

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 16th at 5.30pm in Orchard House	Full Board Meeting Annual Register of Business and Pecuniary Interest		Completion and return	Clerk
	Election of Chair and Vice Chair	Nominations for Chair and Vice-Chair	Chair and Vice Chair elected	Clerk
	Welcome to new Trustees and Members			Chair and CEO
	Trust Strategic Priorities for AY24-25	Read CEO Strategic Priority document	Questions and comments	CEO
	Agree any Trust growth decisions		Agreement on Trust growth	CEO
	Headline Results review for secondary	Headline outcomes report	Questions and comments	CEO/SCHA Principals
	Admission Arrangements for Trust primaries	Read proposed HAT Primary Admission Criteria for 26-27	Agree admission arrangements to submit to NNC	Chair and CEO
	HAT Directors Code of Conduct	Proposed HAT Directors Code of Conduct	Agree HAT CoC	Chair
	Approval of Financial Scheme of Delegation	Read Financial SoD	Approve Financial SoD	DFO
	HAT Safeguarding Report	Read HAT Safeguarding Report	Questions regarding report	CEO
	Appointment to Sub-Committees	None	Appoint Chair and VC of each Sub-Committee and membership	Chair
	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 15 th at 5.30pm – Held remotely	Curriculum and Standards Review of Secondary and Primary Outcomes	Sub-Committee Review finalised primary & secondary outcomes from 23-24	Comments and questions	CEO/Principals
	Target setting for AY24-25	Data documents and target setting for 23-24	Comments and questions	CEO/Principals
	Academy priorities for AY24-25	Review AIP for each Trust academy	Comments and questions	CEO/Principals
	Pupil Premium Strategy and Sports Premium Plans Digital Return	Read through digital return of 23-24 plans	Comment and questions	CEO
	SEND Information Reports	Read information reports	Comments and questions	AP
	Curriculum Improvement Model Update		Comments and questions	CEO and AP
November 12 th at 5.30pm – Held remotely	Staff and Pay Review of pay recommendations for all academies.	Sub-Committee 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 HR KPI report	Read HR KPI report	Comments and questions	CEO, DFO and HR Manager
	Pay Award Update (NJC and Teachers)	Verbal update	Comments and questions	DFO and HR Manager
November 26 th at 5.30pm – Held remotely	Finance and Premises 24-25 Month 2 position for HAT academies.	Sub-Committee Month 2 financial reports	Review end of Month 2 position.	DFO
	HAT Finance KPI Report	Read HAT Finance KPI report	Comments and questions	DFO and CEO
	Draft Trust Reserves Position	Paper on portal	Comments and questions	DFO
	Premises update and Assets Management Plan update	Read plan and prepare questions	Ask questions and agree priorities	DFO/Operations Manager
	Health and Safety update	Verbal update	Agree on progress made	DFO/Operations Manager

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December 10 th at 5.30pm – Held remotely	Audit and Risk External Auditor's report for 23-24	Sub-Committee External review reports from Azets.	Review and agree external audit report recommendations.	DFO/CEO External Auditor
	Draft Trustees Report	Draft Trustees report	Questions and comments	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 24-25	Review reported arrangements	Agree external and internal auditors	Chair and DFO
	HAT Risk Register review	Review and update red risk profile where possible	Agree risk register update	Chair, CEO and DFO
	HAT Cyber Security KPI report	Read Cyber Security KPI report	Questions and comments	CEO/DFO
December 18 th at 5.30pm at Orchard House (AGM)	Full Board Meeting (AGM) CEO Report	Read CEO report	Comments and questions	CEO
	Final HAT Strategy 25-29 review and sign off	Review finalised HAT Strategy 25-29	Agreement on finalised version	Chair and CEO
	Adopt annual audited accounts and HAT Trustees Report	Read draft audited accounts	Approve draft accounts for submission and HAT Trustee Report	DFO/CEO
	HAT Risk Register	Review HAT Risk Register	Comments and questions	CEO/DFO
	Parent Forum Update	Read reports	Comments	CEO/KA
	Local Academy Committee and Link Director update	Read LAC report and Link Director reports	Questions and comments.	CH/CEO
	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 Sub-Committee reports	Chair of Sub-Committees CEO/DFO

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January 14 th at 5.30pm – Held remotely	<p>Curriculum and Standards Principal's Report for Directors</p> <p>Trust and Academy priority update</p> <p>Curriculum Improvement Model Update</p> <p>Review proposed actions plans for new HAT Strategy: High Quality and Inclusive Education and Securing School Improvement</p>	<p>Sub-Committee Read Principal's report for each academy</p> <p>Deep Dive outcomes</p> <p>Review proposed action plans</p>	<p>Comments and questions</p> <p>Comments and questions</p> <p>Comments and questions</p> <p>Agree proposed action plan</p>	<p>CEO/Principals</p> <p>CEO/AP</p> <p>CEO/AP</p> <p>CEO/AP</p>
February 11 th at 5.30pm – Held remotely	<p>Staff and Pay HSE Stress Management update</p> <p>HAT HR KPIs Report</p> <p>Review proposed actions plans for new HAT Strategy: Planning for, developing and retaining our workforce</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 HR KPI report and prepare questions</p> <p>Read proposed action plan</p> <p>Verbal Update</p> <p>Read reports and prepare questions</p>	<p>Comments and questions</p> <p>Comments and questions</p> <p>Agree proposed action plan</p> <p>Comments</p> <p>Comments and questions</p>	<p>CEO/DFO/HR Manager</p> <p>CEO/DFO/HR Manager</p> <p>CEO/DFO/HR Manager</p> <p>DFO/HR Manager</p> <p>DFO/HR Manager</p>
March 4 th at 5.30pm – Held remotely	<p>Finance and Premises 24-25 Month 5 position for HAT academies</p> <p>Final Trust Reserve position for 23-24</p> <p>Initial budget allocations for 25-26</p> <p>Review proposed actions plans for new HAT Strategy: Finance and Operations</p> <p>Premises update and Assets Management Plan update</p> <p>Health and Safety update</p>	<p>Sub-Committee Read Month 5 financial reports</p> <p>Trust reserve report</p> <p>Verbal update</p> <p>Review proposed action plans</p> <p>Read plan and prepare questions</p> <p>Verbal update</p>	<p>Questions and comments</p> <p>Review position</p> <p>Questions and recommendations</p> <p>Agree proposed action plan</p> <p>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/Operations Manager</p> <p>DFO/Operations Manager</p>

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March 25 th at 5.30pm – Held remotely	Audit and Risk Internal Scrutiny reports update and progress against External/Internal audit recommendations	Sub-Committee Read internal scrutiny report and read previous recommendations	Review internal scrutiny report and progress against recommendations	DFO and CEO
	Academy Trust Handbook – Compliance Check	Read report	Comment and questions	DFO
	SRMA return	Read ESFA return submitted	Agree correct submission	DFO and CEO
	HAT Risk Register Review	Review HAT Risk Register	Agree risk register update	DFO
	HAT Cyber Security KPI report	Read Cyber Security KPI report	Questions and comments	CEO/DFO
	HAT Website Compliance	Verbal update	Comments	DFO
April 1 st at 5.30pm at SCHA	Full Board Meeting CEO Report	Read CEO report and prepare questions	Questions and comments	CEO
	Review proposed actions plans for new HAT Strategy: Governance and growth	Review proposed HAT Strategy action plan	Agree action plan	Chair
	Secondary Careers Programme Review	Read SCHA Career Programme	Questions and comments	CEO/AP
	HAT Risk Register	Read Risk register	Comments and questions	CEO/DFO
	Local Academy Committee and Link Director Reports	Read LAC and Link Director reports	Questions and comments.	Chair and Link Directors
	Parent Forum Update	Read parental forum report	PF areas to investigate	CEO/KA
	Annual Review of Articles of Association	Read HAT AoA	Questions and comments	Chair/CEO/DFO
	HAT Safeguarding Report	Read HAT Safeguarding Report	Questions and comments	CEO
	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 20th at 5.30pm – Held remotely	<p>Curriculum and Standards Principal's Short Report for Directors</p> <p>Trust and Academy priority update</p> <p>Curriculum Improvement Model Update</p> <p>HAT Strategy Action Plan update – High Quality and Inclusive Education and Securing School Improvement</p>	<p>Sub-Committee 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>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>
June 10th at 5.30pm – Held remotely	<p>Audit and Risk Internal Scrutiny reports update</p> <p>Progress against External/Internal audit recommendations</p> <p>HAT Online Safety Review including filtering and monitoring arrangements</p> <p>HAT Cyber Security KPI Report</p> <p>HAT Risk Register Review</p>	<p>Sub-Committee Read internal scrutiny report</p> <p>Re read previous recommendations from I&E audits</p> <p>Read Online Safety review document</p> <p>Read Cyber Security KPI report</p> <p>Review and update profile</p>	<p>Review internal scrutiny report and recommendations.</p> <p>Review progress against recommendations</p> <p>Questions and comments</p> <p>Questions and comments</p> <p>Agree risk register update</p>	<p>DFO and CEO</p> <p>DFO</p> <p>DFO</p> <p>CEO/DFO</p> <p>CEO/DFO</p>
July 1st at 5.30pm – Held remotely	<p>Finance and Premises Budget 24-25 proposal</p> <p>24-25 Month 9 finance reports</p> <p>Review HAT Strategy – Finance & Operations Action Plan</p> <p>Premises update and Assets Management Plan Update</p> <p>Health and Safety update</p>	<p>Sub-Committee 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 updated Assets Management Plan</p> <p>Verbal Report</p>	<p>Review internal scrutiny report and recommendations.</p> <p>Review internal report update.</p> <p>Agree progress and make recommendations</p> <p>Questions and comments</p> <p>Questions and comments</p>	<p>DFO and CEO</p> <p>DFO/CEO/Finance Manager</p> <p>DFO//Finance Manager</p> <p>DFO/Operations Manager</p> <p>DFO/Operations Manager</p>

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July 16 th 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
	SCHA Admissions Criteria 27-28	Read proposed criteria for SCHA admissions	Agree admission criteria	CEO
	Agree 3 year budget plan	Read 3 year plan	Approve 3 year budget plan for submission	DFO/CEO
	HAT Risk Register	Read reviewed HAT Risk Register	Questions and comment	CEO/DFO
	Parent Forum Update	Read parental forum report and prepare questions	Questions and comments	KA/CEO
	LAC and Link Director Reports	Read LAC and LD reports on portal	Questions and comments	CEO and LDs
	HAT Safeguarding	Read HAT Pupil Safety Survey	Questions and comments	CEO
	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
Dates for meetings in 25-26	Read proposed year planner for 25-26	Agree year planner for 25-26	CEO	