APPENDIX 5 - ESPRIT MULTI ACADEMY TRUST GOVERNANCE TIMELINE **NAME OF SCHOOL_____**

	ACTION	WHO	WHEN	FOR WHAT/ AGENDA
AUTUMN TERM 2017	Agree agenda/ paperwork to present to Trustees	Chair, Exec P and CO	By 06.09.17	**EXTRA ORDINARY TRUSTEE MEETING 14.09.17. AGENDA** - Reporting systems - Trustee policy - Scheme of delegation for LGB (Chair)
	Send packs to Trustees	CO/ Clerk	By 07.09.17	
	ACADEMY PRINCIPAL revises summer report	ACADEMY PRINCIPAL	By 08.09.17	**LOCAL GOVERNING BODY STANDARDS 27.09.17. AGENDA** - Governance arrangements (Chair) - Agree reporting paperwork (Standards) - Scheme of delegation - GB policy and handbook Trustees able to attend are welcome to do so
	Collate packs and send 3 versions electronically to Compliance Officer	Office Managers	By 11.09.17	
	Report and pack sent out to Governors with agenda	Compliance Officer	By 13.09.17	
	Minutes returned to Chair, ACADEMY PRINCIPAL, EP	Clerk	By **04.10.17**	
	School leaders arrange annual set of monitoring meetings with Link Governors and send dates to Executive Principal for Trustee's information.	TLA lead PDBW lead Office Manager	Within 2weeks of LGB by **11.10.17**	
	Trustees monitor effectiveness of school improvement via attendance at Link Governor meeting, desk top analysis or visit to school	Trustees	By 31.01.18	**Information to be sent to EP and Chair of Governors**
	Executive Principal compiles Report to Trustees	EP	By 06.10.17	**TRUSTEE BOARD MEETING 18.10.17 AGENDA** - Audited year end accounts - EP report

	Minutes returned to Chair, and Executive Principal provides summary report to Members	Clerk EP and Chair of Trustee Board	By 25.10.17 By 08.11.17	**MEMBERS ANNUAL GENERAL MEETING 29.11. AGENDA** - Standards report - Finance report

SPRING TERM 2018	Trustees continue to monitor effectiveness of school improvement via attendance at Link Governor meeting, desk top analysis or visit to school	Trustees		**LINK GOV/ COMMITTEE MEETINGS BY 31.01.18** **Link Trustees are welcome to attend**
	Executive Business Manager compiles report for Trustees	Executive Business Manager	By 11.01.18	**Audit Committee Meeting 25.01.18** Agenda to include • FMGS • First quarter accounts report • Executive Business Manager Report • Risk Management Strategy / Business Continuity Plan • Finance Policy agreement • Asset disposals / school fund audit
	Hold monitoring meetings to QA internal school monitoring, judgements to be made on progress towards SIP priorities	ACADEMY PRINCIPAL/ PDBW / TLA / BUSINESS LEADS and LINK GOVERNORS	Autumn term and January 2018	
	Monitoring information from Link Governor visits and other school monitoring is summarised into Academy Principal's reports with clear judgements on; TLA (1), PDBW (1), BUSINESS (1)	SLT officers	By 31.01.18	
	PDBW Committee meeting to finalise judgements	SLT officers	By 31.01.18	**PDBW Committee meeting Wednesday 17th January 2018 @ 16:45pm**
	ACADEMY PRINCIPAL WRITES Principal's report to Governors	ACADEMY PRINCIPAL	By 14.02.18	**LGB MEETING 2 28.02.18. AGENDA** • Principal's reports • Standards • SEFs • SIPs • PDBW COMMITTEE report
	Full packs sent out electronically and printed for Full Governors	Clerk, Compliance officer and Office Managers	14.02.18	
	Minutes returned to Chair, ACADEMY PRINCIPAL, EP	Clerk	By 07.03.18	

	Executive Principal compiles Report to Trustees	EP	By 13.03.18	**TRUSTEE MEETING 2 28.03.18. AGENDA** • Finance report • EP report
	Full packs sent out electronically and printed	CO/ Clerk	By 14.03.18	
	Minutes returned to Chair, and Executive Principal provides summary report to Members	Clerk EP and Chair of Trustee Board	By 21.03.18	Report sent to Members

SUMMER TERM 2018	Hold monitoring meetings to QA internal school monitoring	ACADEMY PRINCIPAL/ PDBW / TLA / BUSINESS LEADS and LINK GOVERNORS	Spring and Summer terms 2018	**Preparation for Autumn Term Local Governing Body meeting** **Trustees are welcome to attend**
	Executive Business Manager prepares ½ year finance report	Executive Business Manager	By 29.03.18	**Audit Committee Meeting 03.05.18** **Agenda must include** • ½ year finance review • Budget plan for 2018/19 • Assets/Fraud training • EBM Targets review (part of finance report)
	Hold PDBW Committee meeting	Chair	By 29.06.18	**PDBW Committee meeting Wednesday 20th June 2018 @ 16:45pm**
	Executive Business Manager prepares Budget plan for 2018/19 – using improvement plans from all leads for all academies/MAT improvement plan	EBM/EP/All Plan Leads	By 07.06.18	Audit Committee Meeting 21.06.18 • To approve Budget plans in preparation for Full Trust Board meeting 11.07.18 • Plus review of accounts to P8

	Monitoring information from Link Governor visits and other school monitoring is summarised into Academy Principal's reports with clear judgements on; TLA (2), PDBW (2), BUSINESS (2)	SLT officers	By 29.06.18	
	AP begins to write Principal's report to Governors	ACADEMY PRINCIPAL	By 13.07.18	
	Agree agenda and plans	EP and Chair of Trustee Board	By 01.07.18	**ANNUAL TRUSTEE AND GOVERNORS VISIONING DAY 11.07.18** **AGENDA** • Data Headlines • SIP priorities • Budget Agreement
	Submission of Budget to ESFA	Executive Business Manager	By 19.07.18	Must be agreed at Annual Trustee and governors visioning day
AUTUMN TERM 2018	AP finalises Principal's report to Governors and full pack sent out	ACADEMY PRINCIPAL	By 14.09.18	**LGB MEETING 1 SEPTEMBER 2018** **AGENDA** • Principal's reports • Standards • SEFs • SIPs

SUPPORTING DOCUMENTS 1 - Principal's report to Governors 2 - Executive Principal Report to Trustees 3 - Executive PrincipaL summary report to Members