

2023/24 SNMAT Governance Meeting Cycle

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		2023/213	MINIAT GOVERNANCE MICCHING	Cycle		
Admin (Chair of GB to propose split of responsibilities between governors; Safeguarding, SEND, Christian Distinct, Training, GDPR, Business Manager & Chair)	Who?	Accountability Panel 1 Standards	Accountability Panel 2	GPRD/GKIT meeting with Academy Improvement Director	Operational Support & Development Meeting with Director of Operations	Full Governing Body Meeting
AUTUMN TERM 2023		05 – 29 September 2023	02 October – 20 October 2023	06 - 27 November 2023	06 September – 01 December	28 November – 20 December 2023
Cot Marking Dates (seconding to CNRAAT scale)		Londono muno anti-manda no mant	Landara proportiona at manage	Calabusta stua astba	2023	Floation of Officers
Set Meeting Dates (according to SNMAT cycle)		Leaders present impact report	Leaders present impact report	Celebrate strengths	Well-being	Election of Officers
Agenda setting for APs &/or support with FGB (if clerked by NCC)		GKIT Focus (from June 23)	GKIT Focus	Identify development areas	Trust wide focus for the town	Daview wie de e e e e e e e e e e e e e e e e e
Complete Skills Audit		Deview last wear's autoemas 9	Note projected outturn for provious	Identify development areas	Trust-wide focus for the term	Review minutes of previous meeting
Identify key roles for Governors – including governor visits and		Review last year's outcomes &	Note projected outturn for previous	Davie v v v v v v v v v v v v v v v v v v	Daview/identify development	and Accountability Panels
monitoring for the year ahead		achievements v targets	year	Review progress against actions	Review/identify development	Covernous for allegal, frame CIVIT
Sign Code of Conduct		Note agreed targets for year	Manitar income and avacaditure	from previous visits	areas	Governor feedback from GKIT –
Complete Declaration of Business Interests Review staff training records		ahead and strategies to raise	Monitor income and expenditure against agreed budget	Trust Governance	Celebrate strengths	determine focus for Accountability Panels
Ensure annual safeguarding information is updated and actioned (MR)		standards	against agreed budget	update/communication	Celebrate strengths	raileis
Update Single central record, ensuring completion of monitoring		Stariuarus	Approve planned use of surpluses (if	update/communication	Communication with Trust	Priorities for academy improvement
checks* (MR)		Note child protection and	appropriate)	Undertake bespoke support and	Support Team	Priorities for academy improvement
Ensure implementation & method for monitoring Hays Safeguarding		safeguarding policies and	appropriate)	governor upskilling	Support ream	Headteacher report – including
training (MR)		updates and agree monitoring	Note headteacher recommendations	governor apskining	DOO update with headteacher	staffing update
Ensure Safer recruitment training is completed (MR)		method. Read KSIE.	re: teachers' salary review	Make governors aware of key	DOO update with headteacher	Starring update
Action Headteacher ARP & Salary Review (according to SOD) (update		method. Read RSIE.	re. teachers salary review	educational changes		Evaluate rates of pupil attendance
via MR)		Review Admissions	Review Health & Safety report &	educational changes		Lvaluate rates of pupil attenuance
Gather pupil attendance statistics for review at FGB (MR)		Policy/Discuss any future	produce action plan	Identify and agree information		Review skills audit and agree training
Share SEF judgments (MR)		changes for 2026/27	produce action plan	that Governors would feel		needs
Staff Absence Monitoring (MR)		changes for 2020/27	Review and Update academy risk	beneficial for Spring Term.		liceus
Circulate Staff Code of Conduct				beneficial for Spring Term.		Formally note/adopt policies and
Review Accident Reporting (F45) at the academy (MR)			register			monitoring method as appropriate
GDPR monitoring (MR)			Review Business Continuity Plan			Information as appropriate
Review premises & put together proposed action plan (MR)			Neview business continuity Fian			Acknowledge/discuss Monitoring
Circulate revisions to HR policies / procedures			Consider and approve proposals for			Report
Circulate revisions to Till policies / procedures Circulate updated SNMAT policies			major capital projects (if applicable)			Report
Circulate academy specific policies			major capital projects (il applicable)			Approve admission arrangements for
SEN (MR)						2025/26 and inform the Trust Support
Pupil Premium (MR); Sports Funding (MR)						Assistant
Ensure link governor monitoring visits are completed and evidenced						Assistant
using templates provided (in Governorhub and for safeguarding						
documents*, in SNMAT Safeguarding Team)						
SPRING TERM 2024		04 – 23 January 2024	24 January – 09 February 2024	19 February – 12 March 2024	04 January – 01 April 2024	13 March – 28 March 2024
Update Single Central Record, ensuring completion of monitoring		Leaders present impact report	Leaders present impact report	Celebrate strengths;	Well-being	Review minutes of previous meeting
checks* (MR)		GKIT Focus	GKIT Focus	Identify development areas;	Weil-beilig	and Accountability Panels
Staff Absence Monitoring (MR)		GKIT TOCUS	GKII 1 OCUS	Review progress against actions	Trust-wide focus for the term	Governor feedback from Autumn term
Review Accident Reporting (F45) at the academy (MR)		Review report on development	Monitor income and expenditure	from previous visits;	Trust wide focus for the term	GKIT – determine focus for Summer
GDPR monitoring (MR)		of Christian ethos	against agreed budget.	Trom previous visits,	Review progress against actions	Accountability Panels
Circulate updated SNMAT policies		or emistion emis	against agreed badget.	Trust Governance	from previous visits	/teedantability Fallels
Circulate academy specific policies		Review equality and diversity	Receive internal audit control report	update/communication	Trom previous visits	Headteacher report – to include
Gather pupil attendance statistics for review at FGB (MR)		reporting	(if applicable following on site visit)		Celebrate strengths	impact of pupil premium strategies,
Safeguarding – report on status of action plan (MR)		1 Chot mile	& determine action plan to address	Undertake bespoke support and	Colon die 3d elignis	report on SEND provision,
Review training needs and plans (MR)		Review standards	recommendations.	governor upskilling	Communication with Trust	effectiveness of curriculum offer
Review premises action plan (MR)		Neview startadras	recommendations.	governor apskining	Support Team	Progress against SDP, SEF updates,
Review Health & Safety action plan (MR)		Discuss any proposals to change	Monitor Health & Safety action plan	Make governors aware of key		report on LAC, GDPR
SEN (MR)		the 2026/2027 admission		educational changes	DOO update with headteacher	eporton Ene, dor n
Pupil Premium (MR)		arrangements in preparation for	Consider and approve proposals for	and a changes	200 apaste with headtedener	Confirm proposed 2026/27
Sports Funding (MR)		October consultation period	major capital projects (if applicable)	Identify and agree information		arrangements for consultation and
Ensure link governor monitoring visits are completed and evidenced		2 state: consultation period	jor capital projects (ii applicable)	that Governors would feel		inform the Trust Support
using templates provided (in Governorhub and for safeguarding				beneficial for Summer Term		Administrator of proposed changes (if
documents*, in SNMAT Safeguarding Team)				impact reports		applicable)
						Formally note/adopt policies and
						monitoring method as appropriate
						Acknowledge/discuss Monitoring
						Report

Admin (Chair of GB to propose split of responsibilities between governors; Safeguarding, SEND, Christian Distinct, Training, GDPR, Business Manager & Chair)	Who?	Accountability Panel 1 Standards	Accountability Panel 2	GPRD/GKIT meeting with Academy Improvement Director	Operational Support & Development Meeting with Director of Operations	Full Governing Body Meeting
SUMMER TERM 2024		15 April – 03 May 2024	07 May – 24 May 2024	03 - 28 June 2024	18 April – 11 July 2024	01 July – 26 July 2024
Update Single Central Record, ensuring completion of monitoring checks* (MR)		Leaders present impact report	Leaders present impact report	Celebrate strengths	Well-being	Review minutes of previous meeting and Accountability Panels
Staff Absence Monitoring (MR) Review Accident Reporting (F45) at the academy (MR)		GKIT Focus	GKIT Focus	Identify development areas	Trust-wide focus for the term	Governor feedback from Spring term
GDPR monitoring (MR) Monitor Educational Visits (MR)		Review standards	Receive proposed budget for 2024/25 that will be presented to	Review progress against actions from previous visits	Review progress against actions from previous visits	GKIT – determine focus for Autumn Accountability Panels
Review website (MR) Circulate updated SNMAT policies Circulate academy specific policies		Review areas of the curriculum	the SNMAT Board. Submit to Business Director by 01 July 2024.	Trust Governance update/communication	Celebrate strengths	Headteacher report – to include report on post 16 provision, report on EYFS
Gather pupil attendance statistics for review at FGB (MR) Safeguarding – report on status of action plan (MR)			Monitor income and expenditure against agreed budget & note	Undertake bespoke support and	Communication with Trust Support Team	Formally note/adopt policies and
Completion of self-evaluation Review training needs and plans (MR)			projected outturn at year end.	governor upskilling	DOO update with headteacher	monitoring method as appropriate
Review training needs and plans (MR) Review premises action plan (MR) Review Health & Safety action plan (MR) SEN (MR)			Note GAG statement for following year.	Make governors aware of key educational changes	DOO upuate with headteacher	Review SNMAT safeguarding report & action plan
Pupil Premium (MR) Sports Funding (MR)			Consider and approve proposals for major capital projects (if applicable)	Identify and agree information that Governors would feel		Acknowledge/discuss Monitoring Report
Ensure link governor monitoring visits are completed and evidenced using templates provided (in Governorhub and for safeguarding documents*, in SNMAT Safeguarding Team)				beneficial for Autumn Term impact reports		

Key:

Operational Tasks; Governance Cycle/Focus; Statutory topics

Administration column – Standing Agenda items and term specific tasks. Business/Office Manager to facilitate and manage (in conjunction with Chair & Headteacher as applicable), issuing documents in advance of FGB meeting and Accountabili Panels

Who – Chair (& Headteacher as applicable) to propose named governor(s) individual areas of responsibility

GRPD/GKIT – Academy Improvement Director to arrange date of meeting with the academy and confirm agenda

Operational Support & Development meetings – Director of Operations to arrange meeting with Business/Office Manager and a follow up with Headteacher

Full Governing Body Meeting – combination of operational tasks, GKIT feedback and statutory requirements

Monitoring Reports (MR) — method for reporting back on termly agenda items that require specific monitoring (templates provided). The reports are submitted to the full governing body in advance of the meeting and acknowledged/discussed as appropriate

A template is provided for the Leaders Impact Report