

### Standing items (order as appropriate to the meeting):

- 1) Business register and conflict of interest (Chair)
- 2) Trust performance and development update (CEO)
- 3) Safeguarding update (CEO and Safeguarding Director)

### Work planner for the academic year

Month	Statutory requirement/review	Pre meeting papers or actions required	Actions needed during meeting	Presented by whom
September 19 <sup>th</sup> at 5.30pm in SCHA	<b>Full Board Meeting</b> Annual register of Business and Pecuniary Interest Election of Chair and Vice Chair		Chair and Vice Chair elected	Clerk  Clerk
	Child protection training for Directors	Directors to have completed online safeguarding training	CEO/DSL to answer any post training questions	DSL from SCHA
	Safeguarding report review	Safeguarding update from each academy	Review, question and make recommendations.	CEO/DSL/Safeguarding Director
	SCHA Academy performance outcomes	Evaluate SCHA report and prepare questions	Scrutiny of performance at SCHA and make recommendations.	SCHA Principals prepare a report on performance
	Instrument of Government/Trust structure	Scheme of delegation/governance structure including subcommittees	Review, question and approve.	Chair
	Policy review	HAT Pay Policy HAT Appraisal Policy HAT Capability Policy	Policies reviewed and approved. Pay/Appraisal policies out for staff consultation.	Chair/CEO
September 24 <sup>th</sup> at 5.30pm	<b>Curriculum and</b> Curriculum plan for autumn term	<b>Standards</b> Updated curriculum position including remote learning options	<b>Subcommittee</b> Review of curriculum provision including remote learning options.	CEO and senior leaders from each academy
	Committee scrutiny of two curriculum subjects in each academy	Principal's and senior leaders presentation	Next steps agreed for each academy subject presented. Review date for January 21 meeting.	Principals and senior leaders
	Policy review	Behaviour for learning Policy HAT Anti-Bullying Policy HAT Exclusions Policy	Review, question and approve.	CEO

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November 12 <sup>th</sup> at 5.30pm in SCHA	<p><b>Staff and Pay</b> Review of pay recommendations for all academies.</p> <p>Single Central Record check update</p> <p>Longs service award</p> <p>Policy review</p>	<p><b>Sub-Committee</b> Read anonymized pay recommendation reports for each academy. Formulate questions.</p> <p>Single Central Record check report by Safeguarding Director</p> <p>Read long service paper Policies to review</p> <p>HAT Code of Conduct HAT Allegations of abuse against staff Policy HAT Disciplinary Policy HAT Grievance Policy HAT Recruitment Policy</p>	<p>Agree pay progressions recommendations.</p> <p>Policies discussed and amendments recommended.</p> <p>Review, question and approve.</p> <p>Review, question and approve.</p>	<p>CEO Academy Principals</p> <p>Safeguarding Director and Personnel and HR Manager</p> <p>CEO and Personnel and HR Manager</p> <p>Chair/CEO/ Personnel and HR Manager</p>
November 26 <sup>th</sup> at 5.30pm in SCHA	<p><b>Finance, Premises</b></p> <p>External Audit report for 19-20</p> <p>Internal Scrutiny report update for Q4</p> <p>External audit arrangements for 20-21</p> <p>19-20 Month 2 position for HAT academies.</p> <p>Policy review</p>	<p><b>And Audit</b></p> <p>External review reports from Baldwins. Draft Companies House report</p> <p>Internal review reports for academies.</p> <p>Review tenders from bidders</p> <p>Month 2 financial reports for each academy</p> <p>HAT Charging and Remissions Policy</p>	<p><b>Sub-Committee</b></p> <p>Review and agree external audit report and recommendations. Companies House report for 19-20.</p> <p>Review internal scrutiny report and recommendations.</p> <p>Agree external auditors</p> <p>Review end of month 2 position.</p> <p>Review, question and approve.</p>	<p>DFO/CEO External auditor</p> <p>Chair/CEO/DFO</p> <p>DFO/CEO/ Finance Manager</p> <p>DFO</p> <p>DFO and CEO</p> <p>DFO</p>

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December 15 <sup>th</sup> at 5.30pm at SCHA	<p><b>Full Board Meeting</b></p> <p>Primary Principal report to the Board.</p> <p>Review Covid risk register for each academy</p> <p>PPG report from each academy</p> <p>Chair of sub-committees summarise minutes of previous meetings: Curriculum and Standards – 24.9.20 Staff and Pay – 12.11.20 Finance, Premises and Audit – 26.11.20</p> <p>Policy review</p>	<p>Evaluate primary reports and prepare questions</p> <p>Read Covid Risk Register document and prepare questions</p> <p>Read report and prepare questions</p> <p>Read minutes of previous sub-committee meetings.</p> <p>HAT SEND Policy</p>	<p>Review, question and make recommendations.</p> <p>Review, question and make recommendations</p> <p>Review, question and make recommendations</p> <p>Agree any finance actions coming from F,P&amp;A subcommittee</p> <p>Review, question and approve.</p>	<p>CEO/Primary Principals CEO/Principals</p> <p>Principals and academy senior leaders</p> <p>Chair of sub-committees CEO/DFO</p> <p>Committee Chairs/ CEO/DFO</p> <p>Chair/CEO</p>
January 28 <sup>th</sup> at 5.30pm at SCHA	<p><b>Curriculum and Academy Improvement Plan review</b></p> <p>Review progress against SCHA outcome objectives</p> <p>Review curriculum subject progress from C&amp;S in September 2020</p> <p>Teaching School update</p>	<p><b>Standards</b> Read AIP from each Academy</p> <p>SCHA outcomes update report</p> <p>Read subject update</p> <p>Read HTSA report</p>	<p><b>Sub-Committee</b> Presentation of plans. Directors' questions and recommendations.</p> <p>Review, question and make recommendations</p> <p>Review, question and make recommendations</p> <p>Review, question and make recommendations</p>	<p>CEO and Academy Principals</p> <p>SCHA Principals</p> <p>Academy senior leaders</p> <p>Director of Teaching School</p>

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March 11 <sup>th</sup> at 5.30pm at SCHA	<p><b>Staff and Pay</b> Quality of Teaching and appraisal cycle update</p> <p>NJC Pay Award update</p> <p>Staff Equality Duty Report Gender Pay Gap Report</p> <p>Staffing update Staff Wellbeing update</p> <p>Policy review</p>	<p><b>Sub-Committee</b> Read reports</p> <p>Read reports and prepare questions</p> <p>HAT Complaints Policy HAT Preventing Extremism and Radicalisation Policy</p>	<p>Review, question and make recommendations</p> <p>Agree NJC Award planning</p> <p>Review, question and make recommendations</p> <p>Questions from Directors Questions from Directors Review, question and approve.</p>	<p>CEO and Principals</p> <p>DFO</p> <p>DFO and Personnel and HR Manager</p> <p>CEO Personnel and HR Manager</p> <p>Chair/CEO</p>
March 25 <sup>th</sup> at 5.30pm at SCHA	<p><b>Finance, Premises and</b> Internal Scrutiny report update</p> <p>Progress against External/Internal audit recommendations</p> <p>20-21 Month 6 position for HAT academies.</p> <p>Gender Pay Gap update.</p> <p>Budget allocations for 21-22</p> <p>Strategic Estates Plan</p> <p>Premises update and Accessibility Plan</p>	<p><b>Audit Sub-Committee</b> Read internal scrutiny report</p> <p>Re read previous recommendations from internal and external audits</p> <p>Read Month 6 financial reports</p> <p>Gender Pay Gap report update</p> <p>Read HAT Strategic Estates Plan and prepare questions Read Accessibility Plans</p>	<p>Review internal scrutiny report and recommendations.</p> <p>Review progress against recommendations made in previous audits and update risk register</p> <p>Review Month 6 position and make recommendations</p> <p>Review current gender pay gap and work towards reducing it. Review early financial position</p> <p>Questions from Directors. Agree plan.</p> <p>Agree plans for each academy.</p>	<p>DFO and CEO</p> <p>DFO and CEO</p> <p>DFO/CEO/Finance Manager</p> <p>DFO</p> <p>DFO</p> <p>DFO and Operations Manager</p> <p>DFO and Operations Manager</p>

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April 29 <sup>th</sup> at 5.30pm at SCHA	<p><b>Full Board Meeting</b> SCHA Principal report to the Board</p> <p>Trust Strategy Review</p> <p>Chair of sub-committees summarise minutes of previous meetings: Curriculum and Standards – 28.1.21 Staff and Pay – 11.3.21 Finance, Premises and Audit – 25.3.21</p>	<p>Evaluate and prepare questions</p> <p>Read Trust Strategy update report and prepare questions</p> <p>Read minutes of previous sub-committee meetings.</p>	<p>Scrutiny of performance at SCHA and make recommendations</p> <p>Questions from Directors and recommendations</p> <p>Comments from summaries of previous committee meetings.</p>	<p>SCHA Principal</p> <p>CEO and DFO</p> <p>Chair of sub-committees Chair and CEO</p>
June 17 <sup>th</sup> at SCHA	<p><b>Curriculum and Academy Improvement Plan</b> update</p> <p>Primary outcomes update</p> <p>Progress against curriculum subject review from September 2020</p> <p>Performance of SEND and LAC children across the Trust</p> <p>Policy Review</p>	<p><b>Standards</b> Read updated AIPs and prepare questions</p> <p>Read primary outcomes update document and prepare questions</p> <p>Read subject update Updated AIP from each academy</p> <p>Read SEND and LAC report and prepare questions</p> <p>Read draft HAT Teaching and Learning Policy</p>	<p><b>Sub-Committee</b> Directors' questions and recommendations.</p> <p>Review, question and make recommendations</p> <p>Review, question and make recommendations</p> <p>Directors' questions and recommendations.</p> <p>Review, question and approve.</p>	<p>CEO and Academy Principals</p> <p>CEO</p> <p>CEO and senior leaders</p> <p>CEO and SENCOs</p> <p>Chair/CEO</p>
Month	Statutory requirement/review	Pre meeting papers or actions required	Actions needed during meeting	Presented by whom

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<p>July 1<sup>st</sup> at 5.30pm at SCHA</p>	<p><b>Finance, Premises and Audit</b> Budget 21-22 proposal</p> <p>20-21 Month 8 finance reports</p> <p>Internal Audit report</p> <p>Review previous external/internal report recommendations Risk register update</p> <p>Progress against HAT Strategic Estates Plan</p> <p>Premises update</p>	<p><b>and Audit</b> Read budget proposal for 20-21 and prepare questions</p> <p>Read finance report and prepare questions</p> <p>Read internal audit report and prepare questions</p> <p>Read update report regarding strategic plan</p>	<p><b>Sub-Committee</b> Review internal scrutiny report and recommendations.</p> <p>Review internal report update.</p> <p>Review and agree current HAT academies financial position and risks.</p> <p>Review progress against recommendations from previous audits and update risk register</p> <p>Directors' questions and recommendations</p> <p>Review, question and recommendations</p>	<p>DFO and CEO</p> <p>DFO/CEO/Finance Manager</p> <p>DFO//Finance Manager</p> <p>DFO/Finance Manager</p> <p>DFO and Operations Manager</p> <p>DFO and Operations Manager</p>
<p>July 15<sup>th</sup> at 5.30pm at SCHA</p>	<p><b>Full Board Meeting</b> Primary Principal report to the Board</p> <p>Trust Strategy Review</p> <p>HAT Covid-19 Risk Register update</p> <p>Admission review for 21-22 applications</p> <p>Chair of sub-committees summarise minutes of previous meetings: Curriculum and Standards Finance, Premises and Audit. Dates for meetings in 21-22</p>	<p>Read Principal's report and prepare questions</p> <p>Read Trust Strategy update report and prepare questions</p> <p>Review Covid-19 Risk register and prepare questions</p> <p>Read admission proposals for 21-22 and prepare questions</p> <p>Read minutes of previous sub-committee meetings.</p> <p>Read proposed year planner for 21-22</p>	<p>Scrutiny of performance and recommendations</p> <p>Questions from Directors and recommendations</p> <p>Review, question and recommendations</p> <p>Questions and recommendations</p> <p>Comments from summaries of previous committee meetings</p> <p>Agree dates and year planner for 21-22</p>	<p>CEO and Academy Principals</p> <p>Chair of Board and CEO</p> <p>CEO and DFO</p> <p>CEO</p> <p>Chair of sub-committees</p> <p>Chair</p>



# Hatton Academies Trust Board of Directors Year Planner 2020-2021