# SMART Leadership Calendar 2025-26

## 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
  (TGLG – 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 on Teams or all day
- **SMART Day (24th Feb)** = Annual joint in service day in which all staff come together
- **Curriculum Day (22nd Nov)** = Annual joint in service day for curriculum staff
- **Cross Trust meetings** = Cross Trust meetings e.g. JCNC - Joint Consultative and Negotiation Committee, Student Leadership Co-ords, Trust SEND group
- **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 Academy 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)
- Welcome= Welcome meeting for new staff with CEO
- Primary Assessment Week
- Development Day- Tre

## 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 2025-26

| Week | Monday | Tuesday | Wednesday | Thursday | Friday | S&S |
|---|---|---|---|---|---|---|
| **1** Autumn | 01 Sep INSET La, Tre, Dob, Sal, Lo, Li | 02 Sep | 03 Sep | 04 Sep Trust Attendance Leads 3.30-5pm | 05 Sep Jul FS1, 2, 3 & Aug FS1 | 06 / 07 |
| **2** Autumn | 08 Sep Trust Safeguarding Leads 3.30-5pm | 09 Sep Trust Progress Meeting 10.00-11.00 | 10 Sep | 11 Sep Student Leadership meeting (Co-ords) (v) 9.30 - 10.30 | 12 Sep Jul FS4 & Aug FS2, 3 | 13 / 14 |
| **3** Autumn | 15 Sep Link: TGLG 5.30 | 16 Sep Ext: CACE 8.30 Ext: CEP 12.00 | 17 Sep TSLT 8.30-4 | 18 Sep | 19 Sep Jul FS5 & Aug FS4 | 20 / 21 |
| **4** Autumn | 22 Sep Welcome Dob 12:15-12:45 Trust Board Risk Meeting 6.00 | 23 Sep Welcome La 12:00-12:30 | 24 Sep Trust SEND group meeting (Li) 1-3pm Welcome Li 1:30-2 | 25 Sep CPD group meeting (Li) 9.15 – 11 Welcome Lo 13:35-14:05 | 26 Sep Ext: CASH Conference Welcome Tre 12:15-12:45 Teacher and SS PMs to Head | 27 / 28 |
| **5** Autumn | 29 Sep Welcome Sal 1:30 - 2 LGC: Lo 4.00 | 30 Sep Safeguarding PR (Li) LGC: Li 5.30 | 01 Oct Deputies meeting (Li) 9 – 3 | 02 Oct LGC: Tre 5.30 | 03 Oct Sep FS1 Tre- Development Day | 04 / 05 |
| **6** Autumn | 06 Oct JCNC(Li) 1-2 TSC (Teams) 4:30pm | 07 Oct ML Course (Lo) 9-3.30 LGC: Sa 5.00 | 08 Oct LGC: Do 4. 45 | 09 Oct PR (Lo) 8.30-4 LGC: La 3.45 | 10 Oct Sep FS2, 3 Final Teacher & SS PMs Deadline HT PM | 11 / 12 |
| **7** Autumn | 13 Oct Moderation meetings with Heads & appraisals Primary Assessment Week ⇒ | 14 Oct Moderation meetings with Heads & appraisals Trust Raising Standards Leads 3.30 5pm | 15 Oct Remuneration/People Comm 6.00 | 16 Oct | 17 Oct Sep FS4 | 18 / 19 |
| **HT** | 20 Oct | 21 Oct | 22 Oct | 23 Oct | 24 Oct | 25 26 |
| **HT** | 27 Oct | 28 Oct | 29 Oct | 30 Oct | 31 Oct | 01 02 |

| Week | Monday | Tuesday | Wednesday | Thursday | Friday | S&S |
|---|---|---|---|---|---|---|
| **10** Autumn | 03 Nov Admission/Learning Comm 6.00 | 04 Nov Resources Comm 6.00 | 05 Nov | 06 Nov | 07 Nov Sep FS5 & Oct FS1 | 08 / 09 |
| **11** Autumn | 10 Nov Trust Safeguarding Leads 3.30-5pm | 11 Nov Ext: CACE 8.30 Ext: CEP 12.00 | 12 Nov Concept Review 1 | 13 Nov TSLT 8.30-3.30 | 14 Nov Oct FS2, 3 | 15 / 16 |
| **12** Autumn | 17 Nov Equality Impact Comm 5.30 | 18 Nov CPD group meeting (Li) 9.15 - 11 | 19 Nov Trust SEND group meeting (Lo) 1.00 – 3.00pm | 20 Nov | 21 Nov INSET (All) Oct FS4 Joint MAT INSET Day (Curriculum) at Saltash | 22 / 23 |
| **13** Autumn | 24 Nov LGC: Lo 4.00 | 25 Nov LGC: Li 5.30 | 26 Nov TSC (Teams) 4:30pm | 27 Nov Safeguarding PR (Lo) LGC: Tre 2.00 | 28 Nov Oct FS5 | 29 / 30 |
| **14** Autumn | 01 Dec Ext: TAS meeting 10.00 LGC: Do 4.45 | 02 Dec PR (Sa) 8.30-4 LGC: Sa 5.00 | 03 Dec Trust Raising Standards Leads 3.30-5pm | 04 Dec LGC: La 3.45 | 05 Dec Nov FS1 | 06 / 07 |
| **15** Autumn | 08 Dec | 09 Dec | 10 Dec Audit Committee 4.45 Trust Board 1 6.00 | 11 Dec | 12 Dec Nov FS2, 3 | 13 / 14 |
| **16** Autumn | 15 Dec | 16 Dec AGM (Annual General Meeting) 5.30 | 17 Dec | 18 Dec | 19 Dec Nov FS4 Int Finance Audit 1 | 20 / 21 |
| **HT** | 22 Dec | 23 Dec | 24 Dec | 25 Dec | 26 Dec | 27 28 |
| **HT** | 29 Dec | 30 Dec | 31 Dec | 01 Jan | 02 Jan | 03 04 |

SMART Calendar 2025-2026

# Trust Governance and Leadership Calendar    Spring TERM 2025-26

| Week | Monday | Tuesday | Wednesday | Thursday | Friday | S&S |
|------|--------|---------|-----------|----------|--------|-----|
| **19** Spring | 05 Jan INSET Lo | 06 Jan | 07 Jan | 08 Jan Trust Attendance Leads 3.30-5pm | 09 Jan Nov FS5 & Dec FS1 | 10 11 |
| **20** Spring | 12 Jan Trust Safeguarding Leads 3.30-5pm | 13 Jan Ext: CACE 8.30 Ext: CEP 12.00 | 14 Jan Trust SEND group meeting (Do) 1.00 – 3.00pm | 15 Jan TSLT 8.30-4 | 16 Jan Dec FS2, 3 CPD group meeting (Li) 9.15 - 11 | 17 18 |
| **21** Spring | 19 Jan Link: TGLG 5.30 Welcome Lo 13:35-14:05 | 20 Jan Welcome Dob 12:15-12:45 Tre- Development Day | 21 Jan ML Course (Lo) 9-3.30 | 22 Jan Student Leadership meeting (Co-ords) (v) 9.30 - 10.30 Welcome Li 13:30-14:00 | 23 Jan Dec FS4 Welcome Sal 13:30-14:00 | 24 25 |
| **22** Spring | 26 Jan Welcome Tre 12:15-12:45 LGC: Do 4.45 | 27 Jan Welcome La 12:00-12:30 LGC: Li 5.30 | 28 Jan Concept Review 2 | 29 Jan Safeguarding PR (Sa) LGC: La 3.45 | 30 Jan Dec FS5 | 31 01 |
| **23** Spring | 02 Feb TSC (Teams) 10-11 LGC: Lo 4.00 | 03 Feb LGC: Sa 5.00 | 04 Feb JCNC(Li) 1-2 Trust Raising Standards Leads 3.30-5pm | 05 Feb PR (Tr) 8.30-4 LGC: Tre 5.30 | 06 Feb Jan FS1 | 07 08 |
| **24** Spring | 09 Feb Learning Comm 6.00 Primary Assessment Week ⟹ | 10 Feb | 11 Feb | 12 Feb Deputies meeting (Sa) 9 – 3 | 13 Feb Jan FS2, 3 | 14 15 |
| **HT** | 16 Feb | 17 Feb | 18 Feb | 19 Feb | 20 Feb | 21 22 |

| Week | Monday | Tuesday | Wednesday | Thursday | Friday | S&S |
|------|--------|---------|-----------|----------|--------|-----|
| **26** Spring | 23 Feb Non- Pupil Day (All) SMART DAY at Liskeard | 24 Feb | 25 Feb Remuneration/People Comm 5.30 | 26 Feb Trust Raising Standards Leads 3.30-5pm | 27 Feb Jan FS4 | 28 01 |
| **27** Spring | 02 Mar Trust Safeguarding Leads 3.30-5pm | 03 Mar | 04 Mar Concept Review 3 | 05 Mar | 06 Mar Jan FS5 & Feb FS1 Annual SMART Student Survey Starts | 07 08 |
| **28** Spring | 09 Mar LGC: Lo 4.00 | 10 Mar Ext: CACE 8.30 Ext: CEP 12.00 LGC: Li 5.30 | 11 Mar Trust SEND group meeting (Li) 1.00 – 3.00pm | 12 Mar CPD group meeting (Li) 9.15 – 11 LGC: Tre 2.00 | 13 Mar Feb FS2, 3 | 14 15 |
| **29** Spring | 16 Mar LGC: Do 4.45 | 17 Mar Safeguarding PR (La) LGC: Sa 5.00 | 18 Mar | 19 Mar LGC: La 3.45 | 20 Mar Feb FS4 TSLT 8.30-4 | 21 22 |
| **30** Spring | 23 Mar | 24 Mar Audit & Resources Comm 6.00 | 25 Mar Ext: TAS (Teams) 10.00 | 26 Mar PR (Do) 8.30-4 Members informal meeting TBC | 27 Mar Feb FS5 Annual SMART Student Survey Deadline | 28 29 |
| **31** Spring | 30 Mar Trust Board 2 6.00 | 31 Mar TSC Conference (Teams) 10-11 | 01 Apr | 02 Apr Mar FS1 Int Finance Audit 2 PM reviews to Head (Teachers and SS) | 03 Apr | 04 05 |
| **HT** | 06 Apr | 07 Apr | 08 Apr | 09 Apr | 10 Apr | 11 12 |
| **HT** | 13 Apr | 14 Apr | 15 Apr | 16 Apr | 17 Apr | 18 19 |

SMART Calendar 2025-2026

# Trust Governance and Leadership Calendar — Summer TERM 2025-26

| Week | Monday | Tuesday | Wednesday | Thursday | Friday | S&S |
|---|---|---|---|---|---|---|
| **34** Summer | 20 Apr | 21 Apr | 22 Apr Link: TGLG 5.30 | 23 Apr Student Leadership meeting (Co-ords) (v) 9.30 - 10.30 Trust Attendance Leads 3.30-5pm | 24 Apr Mar FS2 & Mar FS3 | 25 26 |
| **35** Summer | 27 Apr Trust Safeguarding Leads 3.30-5pm | 28 Apr | 29 Apr Trust Strategic Plan Review (SLTF) (Lo) 4:30 | 30 Apr Safeguarding PR (Tr) | 01 May *INSET Day Sal* Mar FS4 TSLT 8.30-4 | 02 03 |
| **36** Summer | 04 May | 05 May Concept Review 4 Ext: CACE 8.30 Ext: CEP 12.00 | 06 May Trust SEND group meeting (Lo) 1.00 3.00pm | 07 May Tre- Development Day Welcome Sal 1:30- 2 | 08 May Mar FS5 & Apr FS1 | 09 10 |
| **37** Summer | 11 May *SATS week* Welcome La 12:00-12:30 | 12 May Welcome Tre 12:15-12:45 LGC: Li 5.30 | 13 May CPD group meeting (Li) 9.15 - 11 Welcome Dob 12:15-12:45 LGC: Do 4.45 | 14 May JCNC (Li) 1-2 LGC: La 3.45 | 15 May Apr FS2, 3 Deputies meeting (Lo) 9 – 3 | 16 17 |
| **38** Summer | 18 May LGC: Lo 4.00 Welcome Li 13:30-14:00 | 19 May LGC: Sa 5.00 Welcome Lo 13:35-14:05 | 20 May PR (La) 8.30-4 | 21 May TSC Conference 10-1pm LGC: Tre 2.00 | 22 May Apr FS4 | 23 24 |
| **HT** | 25 May | 26 May | 27 May | 28 May | 29 May | 30 31 |

| Week | Monday | Tuesday | Wednesday | Thursday | Friday | S&S |
|---|---|---|---|---|---|---|
| **40** Summer | 01 Jun *Joint Primary INSET Day* | 02 Jun Audit & Resources Comm 6.00 | 03 Jun Learning Comm 6.00 | 04 Jun | 05 Jun Apr FS5 & May FS1 | 06 07 |
| **41** Summer | 08 Jun People Comm 5.30 Primary Assessment Week ⟹ | 09 Jun | 10 Jun | 11 Jun TSLT 8.30-4 | 12 Jun May FS2, 3 | 13 14 |
| **42** Summer | 15 Jun Trust Safeguarding Leads 3.30-5pm | 16 Jun | 17 Jun Subject Middle Leader afternoon (Sa) | 18 Jun Subject Middle Leader afternoon (Lo) | 19 Jun May FS4 | 20 21 |
| **43** Summer | 22 Jun Pastoral Middle Leader afternoon (Sa) LGC: Do 4.45 | 23 Jun Subject Middle Leader afternoon (Li) LGC: Li 5.30 | 24 Jun Concept Review 5 | 25 Jun CPD group meeting (Li) 9.15 - 11 LGC: La 3.45 | 26 Jun May FS5 | 27 28 |
| **44** Summer | 29 Jun LGC: Lo 4.00 | 30 Jun Ext: CACE 8.30 Ext: CEP 12.00 LGC: Sa 5.00 | 01 Jul Trust SEND group meeting (Sa) 1.00 – 3.00pm | 02 Jul PR (Li) 8.30-4 LGC: Tre 5.30 | 03 Jul Jun FS1 Safeguarding PR (Do) Annual SMART Staff Survey Starts | 04 05 |
| **45** Summer | 06 Jul | 07 Jul Trust Raising Standards Leads 3.30 5pm | 08 Jul Ext: TAS (Live) 10.00 Resources Comm (Budgets) 6.00 | 09 Jul ML Course (Li) 9-3.30 | 10 Jul Jun FS2, 3 | 11 12 |
| **46** Summer | 13 Jul Members meeting 5.30 | 14 Jul TSC Leadership Awards 10-1pm | 15 Jul Trust Board 3 6.00 | 16 Jul | 17 Jul Jun FS4 **Int Finance Audit 3** Annual SMART Staff Survey Deadline | 18 19 |
| **47** Summer | 20 Jul | 21 Jul | 22 Jul | 23 Jul | 24 Jul Jun FS5 | 25 26 |
| **48** Summer | 27 Jul *INSET Day La, Tre, Dob, Sal, Lo, Li* | 28 Jul *INSET Day La, Tre, Dob, Sal, Lo, Li* | 29 Jul | 30 Jul | 31 Jul | |

SMART Calendar 2025-2026

# Trust Governance and Leadership Calendar           Summer TERM 2025-26