

Tees Valley Education Trust

Annual Trust Work Plan

Trust Board

2023/24

Autumn term 1 (September)	Autumn term 2 (December)	Spring term (March)	Summer term (July)
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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.
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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,

Standards Committee

November 2023		March 2024		July 2024	
<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 	

<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 		<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/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 	
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				recommendations to TB for risks and mitigation for following year	
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Audit, Risk and Finance Committee					
	November 2023		March 2024		June 2024
	<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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 		<ul style="list-style-type: none"> • 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

					<p>indicators</p> <ul style="list-style-type: none"> • Receive framework and timeline to procure external auditor for 2023/24 – 2028/29
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<p style="text-align: center;">Challenge Board – termly meetings IMB – half termly meetings</p>					
September 2023	IMB – November 2023	January 2024	IMB – March 2024	May 2024	IMB – June 2024
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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. 	<p>Same standing agenda for each CB and IMB meeting with termly updated headteacher and director reports and any CB commissioned reports.</p> <p>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.</p>	<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> • 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.

<ul style="list-style-type: none"> • 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. 					
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<ul style="list-style-type: none"> • 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. <p>Meeting as an IMB</p> <ul style="list-style-type: none"> • 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. 					
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<ul style="list-style-type: none"> • 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. 					
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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 		<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"> • 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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