

	Term 1 (September to December)			Term 2 (January to March)			Term 3 (April to July)		
	LGB Action	School/Headteacher Reports for scrutiny	Information received from Board	LGB Action	School/Headteacher Reports for scrutiny	Information received from Board	LGB Action	School/Headteacher Reports for scrutiny	Information received from Board
<b>Parental and Community Engagement</b>	<ul style="list-style-type: none"> <li>Community Engagement</li> <li>School Policies</li> </ul>	<ul style="list-style-type: none"> <li>Discuss any complaints and ensure being dealt with in line with Trust policy.</li> <li>Discuss Union feedback.</li> </ul>		<ul style="list-style-type: none"> <li>Community Engagement</li> <li>School Policies</li> </ul>	<ul style="list-style-type: none"> <li>Discuss any complaints and ensure being dealt with in line with Trust policy.</li> <li>Discuss Union feedback.</li> </ul>		<ul style="list-style-type: none"> <li>Community Engagement - plan for 21 22. <b>To be confirmed to Trust Board.</b></li> <li>School Policies</li> </ul>	<ul style="list-style-type: none"> <li>Discuss any complaints and ensure being dealt with in line with Trust policy.</li> <li>Discuss Union feedback.</li> </ul>	
<b>Governance</b>	<ul style="list-style-type: none"> <li>Appoint and remove LGB members and elect a Chair of the LGB. <b>Confirm with Trust Clerk - to be ratified by Trust Board.</b></li> <li>Confirm sub-committee members</li> <li>Undertake succession planning</li> <li>Comply with the requirement to complete register of interests and code of conduct</li> </ul>					<ul style="list-style-type: none"> <li>Update from Strategy Day - Uphold and champion the MAT vision and values by ensuring that the school is aligned to Trust strategic objectives and improvement strategy. <b>Chairs to give any feedback through Advisory Council.</b></li> </ul>			
<b>Risk Management:</b>									
1. Data Protection	<ul style="list-style-type: none"> <li>Appoint a designated LGB member for Data Protection. <b>Confirm appointment to Trust Clerk.</b></li> </ul>	<ul style="list-style-type: none"> <li>Discuss data breaches / subject access requests.</li> </ul>			<ul style="list-style-type: none"> <li>Scrutinise data protection and compliance. <b>Report required for Trust Risk &amp; Governance Committee.</b></li> </ul>	<ul style="list-style-type: none"> <li>Annual GDPR Review</li> </ul>		<ul style="list-style-type: none"> <li>Discuss data breaches / subject access requests.</li> </ul>	
2. Risk Management	<ul style="list-style-type: none"> <li>Review Trust risk register and advise the Board (via School Update at Advisory Council) and Headteachers of any new or changing risks</li> </ul>			<ul style="list-style-type: none"> <li>Review Trust risk register and advise the Board (via School Update at Advisory Council) and Headteachers of any new or changing risks</li> </ul>			<ul style="list-style-type: none"> <li>Review Trust risk register and advise the Board (via School Update at Advisory Council) and Headteachers of any new or changing risks</li> </ul>		
3. Internal Audit			<ul style="list-style-type: none"> <li>Internal Audit Report</li> </ul>						
4. Insurance Claims		<ul style="list-style-type: none"> <li>Discuss any claims and check adherence to insurance requirements.</li> </ul>			<ul style="list-style-type: none"> <li>Discuss any claims and check adherence to insurance requirements.</li> </ul>			<ul style="list-style-type: none"> <li>Discuss any claims and check adherence to insurance requirements.</li> </ul>	
<b>School Improvement - Curriculum and Performance</b>									
1. Sex and Relationship Education								<ul style="list-style-type: none"> <li>Ensure that delivery is in line with Trust policy and legal guidance. <b>Report required for Trust Learner Experience Committee.</b></li> </ul>	
2. Religious Education								<ul style="list-style-type: none"> <li>Ensure that delivery is in line with Trust policy and legal guidance. <b>Report required for Trust Learner Experience Committee.</b></li> </ul>	
3. Wider Curriculum Plan	<ul style="list-style-type: none"> <li>Monitor the delivery of the curriculum model</li> </ul>			<ul style="list-style-type: none"> <li>Monitor the delivery of the curriculum model</li> </ul>			<ul style="list-style-type: none"> <li>Monitor the delivery of the curriculum model</li> </ul>	<ul style="list-style-type: none"> <li>Review the implementation of the curriculum policy and advise issues. <b>Report required for Trust Learner Experience Committee.</b></li> </ul>	
4. School Trips and Visits	<ul style="list-style-type: none"> <li>Monitor arrangements for school trips and visits</li> </ul>			<ul style="list-style-type: none"> <li>Monitor arrangements for school trips and visits</li> </ul>			<ul style="list-style-type: none"> <li>Monitor arrangements for school trips and visits. <b>Report required for Trust Learner Experience Committee.</b></li> </ul>		

<b>Admissions and Exclusions</b>		<ul style="list-style-type: none"> <li>- Review admissions policy and Home School Agreement - Ensure the school complies with the requirements under the Schools Admissions and Appeals code.</li> <li>- As applicable - Admissions Consultations - ESFA deadline October. Chairs to report back through <b>Advisory Council</b>.</li> <li>- In line with legislation and guidance hear any exclusions representations and determine the outcome</li> </ul>		<ul style="list-style-type: none"> <li>- Confirm admission arrangements for next academic year 2022 (ESFA deadline February)</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure necessary plans are in place to reduce all forms of exclusion and maximise attendance in line with Trust objectives. <b>Report required for Trust Learner Experience Sub Committee</b></li> <li>- In line with legislation and guidance hear any exclusions representations and determine the outcome</li> </ul>			<ul style="list-style-type: none"> <li>- In line with legislation and guidance hear any exclusions representations and determine the outcome</li> </ul>	
<b>Special Educational Needs and Disabilities and Looked After Children</b>	<ul style="list-style-type: none"> <li>- Appoint a designated LGB member responsible for SEND and inclusion. <b>Confirm appointment with Trust Clerk</b></li> <li>Monitor and review the effectiveness of SEND provision. <b>Report required for Trust Learner Experience Committee.</b></li> </ul>						<ul style="list-style-type: none"> <li>Monitor the application of the SEND policy , ensuring compliance with equalities legislation. <b>Report required for Trust Learner Experience Committee</b></li> </ul>		
<b>Welfare of Children and Young People</b>	<ul style="list-style-type: none"> <li>- Appoint a designated LGB member to Safeguarding and Child Protection. <b>Confirm appointment with Trust Clerk</b></li> </ul>	<ul style="list-style-type: none"> <li>- Review school information and refer any areas of concern to the Board <b>through School Update to Advisory Council</b></li> </ul>			<ul style="list-style-type: none"> <li>- Review school information and refer any areas of concern to the Board <b>through School Update to Advisory Council</b></li> </ul>		<ul style="list-style-type: none"> <li>- Monitor the implementation of Trust policy at individual school level. <b>Report required for Trust Learner Experience Committee</b></li> <li>- Review school information and refer any areas of concern to the Board <b>through School Update to Advisory Council</b></li> </ul>		
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>- Constitute a Pay Matters committee and comply with the Trust Pay Policy. <b>Inform Trust Clerk of the arrangements</b></li> <li>- Contribute to Performance Management - support the CEO in the performance review of the Headteacher</li> <li>- Contribute to capability and disciplinary policies and hear appeals made by staff</li> </ul>	<ul style="list-style-type: none"> <li>- Review any school reputational damage in light of any staffing changes to be made</li> </ul>		<ul style="list-style-type: none"> <li>- Contribute to capability and disciplinary policies and hear appeals made by staff</li> </ul>	<ul style="list-style-type: none"> <li>- Review any school reputational damage in light of any staffing changes to be made</li> </ul>		<ul style="list-style-type: none"> <li>Contribute to capability and disciplinary policies and hear appeals made by staff</li> </ul>	<ul style="list-style-type: none"> <li>- Review any school reputational damage in light of any staffing changes to be made</li> </ul>	
<b>Finance</b> 1. Pupil Premium  2. SEND		<ul style="list-style-type: none"> <li>- Scrutinise the use and impact of funds (including plans for future spend). <b>Chairs to report back through Advisory Council</b></li> </ul>							

3. Sports Grant		Scrutinise the use and impact of funds (including plans for future spend). Chairs to report back <b>through Advisory Council</b>							
4. School Budget			Year End Budget Report			Annual Report and In Year Update		Draft Budget - provide challenge to ensure that the deployment of financial resource best fits the needs of the school within the framework of Trust financial controls. <b>Report required to Trust Finance &amp; Resources Committee.</b>	
Facilities , Catering, IT, Capital and Estates	Appoint a designated LGB member to Health & Safety. <b>Confirm appointment with Trust clerk</b>			Ensure compliance with legal requirements and Trust policy in respect of Health and Safety. <b>Chairs to report back through Advisory Council.</b>	Challenge to Headteacher on deployment of capital bids	Capital Bids Update			