support or intervention to be recommended to SC.	Same standing agenda for each CB and IMB meeting with termly updated headteacher and director reports and any CB commissioned reports. Strategic review of any termly updates to SEF and priority 1 objectives to include evidence of progress and impact and rationale for any proposed changes.	• Half termly update of progress to address identified IMB issues. • Half termly update on key performance data • Consideration of further support or intervention to be recommended to SC.		• Half termly update of progress to address identified IMB issues. • Half termly update on key performance data • Review of identified IMB issues and consideration of amendments for next academic year. • Review of IMB status and consideration of any recommendations to trustees.

• Strategic review of DTIS report on termly pupil performance data outcomes, cross-referenced to SEF and any external reviews to focus on evidence of impact and decisions about actions to be taken. • Strategic review of outcomes of internal and external TVED commissioned reviews and OFSTED inspections and response. • Strategic review of staffing to include leadership capacity and sustainability; staffing structures in support of effective curriculum delivery; non-teaching and support staff; staffing pressures. • Strategic review of each academy's risk register updated termly to focus on rationale for key risks and effectiveness of proposed and implemented risk mitigation.					

• Recommendations to standards committee re key strategic risks and developments required for each academy and trust-wide implications: via chair's termly report to standard's committee. • Consideration of CB commissioned occasional reports. **Meeting as an IMB** • At first IMB meeting, agree key issues to be addressed to be included in ongoing IMB reports. • Determine IMB issues that can be removed and any additional items that need to be included in future agendas • Review progress to address key IMB issues in terms of evidence on impact and outcomes.					

• Support and challenge academy and trust leaders to identify current and potential blockers to progress and how these can be effectively addressed. • Remaining work plan as per CB.					

Local Academy Committees					
Autumn term 1	**Autumn term 2**	**Spring term 1**	**Spring term 2**	**Summer term 1**	**Summer term 2**
	• 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		• 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)	•	• 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 programme for the year, including proposed community use of building. Make recommendations to CEO/TB as appropriate • 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		• 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.		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.

	• Consult on policy revisions, proposed changes to the school day, potential impact on the academy.				