SMART Leadership Calendar 2022-23

Key to school events

- **SC** = Student Council, run half termly in each school.
- **LGC** = Local Governing Committee, run half termly in each school.
- *INSET* = School closure or INSET staff development day

Key to MAT events

- **TSLT** = Trust Senior Leadership Team, **PR** = School Peer Reviews run half termly all day and **Safeguarding PR** = Safeguarding Peer Reviews run termly to review and share best practice
- **TB** = Trust Board meetings
- **COM** = Trust Board committees (Trustees only)
- **LINK** = Trustee/Governor Link meetings
  (TGLT – Chairs and Vice Chairs; People – HR, Safeguarding, Community Links; Learning – Learning and SEND Links; Resources – Finance, H&S and Premises and Audit Links)
- **TSC** = Trust Student Council, run half termly involving students from all schools all day
- **SMART Day (20ᵗʰ Feb)** = Annual joint in service day in which all staff come together
- **Curriculum Day (25ᵗʰ Nov)** = Annual joint in service day for curriculum staff
- **Cross Trust meetings** = Cross Trust meetings e.g. EIWG – Everyone's Invited Working Group, ECF – Early Careers' Framework, JCNC - Joint Consultative and Negotiation Committee, SPQ - internal leadership qualification
- **SLTF** = Senior Leadership Teams Forum – **Mid** = Middle leader subject groups
- **Mem** = Members meetings
- **Ext** = External and community meetings the Trust are involved in (CACE – Cornwall Association of Chief Executives, TAS – Team Around the School, CEP – Cornwall Education Partnership, CASH – Cornwall Association of Secondary Headteachers - HT conferences, CAPH Cornwall Association of Primary Headteachers)

Venue and start times for each event

- **(Sa)** 8:30 Means the meeting is being held in **Saltash** and starts at 8:30
- **(La)** = **Landulph**, **(Do)** = **Dobwalls**, **(Tr)** = **Trewidland**, **(Li)** = **Liskeard**, **(Lo)** = **Looe**

Compliance Deadlines

- Aug FS1 = Deadline for Aug accounts Finance Stage 1 = Petty cash, FS2 = Journals, FS3 = Invoices, FS4 = Management accounts to Head, FS6 = Management accounts to LGC and TB
- Teacher PMs to Head = Appraisal and Staff Training Deadlines e.g. STAR Projects reviewed

Function of each LGC

- Autumn 1 FULL LGC: HT Report, updates to SDP and agreement of GMP, PP spending plans, safeguarding arrangements and exam results.
- Autumn 2: the end of the autumn term is for schools to decide. Appraisal must be signed off.
- Spring 1 FULL LGC: HT Report, updates to SDP/GMP, agreement of BCP, review of RR and website compliance.
- Spring 2: at the end of the spring term is for schools to decide. Capital bids to be signed off. Agreement of S175.
- Summer 1 FULL LGC: HT Report, draft SDP for new academic year, draft budgets and LGC self-evaluation.
- Summer 2: at the end of the year will be for schools to decide. Approval of SDP, approval of budgets, election of Chair and Vice Chair in preparation for Sept.

Trust Governance and Leadership Calendar Autumn TERM 2022-23

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
0 Autumn				01 Sep	02 Sep *Inset Li*	3 / 4
1 Autumn	05 Sep *Inset Do, Li, La, Lo, Sa, Tr*	06 Sep	07 Sep Trust Board informal meeting 5.30	08 Sep	09 Sep Jul FS1,2,3 Aug FS1	10 / 11
2 Autumn	12 Sep Link: TGLT 5.30	13 Sep Ext: CACE 8.30 Ext: CEP 12.00 Governor afternoon (Li) 1.00-4.00	14 Sep Student Leadership meeting (Co-ords) (Li) 9.30 - 11.30	15 Sep	16 Sep July FS4 Aug 2&3	17 / 18
3 Autumn	19 Sep	20 Sep	21 Sep TSLT(Sa) 8.30-4	22 Sep	23 Sep **Single page Audit** Jul FS5 Aug FS4	24 / 25
4 Autumn	26 Sep LGC: Do 4.45	27 Sep LGC: Li 6.00	28 Sep ECF Team meeting with ECTs (Li) 3.30pm	29 Sep LGC: Tre 5.30	30 Sep Ext: CASH Jul FS6 Aug FS5 Teacher and SS PMs to Head	01 / 02
5 Autumn	03 Oct LGC: Lo 4.00	04 Oct Safeguarding PR(Lo) EIWG (Teams) 2.00 LGC: Sa 5.00	05 Oct	06 Oct LGC: La 3.30	07 Oct Sep FS1 Aug FS6	08 / 09
6 Autumn	10 Oct CPD group meeting (Li) 9.15 - 11 Link: People 5.30	11 Oct PR(Sa) 8.30-4	12 Oct Ext: Teams around the School meeting (TAS) (Teams) 10.00	13 Oct Ext: CASH (virtual)	14 Oct Sep FS2 Final Teacher and SS PMs Deadline HT PM	15 / 16
7 Autumn	17 Oct Moderation meetings with Heads and appraisals	18 Oct Moderation meetings with Heads and appraisals	19 Oct JCNC(Li) 1-2	20 Oct TSC (Teams) Remuneration/People Comm 5.30	21 Oct Sep FS3 Ext: CAPH	22 / 23
HT	24 Oct	25 Oct	26 Oct	27 Oct	28 Oct	29 / 30
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
9 Autumn	31 Oct Admission/Learning Comm 6.00	01 Nov	02 Nov Resources Comm 5.30	03 Nov	04 Nov Sep FS4 Oct FS1 TSLT(Li) 8.30-4	05 / 06
10 Autumn	07 Nov Link: Learning 5.30	08 Nov	09 Nov Deputies meeting (Lo) 9 – 3 Link: Resources 5.30	10 Nov Science Concept Review	11 Nov Oct FS2 Sep FS5 Science Concept Review	12 / 13
11 Autumn	14 Nov CPD group meeting (Li) 9.15 - 11	15 Nov	16 Nov	17 Nov Ext: CASH	18 Nov Oct FS3 Sep FS6 Ext: CASH	19 / 20
12 Autumn	21 Nov LGC: Do 4.45	22 Nov Ext: CACE 8.30 Ext: CEP 12.00 LGC: Li 6.00	23 Nov TSC (Teams)	24 Nov LGC: Tre 2.30 Governor Day	25 Nov *INSET (All)* Oct FS4 *Joint MAT INSET Day (Curriculum)*	26 / 27
13 Autumn	28 Nov LGC: Lo 4.00	29 Nov LGC: Sa 5.00	30 Nov PR(Lo) 8.30-4	01 Dec LGC: La 3.30	02 Dec Nov FS1 Oct FS5	03 / 04
14 Autumn	05 Dec Ext: TAS meeting 10.00	06 Dec	07 Dec Audit Committee 4.30 Trust Board 1 5.30	08 Dec EIWG (Teams) 2.00	09 Dec Nov FS2 Oct FS6	10 / 11
15 Autumn	12 Dec	13 Dec Ext: CASH (virtual) AGM (Annual General Meeting) 5.30	14 Dec	15 Dec	16 Dec Nov FS3 **Int Finance Audit 1**	17 / 18
HT	19 Dec 26 Dec	20 Dec 27 Dec	21 Dec 28 Dec	22 Dec 29 Dec	23 Dec 30 Dec	24&31 25&01

Trust Governance and Leadership Calendar   Spring TERM 2022-23

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
18 Spring	02 Jan	03 Jan *Inset Li*	04 Jan	05 Jan	06 Jan Nov FS4 Dec FS1	07 08
19 Spring	09 Jan Link: TGLT 5.30	10 Jan	11 Jan Student Leadership meeting (Co-ords) (Li) 9.30 - 11.30	12 Jan TSLT(Lo) 8.30-4	13 Jan Dec FS2 Nov FS5 CPD group meeting (Li) 9.15 – 11	14 15
20 Spring	16 Jan Link: People 5.30	17 Jan	18 Jan	19 Jan	20 Jan Dec FS3 Nov FS6	21 22
21 Spring	23 Jan	24 Jan Safeguarding PR(Tre) Ext: CACE 8.30 Ext: CEP 12.00 LGC: Li 6.00	25 Jan ECF Team meeting with ECTs (Sa) 3.30pm LGC: Do 4.45	26 Jan TSC (Teams) LGC: Tre 5.30	27 Jan Dec FS4	28 29
22 Spring	30 Jan LGC: Lo 4.00	31 Jan EIWG (Teams) 2.00 LGC: Sa 5.00	01 Feb PR(La) 8.30-4	02 Feb LGC: La 3.30	03 Feb Jan FS1 Dec FS5 JCNC(Li) 1-2	04 05
23 Spring	06 Feb Ext: TAS meeting (Teams) 10.00	07 Feb	08 Feb Learning Comm 6.00	09 Feb	10 Feb Jan FS2 Dec FS6	11 12
HT	13 Feb	14 Feb	15 Feb	16 Feb	17 Feb	18 & 19

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
25 Spring	20 Feb *INSET (All)* **SMART DAY**	21 Feb	22 Feb Remuneration/People Comm 5.30	23 Feb	24 Feb Jan FS3	25 26
26 Spring	27 Feb Link: Learning 5.30	28 Feb Art Concept Review	01 Mar Art Concept Review Link: Resources 5.30	02 Mar	03 Mar Jan FS4 Feb FS1	04 05
27 Spring	06 Mar LGC: Do 4.45	07 Mar CPD group meeting (Li) 9.15-11 LGC: Lisk 6.00	08 Mar TSLT(Sa) 8.30-4	09 Mar	10 Mar Feb FS2 Jan FS5 LGC: Tre 2.30 Governor Day	11 12
28 Spring	13 Mar LGC: Lo 4.00	14 Mar Ext: CACE 8.30 Ext: CEP 12.00 LGC: Sa 5.00	15 Mar Deputies meeting (Li) 9 - 3	16 Mar LGC: La 3.30	17 Mar Feb FS3 Jan FS6 Ext: CAPH	18 19
29 Spring	20 Mar	21 Mar Ext: TAS meeting (Teams) 10.00	22 Mar EIWG (Teams) 2.00 Audit & Resources Comm 5.30	23 Mar PR(Tr) 8.30-4	24 Mar Feb FS4	25 26
30 Spring	27 Mar Members informal meeting TBC	28 Mar TSC (Conference)	29 Mar Trust Board 2 5.30	30 Mar	31 Mar Feb FS5 **Int Finance Audit 2** PM reviews to Head (Teachers and SS)	01 02
HT	03 Apr	04 Apr	05 Apr	06 Apr	07 Apr	08 & 09
HT	10 Apr	11 Apr	12 Apr	34 Apr	14 Apr	15 & 16

SMART Calendar 2022/23 Final 3

Trust Governance and Leadership Calendar — Summer TERM 2022-23

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
33 Summer	17 Apr	18 Apr STAR Project Reviews Deadline	19 Apr Link: TGLT 5.30	20 Apr	21 Apr Mar FS1 & FS2 Feb FS6	22 / 23
34 Summer	24 Apr Link: People 5.30	25 Apr Student Leadership meeting (Co-ords) (Li) 9.30 - 11.30	26 Apr CPD group meeting (Li) 9.15 - 11 / Trust Strategic Plan Review (SLTF) (Lo) 4:30	27 Apr	28 Apr Mar FS3 Safeguarding PR(La)	29 / 30
35 Summer	01 May	02 May	03 May TSLT(Li) 8.30-4	04 May	05 May Apr FS1 Mar FS4	06 / 07
36 Summer	08 May (SATs week) LGC: Do 4.45	09 May Ext: CACE 8.30 Ext: CEP 12.00 LGC: Li 6.00	10 May ECF Team meeting with ECTs (Lo) 3.30pm	11 May EIWG (Teams) 2.00 LGC: Tre 5.30	12 May Apr FS2 Mar FS5	13 / 14
37 Summer	15 May LGC: Lo 4.00	16 May LGC: Sa 5.00	17 May LGC: La 3.30	18 May PR(Do) 8.30-4	19 May Apr FS3 Mar FS6 TSC (Conference)	20 / 21
38 Summer	22 May	23 May Ext: TAS meeting (Teams) 10.00 JCNC (Li) 1-2	24 May	25 May	26 May Apr FS4	27 / 28
HT	29 May	30 May	31 May	01 Jun	02 Jun	03 & 04

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
40 Summer	05 Jun *Joint Primary INSET Day*	06 Jun DSL/DDSL meeting (Teams) 3.30 Learning Comm 6.00	07 Jun Audit & Resources Comm 5.30	08 Jun	09 Jun May FS1 Apr FS5	10 / 11
41 Summer	12 Jun Link: Learning 5.30	13 Jun TSLT(Lo) 8.30-4	14 Jun Link: Resources 5.30	15 Jun Deputies meeting (Sa) 9 – 3	16 Jun May FS2 Apr FS6 Ext: CAPH	17 / 18
42 Summer	19 Jun Equality Impact Comm 5.30	20 Jun Ext: CACE 8.30 Ext: CEP 12.00	21 Jun Subject Middle Leader afternoon (Sa)	22 Jun Subject Middle Leader afternoon (Lo)	23 Jun *Inset Lo* May FS3	24 / 25
43 Summer	26 Jun Pastoral Middle Leader afternoon (Li) LGC: Do 4.45	27 Jun CPD group meeting (Li) 9.15 – 11 Subject Middle Leader afternoon (Li) LGC: Li 6.00	28 Jun Computing Concept Review	29 Jun Computing Concept Review	30 Jun *Inset Sa* May FS4 LGC: Tre 2.30 Governor Day	01 / 02
44 Summer	03 Jul LGC: Lo 4.00	04 Jul EIWG (Teams) 2.00 LGC: Sa 5.00	05 Jul PR(Li) 8.30-4	06 Jul LGC: La 3.30	07 Jul Jun FS1 May FS5	08 / 09
45 Summer	10 Jul	11 Jul	12 Jul Resources Comm (budgets) 5.30	13 Jul Ext: TAS meeting (Teams) 10.00	14 Jul Jun FS2 & FS3 May FS6 TSC (Conference)	15 / 16
46 Summer	17 Jul Members meeting 5.30	18 Jul	19 Jul Trust Board 3 5.30	20 Jul	21 Jul *Li & Sa term ends* Jun FS4 **Int Finance Audit 3**	22 / 23
47 Summer	24 Jul *Inset Do, La, Lo, Tr.* *Li & Sa (notional)*	25 Jul *Inset Do, La, Lo, Tr.* *Li & Sa (notional)*	26 Jul	27 Jul	28 Jul	29 / 30