

EEEA Annual Agenda Cycle Board and Committees



**Annual Agenda Cycles - Trust Board**

<b>Autumn 1</b>	<b>Autumn 2</b>	<b>Spring</b>	<b>Summer 1</b>	<b>Summer 2</b>
Welcome and apologies	Welcome and apologies	Welcome and apologies	Welcome and apologies	Welcome and apologies
Declarations of interest (annual update)	Declarations of interest	Declarations of interest	Declarations of interest	Declarations of interest
Election of the Chair and Vice Chair Pay Panel and CEO appraisal to be approved				
Previous minutes and matters arising	Previous minutes and matters arising	Previous minutes and matters arising	Previous minutes and matters arising	Previous minutes and matters arising
Committee reports - Policy delegations - Terms of reference	Committee reports	Committee reports	Committee reports	Committee reports
Leadership update - Strategic priorities for 2019/20 - Staffing changes - Growth projections - Due diligence	Finance update - Census figures Operations update - Estates - IT - HR	Inclusion update - Vulnerable groups - Safeguarding report - SEND report	Strategy update - Growth - Conference	Governance update - Scheme of Delegation - Terms of Reference - Local governance
Projects update	Projects update	Projects update	Projects update	Projects update
Education update - KS1 and KS2 results - EYFS results - Areas of concern - Targets	Education update - Results of KS1 and KS2 - Phonics Y1 - External Review feedback	Education update	Education update - Predictions	Education update
Policy approvals	Policy approvals	Policy approvals	Policy approvals	Policy approvals
Schedule of visits and events				Budget
Trustees/Governors to confirm understanding of core guidance (e.g. Safeguarding, H&S, Governor Handbook)				meeting schedule

**Education and Well Being Committee**

<b>Autumn</b>	<b>Spring</b>	<b>Summer</b>
Welcome and apologies	Welcome and apologies	Welcome and apologies
Declarations of interest	Declarations of interest	Declarations of interest
Election of the Chair and Vice Chair		
Previous minutes and matters arising	Previous minutes and matters arising	Previous minutes and matters arising
Education update - EYFS GLD - Year 1 Phonics - KS1 results - KS2 results - Schools of concern - Ofsted feedback	Education update - IDSRs - Progress data to date - Any areas we need to resource further	Education update - EYFS GLD - Year 1 Phonics - KS1 results - KS2 results -
Inclusion update	Inclusion update	Inclusion update
Safeguarding update - Exclusions - Behaviour incidents	Safeguarding update - Health and Safety	Safeguarding update
Terms of reference and policy delegations/ approvals	Policy approvals	Policy approvals
Child Protection & Safeguarding	Equality, Diversity & Community Cohesion	

**Risk and Audit Committee**

<b>Autumn 1</b>	<b>Autumn 2</b>	<b>Spring</b>	<b>Summer 1</b>	<b>Summer 2</b>
Welcome and apologies	Welcome and apologies	Welcome and apologies	Welcome and apologies	Welcome and apologies
Declarations of interest	Declarations of interest	Declarations of interest	Declarations of interest	Declarations of interest
Election of the Chair and Vice Chair				
Previous minutes and matters arising	Previous minutes and matters arising	Previous minutes and matters arising	Previous minutes and matters arising	Previous minutes and matters arising
Finance update - year-end update - FMR - BFR -	Finance update - Audited financial returns Audit outcomes and implications - Accountants present to A&R committee for recommendation to board for sign off accounts - FMR -	Funding update Estates update - SCA allocations N/A - Gender pay analysis - FMR -	- Audit timetable - FMR - BFRO -	- budget - Agree Trust development plan - FMR -
Terms of reference and policy delegations	Internal Assurance Update	Internal Assurance Update	Internal Assurance Update	Internal Assurance Update
Risk register	Risk register	Risk register	Risk register	Risk register
Policy approvals	Policy approvals	Policy approvals	Policy approvals	Policy approvals
Finance Policy	Complaints	Data Protection Data Breach Data Retention	Freedom of Information Publication Scheme	

**Human Resources/ Personnel Committee**

<b>Autumn 1</b>	<b>Autumn 2</b>	<b>Spring 1</b>	<b>Spring 2</b>	<b>Summer 1</b>	<b>Summer 2</b>
Welcome and apologies	Welcome and apologies	Welcome and apologies	Welcome and apologies	Welcome and apologies	Welcome and apologies
Declarations of interest	Declarations of interest	Declarations of interest	Declarations of interest	Declarations of interest	Declarations of interest
Election of the Chair and Vice Chair					
Previous minutes and matters arising	Previous minutes and matters arising	Previous minutes and matters arising	Previous minutes and matters arising	Previous minutes and matters arising	Previous minutes and matters arising
HR update - People Strategy - Delivery plan - Key concerns	HR update	HR update	HR update - Gender pay gap	HR update	HR update
Terms of reference and policy delegations	People strategy monitoring	People strategy monitoring	People strategy monitoring	People strategy monitoring	People strategy monitoring
Policy approvals	Policy approvals	Policy approvals	Policy approvals	Policy approvals	Policy approvals
Pay Policy	Allegations of Abuse Against Staff	Staff Behaviour	Appraisal	Disciplinary and Capability for all staff	Whistleblowing