

Standing items (order as appropriate to the meeting):

- 1) Business register and conflict of interest (Chair)
- 2) Trust development update (CEO)
- 3) Finance update (Director of Finance and Operations)
- 4) Premises update (Director of Finance and Operations)
- 5) Staffing update (CEO and Director of Finance and Operations)
- 6) Educational changes update (CEO)
- 7) Policy update (CEO & Director of Finance & Operations)
- 8) Items for a decision
- 9) Items for discussion.

Work planner for the academic year

Month	Statutory requirement/review	Policy action	Actions needed	Presented by whom
September	Election of Chair and Vice Chair			Clerk
	Child protection training/update for Directors	Child Protection Pay Appraisal	Policies reviewed and approved. Pay and Appraisal and policies out to all staff for consultation.	CEO
	Academy performance – outcomes		Report on performance	Academy principals/Associate principals to prepare a report on all key stages
	Instrument of Government/Trust structure	Scheme of delegation/governance structure	Review and approve	CEO/Chair

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October	Annual register of Business and Pecuniary Interest			Chair
	Report to the Board (old headteachers report to the governors). (1)	Evaluate	Receive detailed reports from each academy	Academy Principals/and Associate Principal
	SEND Policy and report for each academy		Receive reports and review policy. Approve policy	CEO
	Safeguarding update with reports and training	Training as required	CP Policy update. Receive reports Update re key safeguarding policies: Staff conduct Allegations of abuse against staff Medical conditions	CEO
November	Health and safety review Data protection Freedom of Information	Health & safety policy update. Data protection policy update Freedom of information update	Brief annual report and policy review as required	Director of Finance & Operations
	Performance of staff review and pay progression		Pay progression recommendations for each academy- report to CEO and D of F&O	CEO for teaching staff and Director of Finance & Operations for support staff
December	Accessibility Plan	Accessibility Plan	Brief annual report and policy review as required	Director of Finance & Operations report
	Admissions review and update	Review and agree admissions policy	Receive admission numbers/feedback	CEO
	Accounts		Agree audited accounts and submit to EFA	Director of Finance & Operations

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January	Teaching School		Head of teaching school to attend with report	Head of HTSA
	Charging and remission Policy	Policy review	Agree policy	Director of Finance & Operations
	Equality Duty update	Update	Receive report and update	Director of Finance & Operations
February	Report to the Board (2) (Headteacher's report)		Receive detailed reports from each academy	Academy Principals/and Associate Principal
March	Admissions		Update on numbers and effectiveness.	CEO
	Sex education		Policy review	CEO with staff as required
	Safer recruitment		Policy review	CEO
April	Review trust vision and mission statement		Review aims and objectives. Marketing	Whole Board
	Accessibility Plan		Update and review	Director of Finance & Operations
May				
June	Review effectiveness of governance structure, scheme of delegation, and Directors training needs		Review scheme of delegation	Chair of Board
July	Report on vulnerable pupils- medical conditions, LACs and CP issues.	Policy review as required	Report from each academy	CEO