

## RSSKL: Trustee Council Annual Work Plan 2017-18

Autumn 1	Autumn 2	Autumn 3	Spring 1	Spring 2	Summer 1	Summer 2
<b>DATE: 11 Sep 2017</b> Deadline for papers: 31/8 Papers out: 1 wk before	<b>DATE: 16 Oct 2017</b> Deadline for papers: 6 <sup>th</sup> Papers out: 1 wk before	<b>DATE: 20 Nov 2017</b> Deadline for papers: 10 <sup>th</sup> Papers out: 1 wk before	<b>DATE: 29 Jan 2018</b> Deadline for papers: 18 <sup>th</sup> Papers out: 1 wk before	<b>DATE: 12 Mar 2018</b> Deadline for papers: 2 <sup>nd</sup> Papers out: 1 wk before	<b>DATE: 14 May 2018</b> Deadline for papers: 4 <sup>th</sup> Papers out: 1 wk before	<b>DATE: 25 Jun 2018</b> Deadline for papers: 15 <sup>th</sup> Papers out: 1 wk before
<b><u>Key Agenda items:</u></b> <ul style="list-style-type: none"> <li>Update Register of Business Interests</li> <li>Agree committees, membership and terms of reference</li> <li>Approve School Action Plan</li> <li>Review exam results</li> <li>Assign Link Trustees</li> <li>Plan Trustee training</li> <li>Agree FTC Principles</li> </ul>	<b><u>Key Agenda items:</u></b> <ul style="list-style-type: none"> <li>Agree FTC objectives</li> <li>Approve full School Improvement Plan</li> <li>Ofsted Readiness</li> <li>Agree FTC Scheme of Delegation</li> <li>Agree Annual Workplan</li> <li>Review skills audit</li> <li>Elect Vice-Chair</li> <li>Agree FTC dates</li> </ul>	<b><u>Key Agenda items:</u></b> <ul style="list-style-type: none"> <li>Ofsted Readiness</li> <li>Review and approve Trustees Report for Charities Commission</li> <li>Review Health and Safety status</li> </ul>	<b><u>Key Agenda items:</u></b> <ul style="list-style-type: none"> <li>Ofsted Readiness</li> <li>Review applications and roll for Sep 2018</li> <li>Approve Principal succession and recruitment plan</li> <li>Review equalities objectives/progress</li> </ul>	<b><u>Key Agenda items:</u></b> <ul style="list-style-type: none"> <li>Ofsted Readiness</li> <li>Review draft budget from Resources Committee</li> <li>Agree staffing structure</li> <li>Review Health and Safety</li> <li>Approve Principal 2018 appointment</li> </ul>	<b><u>Key Agenda items:</u></b> <ul style="list-style-type: none"> <li>Ofsted Readiness</li> <li>Approve budget for 18-19</li> <li>Receive report on complaints</li> </ul>	<b><u>Key Agenda items:</u></b> <ul style="list-style-type: none"> <li>Ofsted Readiness</li> <li>Review performance management data</li> <li>Review pupil exclusions for the year</li> <li>Review attendance of pupils/staff/Trustees</li> <li>Trustee performance/procedures</li> </ul>
<b><u>Finance Items:</u></b> <ul style="list-style-type: none"> <li>Management reports and financial forecast</li> <li>Approve Financial Scheme of Delegation</li> <li>Review and approve fundraising plans</li> </ul>	<b><u>Finance Items:</u></b> <ul style="list-style-type: none"> <li>Management Reports and financial forecast</li> <li>Approve capital raising strategy</li> <li>Update on and review of financial audit</li> <li>Approve 2017/18 revised fees</li> <li>Review of HR files and school rental contracts</li> </ul>	<b><u>Finance Items:</u></b> <ul style="list-style-type: none"> <li>Management Reports</li> <li>Review School service contracts</li> <li>Approve Financial Processes and procedures</li> </ul>	<b><u>Finance Items:</u></b> <ul style="list-style-type: none"> <li>Discuss latest Management Reports and financial forecast</li> <li>Approve 2016/17 trustee report and Audited Accounts</li> <li>Review fundraising report</li> </ul>	<b><u>Finance Items:</u></b> <ul style="list-style-type: none"> <li>Discuss latest Management Reports</li> <li>Review Staffing Plan</li> <li>Review of compensation of staff and rental arrangements</li> <li>Review capital raising strategy</li> </ul>	<b><u>Finance Items:</u></b> <ul style="list-style-type: none"> <li>Discuss latest Management Reports and financial forecast</li> <li>Review fundraising report</li> <li>Review of School assets and renovation plan</li> <li>Approve 2018/19 budget</li> </ul>	<b><u>Finance Items:</u></b> <ul style="list-style-type: none"> <li>Discuss latest Management Reports</li> <li>Assess financial audit readiness</li> <li>Approve 2018/19 fundraising/development strategy</li> <li>Approve of School's medium-term financial plan</li> </ul>
<b><u>Standing items:</u></b> <ul style="list-style-type: none"> <li>Safeguarding update</li> <li>SIP update</li> <li>Principal's report</li> <li>Committee Reports</li> <li>Link Trustee Reports</li> <li>Pupil Performance</li> <li>Review complaints</li> <li>Equalities</li> </ul>	<b><u>Standing items:</u></b> <ul style="list-style-type: none"> <li>Safeguarding update</li> <li>SIP update</li> <li>Principal's report</li> <li>Committee Reports</li> <li>Link Trustee Reports</li> <li>Pupil Performance</li> <li>Review complaints</li> <li>Equalities</li> </ul>	<b><u>Standing items:</u></b> <ul style="list-style-type: none"> <li>Safeguarding update</li> <li>SIP update</li> <li>Principal's report</li> <li>Committee Reports</li> <li>Link Trustee Reports</li> <li>Pupil Performance</li> <li>Review complaints</li> <li>Equalities</li> </ul>	<b><u>Standing items:</u></b> <ul style="list-style-type: none"> <li>Safeguarding update</li> <li>SIP update</li> <li>Principal's report</li> <li>Committee Reports</li> <li>Link Trustee Reports</li> <li>Pupil Performance</li> <li>Review complaints</li> <li>Equalities</li> </ul>	<b><u>Standing items:</u></b> <ul style="list-style-type: none"> <li>Safeguarding update</li> <li>SIP update</li> <li>Principal's report</li> <li>Committee Reports</li> <li>Link Trustee Reports</li> <li>Pupil Performance</li> <li>Review complaints</li> <li>Equalities</li> </ul>	<b><u>Standing items:</u></b> <ul style="list-style-type: none"> <li>Safeguarding update</li> <li>SIP update</li> <li>Principal's report</li> <li>Committee Reports</li> <li>Link Trustee Reports</li> <li>Pupil Performance</li> <li>Review complaints</li> <li>Equalities</li> </ul>	<b><u>Standing items:</u></b> <ul style="list-style-type: none"> <li>Safeguarding update</li> <li>SIP update</li> <li>Principal's report</li> <li>Committee Reports</li> <li>Link Trustee Reports</li> <li>Pupil Performance</li> <li>Review complaints</li> <li>Equalities</li> </ul>
<b><u>Policies to ratify:</u></b> <ul style="list-style-type: none"> <li>Data protection</li> <li>Email and internet</li> <li>Mobile phones and electronic devices</li> <li>Maternity Policy</li> </ul>	<b><u>Policies to ratify:</u></b> <ul style="list-style-type: none"> <li>Safeguarding and Child Protection</li> <li>Trustees Expenses</li> <li>Capital Expenditure</li> </ul>	<b><u>Policies to ratify:</u></b> <ul style="list-style-type: none"> <li>Health and Safety</li> <li>Fire and Security M.</li> <li>Afternoon Care</li> <li>Anti-bullying</li> <li>Whistleblowing</li> <li>Complaints P&amp;P</li> <li>Searching pupils</li> <li>Attendance policy</li> <li>Code of Conduct</li> </ul>	<b><u>Policies to ratify:</u></b> <ul style="list-style-type: none"> <li>Anti-radicalisation</li> <li>Trustee appointment</li> <li>Looked after children</li> <li>Risk Assessment</li> <li>First Aid</li> <li>Early Years FS</li> </ul>	<b><u>Policies to ratify:</u></b> <ul style="list-style-type: none"> <li>Use of ICT Staff</li> <li>Admin of medicines</li> <li>Alcohol and drugs</li> <li>Grievance proc.</li> <li>Disciplinary – staff</li> <li>Pupils with EHCPs</li> <li>KG policies</li> </ul>	<b><u>Policies to ratify:</u></b> <ul style="list-style-type: none"> <li>Exam Appeals</li> <li>Teacher Appraisal</li> <li>Volunteer Recruitment</li> <li>School Trips</li> <li>Safer recruitment</li> </ul>	<b><u>Policies to ratify:</u></b> <ul style="list-style-type: none"> <li>Teacher Induction</li> <li>Home visits</li> <li>Equal opportunities</li> <li>Emergency evac. and lockdown</li> </ul>