

Standing items:

- 1) Business register and conflict of interest (Chair)
- 2) Trust Risk Register

Month	Meeting content	Pre meeting papers or actions required	Actions needed during meeting	Presented by whom
September 19th at 5.30pm in Orchard House	Full Board Meeting Annual register of Business and Pecuniary Interest			Clerk
	Election of Chair and Vice Chair	Nominations for Chair and Vice-Chair	Chair and Vice Chair elected	Clerk
	MAT Summer Review of governance performance in 22-23.	Completed online review exercise	Agreement	Chair and CEO
	ERG Action Plan Update	ERG report	Questions and comments	Chair and CEO
	Headline Results review for primary and secondary	Headline outcomes report	Comments and questions	CEO/Associate Principal (AP)
	Admission Arrangements for SCHA and Trust primaries	None	Agree admission arrangements to submit to LA.	CEO
	HAT Directors Code of Conduct	Proposed HAT Directors Code of Conduct	Agree CoC	Chair
	Approval of Financial Scheme of Delegation	Read Financial SoD	Approve Financial SoD	DFO
	Appointment to subcommittees	None	Appoint Chair and VC of each subcommittee and membership	Chair
	HAT Safeguarding Report	Read HAT Safeguarding Report	Questions regarding report	CEO
	Agree individual Director responsibilities: Safeguarding including Prevent SEND Health and Safety Estates Management	None	Make appointments to each role	Chair

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October 17 th at 5.30pm – Held remotely	Curriculum and Full Review of Secondary and Primary Outcomes	Standards Data documents and target setting for 23-24	Subcommittee Comments and questions	CEO/Principals
	Curriculum and PoP implementation and early impact report	Implementation and impact report	Comments and questions	CEO/Principals
	Pupil Premium Strategy and Sports Premium Plans Update	Read strategy updates	Comments and questions	CEO/Principals
	SEND Information Reports	Read information reports	Comment and questions	CEOAP
	Curriculum Improvement Model Update	Deep Dive outcomes	Comments and questions	CEO and AP
	HAT Strategy Action Plan update – Curriculum	Evaluated actions plan	Comments and questions	CEO and AP
November 7 th at 5.30pm – Held remotely	Staff and Pay Review of pay recommendations for all academies.	Subcommittee Read pay recommendation reports and formulate questions.	Agree pay progressions recommendations.	CEO/Principals
	Staff appraisal cycle update	Ready any questions	Comments and questions	CEO/Principals
	HAT Strategy Action Plan Update – Developing and retaining our Staff including	Read Action Plan and evaluative statement	Comments and questions	CEO, DFO and HR Manager
	Pay Award Update (NJC and Teachers)	Verbal update	Comments and questions	DFO and Personnel and HR Manager
November 21 st at 5.30pm – Held remotely	Finance 23-24 Month 2 position for HAT academies.	And Premises Month 2 financial reports	Subcommittee Review end of month 2 position.	DFO
	HAT Strategy Update – Finance and Infrastructure action plan	Action plan and evaluative stamen on portal	Comments and questions	DFO and CEO
	Draft Trust Reserves Position	Paper on portal	Comments and questions	DFO
	Assets Management Plan Update	Read plan and prepare questions	Ask questions and agree priorities	DFO/CEO
	Premises CIF project update	Verbal update	Agree on progress made	DFO

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December 5th at 5.30pm – Held remotely	Audit and Risk External Auditor's report for 22-23	Subcommittee External review reports from Azets. Draft Companies House report.	Review and agree external audit report and recommendations. Companies House report for 22-23.	DFO/CEO External auditor Chair/CEO/DFO
	Internal Scrutiny report update	Internal scrutiny reports for academies.	Review internal scrutiny report and recommendations.	DFO/CEO/ Finance Manager
	External and internal audit arrangements for 23-24	Review reported arrangements.	Agree external and internal auditors	Chair and DFO
	Risk Register review	Review and update red risk profile where possible	Agree risk register update	Chair, CEO and DFO
December 18th at 5.30pm at Orchard House (AGM)	Full Board Meeting (AGM) CEO Report	Read CEO report	Comments and questions	CEO
	Secondary and Primary Data Update	Read data update reports	Comments and questions	CEO/AP
	ERG Action Plan Update	ERG report	Comments	Chair and CEO
	HAT Strategy Update – HAT Strategy 25-29 and Key priorities for 23-24	Read evaluations	Questions and comments.	CEO
	Adopt annual audited accounts and HAT Trustees Report	Read reports	Agree auditor's report and approve HAT Trustee Report	CH/CEO
	Parent Forum Update	Read report and prepare questions	Comments and questions	CEO/KA
	Link Director Update	Read Link Director reports	Comments and questions	Chair and Link Directors
	HAT Safeguarding Update	Read HAT Safeguarding Report	Comments and questions	CEO
Chair of sub-committees summarise minutes of previous meetings: Curriculum and Standards Staff and Pay Finance and Premises Audit and Risk	Minutes of previous sub-committee meetings.	Agree any actions coming from subcommittee reports	Chair of sub-committees CEO/DFO	

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January 16 th at 5.30pm – Held remotely	<p>Curriculum and Principal's Report for Directors</p> <p>Curriculum and PoP implementation and early impact report</p> <p>Curriculum Improvement Model Update</p> <p>HAT Strategy Action Plan update – Curriculum</p>	<p>Standards Read Principal's report for each academy</p> <p>Implementation and impact report</p> <p>Deep Dive outcomes</p> <p>Evaluated actions plan</p>	<p>Subcommittee Comments and questions</p> <p>Comments and questions</p> <p>Comments and questions</p> <p>Comment and questions</p>	<p>CEO/Principals</p> <p>CEO/AP</p> <p>CEO/AP</p> <p>CEO/AP</p>
February 13 th at 5.30pm – Held remotely	<p>Staff and Pay HSE Stress Management update</p> <p>HAT Staff Well-being update</p> <p>HAT Strategy Update – Developing and retaining our staff</p> <p>NJC Pay Award update</p> <p>Staff Equality Duty Report Gender Pay Gap Report</p>	<p>Sub-Committee Read reports</p> <p>Read reports and prepare questions</p> <p>Read reports and prepare questions</p> <p>Verbal Update</p> <p>Read reports and prepare questions</p>	<p>Comments and questions</p>	<p>CEO/DFO/HR Manager</p> <p>CEO/DFO/HR Manager</p> <p>DFO/HR Manager</p> <p>DFO/HR Manager</p> <p>DFO/HR Manager</p>
February 27 th at 5.30pm – Held remotely	<p>Finance and 23-24 Month 5 position for HAT academies</p> <p>Final Trust Reserve position for 22-23</p> <p>Budget allocations for 23-24</p> <p>HAT Strategy Update – Finance and infrastructure</p> <p>Assets Management Plan Update</p> <p>Premises CIF project update</p>	<p>Premises Read Month 5 financial reports</p> <p>Trust reserve report</p> <p>Read reports</p> <p>Read update report</p> <p>Read plan and prepare questions</p> <p>Verbal update</p>	<p>Sub-Committee Review Month 5 position and make recommendations</p> <p>Review position</p> <p>Questions and recommendations</p> <p>Questions from Directors.</p> <p>Ask questions and comments</p> <p>Agree on progress made</p>	<p>DFO and CEO</p> <p>DFO</p> <p>DFO and CEO</p> <p>DFO/Operations Manager</p> <p>DFO/Ops Manager</p> <p>DFO</p>

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March 12 th at 5.30pm – Held remotely	Audit and Risk Internal Scrutiny reports 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
	Academy Trust Handbook – Compliance Check	Read report	Comment and questions	DFO and CEO
	SRMA return	Read ESFA return submitted	Agree correct submission	DFO
	Risk Register Review	Review and update red risk profile where possible	Agree risk register update	Chair, DFO and CEO
	HAT Website Compliance	Verbal update	Comments	DFO
March 26 th at 5.30pm at SCHA	Full Board Meeting CEO Report	Read CEO report and prepare questions	Questions and comments	CEO
	ERG Action Plan Update	Read report from NGA and prepare comments	Agree action plan following report	Chair
	Secondary and Primary Data Update	Read update report	Questions and comments	CEO/AP
	HAT Strategy Update - Governance and Growth	Read action plan evaluations	Comments and questions	CEO/DFO
	Link Director Reports	Read LD reports on portal	Questions and comments.	Chair and Link Directors
	Parent Forum Update	Read parental forum report	PF areas to investigate	KA and Parent Forum Chair
	Annual Review of Articles of Association	Read HAT AoA	Comments and agree any amendments	Chair/CEO/DFO
	Chair of sub-committees summarise minutes of previous meetings: Curriculum and Standards Staff and Pay Finance and Premises Audit and Risk	Read minutes of previous sub-committee meetings.	Comments from summaries of previous committee meetings.	Chair of sub-committees Chair and CEO

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May 14 th at 5.30pm – Held remotely	<p>Audit and Risk Internal Scrutiny reports update</p> <p>Progress against External/Internal audit recommendations</p> <p>Risk Register Review</p>	<p>Sub-committee Read internal scrutiny report</p> <p>Re read previous recommendations from internal and external audits</p> <p>Review and update red risk profile where possible</p>	<p>Review internal scrutiny report and recommendations.</p> <p>Review progress against recommendations made in previous audits</p> <p>Agree risk register update</p>	<p>DFO and CEO</p> <p>DFO</p> <p>DFO</p>
June 11 th at 5.30pm – Held remotely	<p>Curriculum and Principal's Short Report for Directors</p> <p>Curriculum and PoP implementation and early impact report</p> <p>Curriculum Improvement Model Update</p> <p>HAT Strategy Action Plan update – Curriculum</p>	<p>Standards Read Principal's short report for each academy</p> <p>Implementation and impact report</p> <p>Deep Dive outcomes</p> <p>Evaluated actions plan</p>	<p>Subcommittee Comments and questions</p> <p>Comments and questions</p> <p>Comments and questions</p> <p>Comment and questions</p>	<p>CEO/Principals</p> <p>CEO/AP</p> <p>CEO/AP</p> <p>CEO/AP</p>
July 2 nd at 5.30pm – Held remotely	<p>Finance, Premises Budget 24-25 proposal</p> <p>21-23 Month 9 finance reports</p> <p>Review HAT Strategy update – Finance & Structure Action Plan</p> <p>Premises projects and CIF Project update</p>	<p>and Audit Read budget proposal for 24-25 and prepare questions</p> <p>Read finance report and prepare questions</p> <p>Read update report regarding strategic plan</p> <p>Read projects update</p>	<p>Sub-Committee Review internal scrutiny report and recommendations.</p> <p>Review internal report update.</p> <p>Agree progress and make recommendations</p> <p>Questions and comments on progress</p>	<p>DFO and CEO</p> <p>DFO/CEO/Finance Manager</p> <p>DFO//Finance Manager</p> <p>DFO/CEO</p>

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July 17th at 5.30pm at SCHA	Full Board Meeting CEO Report	Read CEO report and prepare questions	Questions and comments	CEO
	Primary Data Outcomes	Read report and prepare questions	Questions and comments	CEO/AP
	HAT Strategy 25-29 Update	Read update and prepare questions	Questions and recommendations	CEO
	ERG action plan update and summer review of governance effectiveness	Read External Review Action Plan	Review actions against actions plan	Chair and CEO
	Agree 3 year budget plan	Read 3 year plan	Approve 3 year budget plan for submission	DFO/CEO
	Parent Forum Update	Read parental forum report and prepare questions	Questions and comments. Agree areas for PF to consider	KA and Chair of PF
	Link Director Reports	Read LD reports on portal	Questions and comments	Chair and Link Directors
	Chair of sub-committees summarise minutes of previous meetings: Audit and Risk Curriculum and Standards Finance and Premises – Verbal	Read minutes of previous sub-committee meetings.	Comments from summaries of previous committee meetings	Chair of sub-committees Chair
	Dates for meetings in 23-24	Read proposed year planner for 24-25	Agree year planner for 24-25	CEO