

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 16 th at 5.30pm in SCHA	Full Board Meeting Annual register of Business and Pecuniary Interest			Clerk
	Election of Chair and Vice Chair		Chair and Vice Chair elected	Clerk
	Appoint Director to lead on Health and Safety and a Director for Estates Management		Director with responsibility for Health & Safety elected. Same for Estates Management.	Chair
	Review of Trust Board Self-evaluation exercise	Complete the self-evaluation framework	Agree (through evidence) areas of strength and areas for development over AY 21-22. This must include Director training and potential areas for recruitment.	Chair and CEO
	HAT Safeguarding Update	Read HAT Safeguarding Report	Questions regarding report	CEO
	Instrument of Government/Trust structure	Scheme of delegation/governance structure including subcommittees	Scheme of delegation agreed.	Chair
Policy review	HAT Child Protection Policy HAT CMIE Policy HAT Pay Policy HAT Appraisal Policy HAT Capability Policy HAT Attendance Policy RSHE Policies	Policies reviewed and approved. Pay/Appraisal policies out for staff consultation.	Chair/CEO	

Hatton Academies Trust Board of Directors Year Planner 2021-2022

Month	Statutory requirement/review	Pre meeting papers or actions required	Actions needed during meeting	Presented by whom
September 30 th at 5.30pm – Held remotely	<p>Curriculum and AIP evaluation for 20-21 and priority areas for AY 21-22</p> <p>Committee scrutiny of two curriculum subjects in each academy</p> <p>GSCE / A Level appeal reviews</p> <p>Policy review</p>	<p>Standards Principal's and senior leaders' presentation</p> <p>Read papers on portal</p> <p>Appeal review document from portal</p> <p>Behaviour for learning Policies HAT Online Safety Policy HAT Anti-Bullying Policy HAT Exclusions Policy</p>	<p>Subcommittee Review of priorities and rationale</p> <p>Next steps agreed for each academy subject presented.</p> <p>Review, question and approve.</p> <p>Read, question and approve</p>	<p>Principal and senior leaders from each academy</p> <p>Principals and senior leaders</p> <p>SCHA Co-Principals</p> <p>CEO</p>
November 11 th at 5.30pm – Held remotely	<p>Staff and Pay Review of pay recommendations for all academies.</p> <p>HAT Strategy Action Plan Update – Developing and retaining our Staff including Every HR update</p> <p>Single Central Record check update and new requirements for checking third party providers</p> <p>Policy review</p>	<p>Subcommittee Read anonymized pay recommendation reports for each academy. Formulate questions.</p> <p>Read Action Plan and evaluative statement</p> <p>Single Central Record check report by Safeguarding Director</p> <p>Policies to review 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>Ready any questions</p> <p>Questions as to any gaps on SCR and new checks</p> <p>Policies discussed and amendments recommended.</p>	<p>CEO Academy Principals</p> <p>CEO, DFO and HR Manager</p> <p>Safeguarding Director and Personnel and HR Manager</p> <p>CEO, DFO and Personnel and HR Manager</p>

Hatton Academies Trust Board of Directors Year Planner 2021-2022

Month	Statutory requirement/review	Pre meeting papers or actions required	Actions needed during meeting	Presented by whom
November 25 th at 5.30pm – Held remotely	Finance 19-20 Month 2 position for HAT academies.	and Premises Month 2 financial reports for each academy	Subcommittee Review end of month 2 position.	DFO
	HAT Strategy Update – Finance and Infrastructure action plan	Action plan and evaluative stamen on portal	Read and generate any questions regarding evaluation	DFO and CEO
	Draft Trust Reserves Position	Paper on portal	Read and ready any questions	DFO
	Assets Management Plan	Read plan and prepare questions	Ask questions and agree recommendations	DFO
	Premises projects update	Verbal update	Agree on progress made	DFO
	Policy review	HAT Charging and Remissions Policy	Review, question and approve.	DFO
December 9 th at 5.30pm – Held remotely	Audit and Risk External Auditor's report for 20-21	Subcommittee External review reports from Azets. Draft Companies House report.	Review and agree external audit report and recommendations. Companies House report for 19-20.	DFO/CEO External auditor
	Internal Scrutiny report update	Internal scrutiny reports for academies.	Review internal scrutiny report and recommendations.	Chair/CEO/DFO DFO/CEO/ Finance Manager
	External and internal audit arrangements for 21-22	Review tenders from bidders.	Agree external auditors	Chair and DFO
	Risk register review	Review agreed section of risk register (see agenda)	Agree risk register update	Chair, CEO and DFO

Hatton Academies Trust Board of Directors Year Planner 2021-2022

Month	Statutory requirement/review	Pre meeting papers or actions required	Actions needed during meeting	Presented by whom
December 16 th at 5.30pm at SCHA (AGM)	Full Board Meeting (AGM) SCHA Principal report to the Board.	Read Principal reports and prepare questions	Review, question and make recommendations.	SCHA Principals and CEO
	CEO Report	Read CEO report and prepare questions	Review, question and make recommendations	CEO
	Catch Up Funding and PPG report from each academy	Read reports and prepare any questions	Review, question and make recommendations	Principals and academy senior leaders
	HAT Safeguarding Update	Read report and prepare questions	Review, question and make recommendations	CEO/DFO
	Link Director Reports	No preparation necessary	Questions and recommendations	Chair and Link Directors
	Chair of sub-committees summarise minutes of previous meetings: Curriculum and Standards – 16.9.21 Staff and Pay –11.11.21 Finance, Premises and Audit – 25.11.21 Audit and Risk – 9.12.21	Read minutes of previous sub-committee meetings.	Agree any actions coming from subcommittee reports	Chair of sub-committees CEO/DFO
	Policy review	HAT Staff Well Being policy HAT SEND Policy	Review, question and approve.	Chair/CEO

Hatton Academies Trust Board of Directors Year Planner 2021-2022

Month	Statutory requirement/review	Pre meeting papers or actions required	Actions needed during meeting	Presented by whom
February 3 rd at 5.30pm – Held remotely	<p>Curriculum and Primary Principal's report</p> <p>Academy Improvement Plan review for Terms 1 and 2</p> <p>Review curriculum subject progress from C&S in September 2021</p> <p>Hatton Centre for Education (HCE) update</p>	<p>Standards Read Principal's report and prepare questions</p> <p>Read AIP evaluations from each Academy</p> <p>Read subject update</p> <p>Read HCE report</p>	<p>Sub-Committee Review, questions and make recommendations</p> <p>Presentation of plans. Directors' questions and recommendations.</p> <p>Review progress, question and make recommendations</p> <p>Review progress, question and make recommendations</p>	<p>Primary Principals and CEO</p> <p>CEO and Academy Principals</p> <p>All Principals and CEO</p> <p>CEO / Director of Teacher Development at SCHA</p>
March 3 rd at 5.30pm – Held remotely	<p>Staff and Pay Career Pathway update</p> <p>Investors in People update</p> <p>HSE Stress Management update</p> <p>HAT Staff Well-being update</p> <p>NJC Pay Award update</p> <p>Staff Equality Duty Report Gender Pay Gap Report</p> <p>Policy review</p>	<p>Sub-Committee Read reports</p> <p>Read reports and prepare questions</p> <p>Read reports and prepare questions</p> <p>Read reports and prepare questions</p> <p>Read reports and prepare questions</p> <p>Read reports and prepare questions</p> <p>HAT Complaints Policy HAT Preventing Extremism and Radicalisation Policy</p>	<p>Review and make recommendations</p> <p>Review and make recommendations</p> <p>Review and make recommendations</p> <p>Review and make recommendations</p> <p>Review and make recommendations</p> <p>Review and make recommendations</p> <p>Review, question and approve.</p>	<p>CEO</p> <p>DFO and HR Manager</p> <p>DFO and Personnel and HR Manager</p> <p>DFO and Personnel and HR Manager DFO</p> <p>DFO/Personnel and HR Manager</p> <p>Chair/CEO</p>

Hatton Academies Trust Board of Directors Year Planner 2021-2022

Month	Statutory requirement/review	Pre meeting papers or actions required	Actions needed during meeting	Presented by whom
March 24 th at 5.30pm – Held remotely	Finance and 21-22 Month 6 position for HAT academies	Premises Read Month 6 financial reports	Sub-Committee Review Month 6 position and make recommendations	DFO and CEO
	Final Trust Reserve position for 20-21	Trust reserve report	Review position against HAT Strategy objectives	DFO
	Budget allocations for 21-22	Read reports	Questions and recommendations	DFO and CEO
	Assets Management Plan update	Read HAT Strategic Estates Plan and prepare questions	Questions from Directors. Agree plan.	DFO and Operations Manager
	Premises update and Accessibility Plan	Read Accessibility Plans	Agree plans for each academy	DFO and Operations Manager
Carbon reduction action plan	Read report and prepare questions	Questions and recommendations	DFO and Operations Manager	
April 21 st at 5.30pm – Held remotely	Audit and Risk Internal Scrutiny report update	Sub-committee Read internal scrutiny report	Review internal scrutiny report and recommendations.	DFO and CEO
	Progress against External/Internal audit recommendations	Re read previous recommendations from internal and external audits	Review progress against recommendations made in previous audits	DFO
	Risk register Review	Review agreed section of risk register (see agenda)	Agree risk register update	Chair, DFO and CEO

Hatton Academies Trust Board of Directors Year Planner 2021-2022

Month	Statutory requirement/review	Pre meeting papers or actions required	Actions needed during meeting	Presented by whom
May 5 th at 5.30pm at SCHA	Full Board Meeting CEO Report	Read CEO report and prepare questions	Scrutiny of performance at primaries and make recommendations	CEO
	Link Director Reports	No preparation necessary	Questions from Directors and recommendations	CEO and Chair
	Parent Forum Report	Read parental forum report and prepare questions	Questions and recommendations	CEO
	Chair of sub-committees summarise minutes of previous meetings: Curriculum and Standards – 3.2.22 Staff and Pay – 3.3.22 Finance and Premises – 24.3.22 Audit and Risk – 21.4.22	Read minutes of previous sub-committee meetings.	Comments from summaries of previous committee meetings.	Chair of sub-committees Chair and CEO
June 9 th at 5.30pm – Held remotely	Curriculum and SCHA Principal's Report	Standards Evaluate and prepare questions	Sub-Committee Scrutiny of performance at SCHA and make recommendations	SCHA Principals
	Academy Improvement Plan review for Terms 3 and 4	Read updated AIP evaluations and prepare questions	Directors' questions and recommendations.	CEO and Academy Principals
	Review curriculum subject progress from C&S in September 2021	Read progress reports and prepare questions	Review, question and make recommendations	CEO and Principals
	Performance of SEND and LAC children across the Trust	Read SEND and LAC report and prepare questions	Directors' questions and recommendations.	CEO and SENCOs

Hatton Academies Trust Board of Directors Year Planner 2021-2022

Month	Statutory requirement/review	Pre meeting papers or actions required	Actions needed during meeting	Presented by whom
June 30 th at 5.30pm – Held remotely	Finance, Premises Budget 22-23 proposal	and Audit Read budget proposal for 22-23 and prepare questions	Sub-Committee Review internal scrutiny report and recommendations.	DFO and CEO
	21-22 Month 8 finance reports	Read finance report and prepare questions	Review internal report update.	DFO/CEO/Finance Manager
	Progress against HAT Strategic Estates Plan	Read update report regarding strategic plan	Review and agree current HAT academies financial position and risks.	DFO//Finance Manager
	Review HAT Strategy update – Finance & Structure Action Plan	Read report and prepare questions	Agree progress and make recommendations	DFO/CEO
	Premises projects update	Read projects update	Questions and comments on progress	DFO
July 14 th at 5.30pm at SCHA	Full Board Meeting Primary Principal report to the Board	Read Principal's report and prepare questions	Scrutiny of performance and recommendations	CEO and Academy Principals
	CEO Report	Read report and prepare questions	Questions from Directors and recommendations	CEO
	Community projects review	Read briefing and prepare questions	Questions and recommendations	CEO
	Trust and employer partnership review	Read briefing and prepare questions	Questions and recommendations	CEO
	Link Director Reports	No preparation necessary	Agree progress and recommendations	Chair
	Admission review for 22-23 applications	Read admission proposals for 22-23 and prepare questions	Questions and recommendations	CEO/Chair
	Chair of sub-committees summarise minutes of previous meetings: Curriculum and Standards – 9.6.22 Finance and Premises – 30.6.22	Read minutes of previous sub-committee meetings.	Comments from summaries of previous committee meetings	Chair of sub-committees
	Dates for meetings in 22-23	Read proposed year planner for 22-23	Agree dates and year planner for 22-23	Chair