

# SMART Leadership Calendar 2018-19

## Key to school events (*in italics*)

- **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 – where possible, the purpose of each meeting is highlighted in purple.

- **MSLT** = MAT Senior Leadership Team, and **PR** = School Peer Reviews run half termly all day
- **TB** = Trust Board meetings and Trust Board committees
- **MSC** = Student Trust Board, run half termly involving students from all schools all day
- **SMART Day (25<sup>th</sup> Feb)** = Annual joint in service day in which all staff come together
- **SLTF** = Senior Leadership Teams Forum – **Mid** = Middle leader subject groups
- **Mem** = Members meetings
- **SG** = Link meeting meet termly. These are chaired by each director. HR=Human Resources, Learn=Learning, H&S = Premises and Health and Safety =, etc.

## 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

- LGC1 at the start of the autumn term will be focussed on results and any updates to SDP required. Who monitors which sections of the SDP and when will be the reviews.
- LGC2 at the end of the autumn term is a FULL LGC – see below. Appraisal must be signed off.
- LGC3 in Jan/Feb is for schools to decide on function or sub committees – no requirements
- LGC4 at the end of the spring term is a FULL LGC – see below. Capital bids to be signed off.
- LGC 5 in late May is for schools to decide on the function
- LGC6 at the end of the year will be a FULL LGC – see below. Budgets must be signed off.

## 'Full' LGCs

- Heads report at each Full LGC will contain
  - RAG rated School Development Plan. School improvement sections and business improvement sections.
  - A report from community governors on articles that have been published since the last full LGC.
  - The most up to date compliance report updated on the previous month.
  - The latest available student outcomes data.

# MAT Governance and Leadership Calendar

# Autumn TERM 2018-19

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
<b>1</b> Autumn Term 1A	03 Sep <i>Staff in Li</i>	04 Sep <i>INSET Do, La, Li, Lo, Sa, Tre</i> <b>Announcing Bid for ML</b>	05 Sep <i>INSET La, Sa</i>	06 Sep	07 Sep Jul FS1,2,3 Aug FS1	8 9
	10 Sep	11 Sep <i>LGC (Li) 3:00</i>	12 Sep <b>MSLT(Sa) 8:30-4</b>	13 Sep <b>Link:Learn (Li) 5:30</b>	14 Sep July FS4 Aug 2&3 Headteacher PMs	15 16
<b>3</b> Autumn Term 3A	17 Sep <i>SC (Li, Lo)</i>	18 Sep <i>SC(La), LGC (Li) 6:00</i>	19 Sep <i>SC (Do)</i>	20 Sep <i>SC (Sa) LGC (Do) 4:00</i>	21 Sep <b>Single page Audit</b> Jul FS5 Aug FS4	22 23
	24 Sep <i>LGC (Lo) 4:30</i>	25 Sep <i>SC (Tr) LGC (Sa) 5:30</i>	26 Sep <i>CASH English</i>	27 Sep <i>LGC (Tr) 5:45</i>	28 Sep Teacher PMs to Head Jul FS6 Aug FS5	29 30
<b>5</b> Autumn Term 5A	01 Oct <b>Link:HR (Li) 5:30</b>	02 Oct Admissions (Li) 5:30 <i>CASH Maths</i>	03 Oct <b>Governor Induction briefing (Li) 5.00</b>	04 Oct	05 Oct Sep FS1 Aug FS6	06 07
	08 Oct	09 Oct <b>Mid- Eng (Lo)</b> <i>LGC (La) all day</i>	10 Oct	11 Oct <b>PR (La) 8:30-4</b>	12 Oct Final Teacher PMs Sep FS2 Deadline HT PM	13 14
<b>7</b> Autumn Term 7A	15 Oct	16 Oct TB1 (Li) 5:00 <i>LGC (Li) 6:00</i>	17 Oct <b>Link:Comm (Li) 5:30</b>	18 Oct SMART Day Speaker nominate <b>MSC (La)</b>	19 Oct <i>INSET Do, Lo, Tre</i> Sep FS3 Remuneration papers to TB	20 21
	<b>HT</b>	22 Oct	23 Oct	24 Oct	25 Oct	26 Oct
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
<b>9</b> Autumn Term 1B	29 Oct Remuneration (Li) 5:30	30 Oct <b>Link:Chairs (Li) 5:30</b>	31 Oct	01 Nov <b>Governor Induction training (Li) 5.00</b>	02 Nov Sep FS4	03 04
	05 Nov <i>SC(Lo)</i> SMART Day Request Blurbs	06 Nov <i>SC (Do)</i> <b>MSLT(Lo) 8:30-4</b>	07 Nov <i>SC (Tr)</i> <b>Mid- Maths (Lo)</b>	08 Nov <i>SC (La)</i> <b>Link:Safegd (Li) 5:30</b>	09 Nov <i>SC (Li)</i> Oct FS1 Sep FS5	10 11
<b>11</b> Autumn Term 3B	12 Nov <i>SC (Sa)</i>	13 Nov	14 Nov	15 Nov <b>Link:Finance (Li) 5:30</b> <b>Finance Committee 6:30 (Li)</b>	16 Nov <i>INSET Li</i> Oct FS2 Sep FS6 Support Staff (SS) PMs to Head	17 18
	19 Nov <i>LGC (Li) 6:00</i>	20 Nov <b>Link:H&amp;S (Li) 5:00</b>	21 Nov <b>PR (Sa) 8:30-4</b>	22 Nov	23 Nov Oct FS3	24 25
<b>13</b> Autumn Term 5B	26 Nov SMART Day Deadline blurbs	27 Nov	28 Nov Audit and TB2 (Li) 5:30	29 Nov <b>Link:SEN (Li) 5:30</b>	30 Nov Oct FS4 SS Final PMs	01 02
	03 Dec <i>LGC (Lo) 4:30</i>	04 Dec <b>MSC (Li)</b> <i>LGC (Li) 6:00</i>	05 Dec Members meeting (Li) 5:30 <b>(TB2 add. meeting)</b>	06 Dec <i>LGC (Tr) 5:45</i>	07 Dec Nov FS1 Oct FS5	08 09
<b>15</b> Autumn Term 7B	10 Dec <i>LGC (Sa) 5:30</i>	11 Dec <i>LGC (La) 3:30</i>	12 Dec	13 Dec <i>LGC (Do) 4:00</i>	14 Dec Nov FS2 Oct FS6 <b>Int Finance Audit 1</b>	15 16
	17 Dec SMART Day book to presenters for final check	18 Dec SS Remuneration PMs to TB	19 Dec	20 Dec <i>Leave day Li</i> Nov FS3 due	21 Dec	22 23
<b>HT</b>	24 Dec	25 Dec	26 Dec	27 Dec	28 Dec	29

# MAT Governance and Leadership Calendar

# Spring TERM 2018-19

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
<b>18</b> Spring Term 1A	31 Dec	01 Jan	02 Jan	03 Jan	04 Jan <i>Staff in Li</i>	05 06
<b>19</b> Spring Term 2B	07 Jan <i>INSET Do, La, Sa, Tre</i>	08 Jan <i>SC (Li)</i> Link:Learn (Li) 5:30	09 Jan <i>SC (La, Lo)</i>	10 Jan <i>SC (Sa, Tr)</i> SMART Day book and choices form	11 Jan <i>SC (Do)</i> Nov FS4 Dec FS1	12 13
<b>20</b> Spring Term 3A	14 Jan	15 Jan <i>LGC (Li) 6:00</i> Mid- Eng (Sa)	16 Jan	17 Jan MSLT(Li) 8:30-4	18 Jan Dec FS2 Nov FS5	19 20
<b>21</b> Spring Term 4B	21 Jan Link:Safegd (Li) 5:30	22 Jan Link:HR (Li) 5:30	23 Jan Mid- Maths (Sa)	24 Jan Governor Induction training (Li) 5.00	25 Jan Dec FS3 Nov FS6 SMART Day choices deadline	26 27
<b>22</b> Spring Term 5A	28 Jan <i>LGC (Lo) 4:30</i>	29 Jan <i>LGC (Sa) 5:30</i>	30 Jan <i>LGC (La) all day</i>	31 Jan <i>LGC (Do) 4:00</i>	01 Feb <b>MSC (Tr)</b> Dec FS4	02 03
<b>23</b> Spring Term 6B	04 Feb	05 Feb <i>LGC (Li) 6:00</i>	06 Feb PR (Li) 8:30-4	07 Feb <i>LGC (Tr) 6:30</i>	08 Feb Jan FS1 Dec FS5	09 10
<b>24</b> Spring Term 7A	11 Feb	12 Feb Link:SEN (Li) 5:30 <i>CASH Maths</i>	13 Feb	14 Feb People Committee (Li) 5:30	15 Feb Jan FS2 Dec FS6	16 17
<b>HT</b>	18 Feb	19 Feb	20 Feb	21 Feb	22 Feb	23
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
<b>26</b> Spring Term 1A	25 Feb SMART Day for all schools Liskeard Chairs (Li) 3:30	26 Feb <i>SC (Do)</i>	27 Feb <i>SC (Sa, Lo)</i> Link:Finance(Li)5:30 Resources Committee 6:30 (Li)	28 Feb <i>SC (Li, La)</i> Learning Committee (Li) 5:30	01 Mar <i>SC (Tr)</i> Jan FS3 due	02 03
<b>27</b> Spring Term 2B	04 Mar <i>CASH English</i>	05 Mar TB (Li) 5:30	06 Mar	07 Mar MSLT(Sa) 8:30-4	8 Mar Feb FS1 Jan FS4	09 10
<b>28</b> Spring Term 3A	11 Mar	12 Mar <i>LGC (Li) 6:00</i>	13 Mar Link:Comm (Li) 5:30	14 Mar	15 Mar Feb FS2 Jan FS5	16 17
<b>29</b> Spring Term 4B	18 Mar	19 Mar Link:H&S (Li) 5:30	20 Mar Link:Safegd (Li) 5:30	21 Mar PR (Do) 8:30-4	22 Mar Feb FS3 Jan FS6 PM reviews to Head (Teachers)	23 24
<b>30</b> Spring Term 5A	25 Mar <i>LGC (Sa) 5:30</i>	26 Mar <i>LGC (Li) all day</i>	27 Mar	28 Mar <b>MSC (Lo)</b> <i>LGC (Lo) 4:30</i>	29 Mar Feb FS4 <b>Int Finance Audit 2</b>	30 31
<b>31</b> Spring Term 6B	01 Apr <i>LGC (Do) 4:00</i>	02 Apr <i>LGC (La) 3:30</i>	03 Apr <i>LGC (Tr) 6:30</i>	04 Apr	05 Apr Mar FS1 Feb FS5	06 07
<b>HT</b>	08 Apr	09 Apr	10 Apr	11 Apr	12 Apr	13
<b>HT</b>	15 Apr	16 Apr	17 Apr	18 Apr	19 Apr	20

# MAT Governance and Leadership Calendar

# Summer TERM 2018-19

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
<b>34</b> Summer Term 1A	22 Apr	23 Apr <i>INSET Do, Sa, Tre</i>	24 Apr	25 Apr	26 Apr Mar FS2 Feb FS6	27 28
<b>35</b> Summer Term 2B	29 April Updated MSP Draft 1 circulated	30 Apr <i>SC (Li, La)</i> Link:Learn (Li) 5:30	01 May <i>SC (Tr)</i>	02 May <i>SC (Sa, Do)</i> Governor Induction training (Li) 5.00	03 May Mar FS3 <i>SC(Lo)</i>	04 05
<b>36</b> Summer Term 3A	6 May	07 May STAR Project Reviews Deadline Link:HR (Li) 5:30	08 May	09 May MSLT(Li) 8:30-4	10 May Apr FS1 Mar FS4 SS PM Reviews to Head	11 12
<b>37</b> Summer Term 4B	13 May Admissions & Audit (Li) 5:30	14 May LGC (Lo) 4:30	15 May LGC (Sa) 5:30	16 May LGC (Tr) 6:30	17 May Apr FS2 Mar FS5	18 19
<b>38</b> Summer Term 5A	20 May LGC (La) 3:30	21 May LGC (Li) 6:00	22 May PR (Lo) 8:30-4	23 May LGC (Do) 4:00	24 May MSC (Sa) Apr FS3 Mar FS6	25 26
HT	27 May	28 May	29 May	30 May	31 May	01
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
<b>40</b> Summer Term 1B	03 Jun <i>INSET day Do, La, Tre</i>	04 Jun Link:Finance (Li)5:30 Resources Committee 6:30 (Li)	05 Jun	06 Jun Learning Committee (Li) 5:30	07 Jun Apr FS4 May FS1	08 09
<b>41</b> Summer Term 2A	10 Jun	11 Jun MAT strategic plan review SLTF (Sa) 4:30	12 Jun Members meeting (Li) 5:30	13 Jun Link:SEN (Li) 5:30	14 Jun Apr FS5 May FS2	15 16
<b>42</b> Summer Term 3B	17 Jun <i>SC (Li)</i> People Committee (Li) 5:30	18 Jun <i>SC(Lo)</i> LGC (Li) 6:00	19 Jun	20 Jun <i>SC (Tr, Do)</i>	21 Jun <i>SC (La,Sa)</i> May FS3 Apr FS6	22 23
<b>43</b> Summer Term 4A	24 Jun <i>INSET Lo</i> Current SDPs and new Pocket Guides Circulated	25 Jun Link:Chairs (Li) 4:00 LGC (Li) 6:00	26 Jun MSLT(Lo) 8:30-4	27 Jun	28 Jun May FS4	29 30
<b>44</b> Summer Term 5B	01 Jul Middle Leaders Day (Li)	02 Jul Link:Comm (Li) 5:30	03 Jul	04 Jul Link:Safegd (Li) 5:30	05 Jul MSC (Do) Jun FS1	06 07
<b>45</b> Summer Term 6A	08 Jul LGC (Lo) 4:30	09 Jul LGC (Li) 6:00	10 Jul PR (Tr) 8:30-4	11 Jul LGC (Sa) 5:30	12 Jul Jun FS2	13 14
<b>46</b> Summer Term 7B	15 Jul	16 Jul LGC (Do) 4:00	17 Jul Mid-Subject bid 1 LGC (Tr) 6:30	18 Jul LGC (La) all day	19 Jul Jun FS3 Int Finance Audit 3	20 21
<b>47</b> Summer Term 8A	22 Jul TB (Li) 5:30	23 Jul Link:H&S (Li) 5:30	24 Jul <i>INSET Li (notional)</i> Mid-Subject bid2	25 Jul <i>INSET Lo, Leave day Li</i> Jun FS4	26 Jul	27 28

<sup>i</sup> Middle leaders are invited to put together bids for cover time so that their teams can work cross-MAT this year