

SMART Leadership Calendar 2024-25

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)

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 2024-25

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
1 Autumn	02 Sep	03 Sep INSET Do, La, Li, Lo, Sa, Tr	04 Sep	05 Sep Trust Attendance Leads 3.30-5pm	06 Sep Jul FS1, 2, 3 Aug FS1	07 08
2 Autumn	09 Sep Trust Safeguarding Leads 3.30-5pm	10 Sep	11 Sep Student Leadership meeting (Co-ords) (v) 9.30 - 10.30	12 Sep	13 Sep Jul FS4 Aug FS2 & 3	14 15
3 Autumn	16 Sep Link: TGLG 5.30	17 Sep Ext: CACE 8.30 Ext: CEP 12.00	18 Sep TSLT 8.30-4	19 Sep	20 Sep Jul FS5 Aug FS4	21 22
4 Autumn	23 Sep	24 Sep	25 Sep Trust SEND group meeting (Li) 1.00 – 3.00pm	26 Sep CPD group meeting (Li) 9.15 – 11	27 Sep Jul FS6 Aug FS5 Ext: CASH Conference Teacher and SS PMs to Head	28 29
5 Autumn	30 Sep LGC: Lo 4.00	01 Oct Safeguarding PR (Li) LGC: Li 5.30	02 Oct	03 Oct LGC: La 3.45	04 Oct Sep FS1 Aug FS6	05 06
6 Autumn	07 Oct LGC: Do 4.45	08 Oct ML Course (Lo) 9-3.30 LGC: Sa 5.00	09 Oct	10 Oct PR (Lo) 8.30-4 LGC: Tre 5.30	11 Oct Sep FS2 Final Teacher and SS PMs Deadline HT PM	12 13
7 Autumn	14 Oct Moderation meetings with Heads and appraisals Link: Primary 5.30	15 Oct Moderation meetings with Heads and appraisals Trust Raising Standards Leads 3.30-5pm	16 Oct Remuneration/People Comm 5.30	17 Oct Deputies meeting (Li) 9 – 3	18 Oct Sep FS3	19 20
8 Autumn	21 Oct	22 Oct TSC (Teams) 4.30pm	23 Oct JCNC(Li) 1-2	24 Oct	25 Oct Sep FS4	26 27
HT	28 Oct	29 Oct	30 Oct	31 Oct	1 Nov	02 03
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
10 Autumn	4 Nov INSET Do, Tr Admission/Learning Comm 6.00	5 Nov Resources Comm 6.00	06 Nov	07 Nov	08 Nov Sep FS5 Oct FS1	09 10
11 Autumn	11 Nov Trust Safeguarding Leads 3.30-5pm Link: Secondary 5.30	12 Nov	13 Nov Concept Review 1 (Maths)	14 Nov TSLT 8.30-3.30	15 Nov Sep FS6 Oct FS2	16 17
12 Autumn	18 Nov Equality Impact Comm 5.30	19 Nov CPD group meeting (Li) 9.15 - 11	20 Nov Trust SEND group meeting (Lo) 1.00 – 3.00pm	21 Nov	22 Nov INSET (All) Oct FS3 Joint MAT INSET Day (Curriculum) at Saltash	23 24
13 Autumn	25 Nov LGC: Do 4.45	26 Nov Ext: CACE 8.30 Ext: CEP 12.00 LGC: Li 5.30	27 Nov	28 Nov Safeguarding PR (Lo) LGC: Tre 2.00	29 Nov Oct FS4	30 01
14 Autumn	02 Dec Ext: TAS meeting 10.00 LGC: Lo 4.00	03 Dec PR (Sa) 8.30-4 LGC: Sa 5.00	04 Dec Trust Raising Standards Leads 3.30-5pm TSC (Teams) 4.30pm	05 Dec LGC: La 3.45	06 Dec Nov FS1 Oct FS5	07 08
15 Autumn	09 Dec	10 Dec	11 Dec Audit Committee 4.45 Trust Board 1 6.00	12 Dec	13 Dec Nov FS2 Oct FS6	14 15
16 Autumn	16 Dec	17 Dec AGM (Annual General Meeting) 5.30	18 Dec	19 Dec	20 Dec Nov FS3 Oct FS6 Int Finance Audit 1	21 22
HT	23 Dec	24 Dec	25 Dec	26 Dec	27 Dec	28 29
HT	30 Dec	31 Dec	01 Jan	02 Jan	03 Jan	04

Trust Governance and Leadership Calendar

Spring TERM 2024-25

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
19 Spring	06 Jan <i>INSET</i> La, Lo	07 Jan	08 Jan	09 Jan Trust Attendance Leads 3.30-5pm	10 Jan Nov FS4 Dec FS1	11 12
20 Spring	13 Jan Trust Safeguarding Leads 3.30-5pm	14 Jan Student Leadership meeting (Co-ords) (v) 9.30 - 10.30	15 Jan Trust SEND group meeting (Do) 1.00 – 3.00pm	16 Jan TSLT 8.30-4	17 Jan Dec FS2 Nov FS5 CPD group meeting (Li) 9.15 - 11	18 19
21 Spring	20 Jan Link: TGLG 5.30	21 Jan	22 Jan ML Course (Lo) 9-3.30 Link: Primary 5.30	23 Jan	24 Jan Dec FS3 Nov FS6	25 26
22 Spring	27 Jan	28 Jan Ext: CACE 8.30 Ext: CEP 12.00 LGC: Li 5.30	29 Jan Concept Review 2 (Geography) LGC: Do 4.45	30 Jan Safeguarding PR (Sa) LGC: La 3.45	31 Jan Dec FS4	01 02
23 Spring	03 Feb TSC (Teams) 10-11 LGC: Lo 4.00	04 Feb LGC: Sa 5.00	05 Feb JCNC(Li) 1-2 Trust Raising Standards Leads 3.30-5pm	06 Feb PR (Tr) 8.30-4 LGC: Tre 5.30	07 Feb Jan FS1 Dec FS5	08 09
24 Spring	10 Feb Learning Comm 6.00	11 Feb	12 Feb	13 Feb Deputies meeting (Sa) 9 – 3	14 Feb Jan FS2 Dec FS6	15 16
HT	17 Feb	18 Feb	19 Feb	20 Feb	21 Feb	22 23
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
26 Spring	24 Feb <i>INSET (All)</i> SMART DAY at Liskeard	25 Feb	26 Feb Remuneration/People Comm 5.30	27 Feb Trust Raising Standards Leads 3.30-5pm	28 Feb Jan FS3	01 02
27 Spring	03 Mar Trust Safeguarding Leads 3.30-5pm Link: Secondary 5.30	04 Mar	05 Mar Concept Review 3 (PE)	06 Mar	07 Mar Jan FS4 Feb FS1	08 09
28 Spring	10 Mar LGC: Do 4.45	11 Mar CPD group meeting (Li) 9.15 – 11 LGC: Li 5.30	12 Mar Trust SEND group meeting (Li) 1.00 – 3.00pm	13 Mar LGC: Tre 2.00	14 Mar Feb FS2 Jan FS5	15 16
29 Spring	17 Mar LGC: Lo 4.00	18 Mar Safeguarding PR (La) LGC: Sa 5.00	19 Mar	20 Mar LGC: La 3.45	21 Mar Feb FS3 Jan FS6 TSLT 8.30-4	22 23
30 Spring	24 Mar	25 Mar Ext: CACE 8.30 Ext: CEP 12.00 Audit & Resources Comm 6.00	26 Mar Ext: TAS (Teams) 10.00	27 Mar PR (Do) 8.30-4 Members informal meeting TBC	28 Mar Feb FS4	29 30
31 Spring	31 Mar Trust Board 2 6.00	01 Apr TSC Conference (Teams) 10-11	02 Apr	03 Apr Feb FS5 Int Finance Audit 2 PM reviews to Head (Teachers and SS)	04 Apr	05 06
HT	07 Apr	08 Apr	09 Apr	10 Apr	11 Apr	12 13
	14 Apr	15 Apr	16 Apr	17 Apr	18 Apr	19 20

Trust Governance and Leadership Calendar

Summer TERM 2024-25

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
34 Summer	21 Apr	22 Apr INSET La, Lo	23 Apr Link: TGLG 5.30	24 Apr Student Leadership meeting (Co-ords) (v) 9.30 - 10.30 Trust Attendance Leads 3.30-5pm	25 Apr Mar FS1 & 2 Feb FS6	26 27
	28 Apr Trust Safeguarding Leads 3.30-5pm Link: Primary 5.30	29 Apr	30 Apr Trust Strategic Plan Review (SLTF) (Lo) 4:30	01 May Safeguarding PR (Tr)	02 May Mar FS3 TSLT 8.30-4	03 04
36 Summer	05 May	06 May Concept Review 4 (Performing Arts)	07 May CPD group meeting (Li) 9.15 – 11 Trust SEND group meeting (Lo) 1.00 – 3.00pm	08 May TSC Conference 10-1pm	09 May Mar FS4 Apr FS1 Deputies meeting (Lo) 9 – 3	10 11
	12 May SATS week	13 May LGC: Li 5.30	14 May LGC: Do 4.45	15 May LGC: Tre 2.00	16 May Apr FS2 Mar FS5	17 18
38 Summer	19 May LGC: Lo 4.00	20 May Ext: CACE 8.30 Ext: CEP 12.00 LGC: Sa 5.00	21 May PR (La) 8.30-4	22 May JCNC(Li) 1-2 LGC: La 3.45	23 May Apr FS3 Mar FS6	24 25
	HT 26 May	27 May	28 May	29 May	30 May	31 01
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
40 Summer	02 Jun Joint Primary INSET Day	03 Jun Audit & Resources Comm 6.00	04 Jun Learning Comm 6.00	05 Jun	06 Jun May FS1 Apr FS5	07 08
	09 Jun Link: Secondary 5.30	10 Jun DSL/DDSL meeting (Teams) 3.30	11 Jun	12 Jun TSLT 8.30-4	13 Jun May FS2 Apr FS6	14 15
42 Summer	16 Jun Trust Safeguarding Leads 3.30-5pm People Comm 5.30	17 Jun	18 Jun Subject Middle Leader afternoon (Sa)	19 Jun Subject Middle Leader afternoon (Lo)	20 Jun May FS3	21 22
	23 Jun Pastoral Middle Leader afternoon (Sa) LGC: Do 4.45	24 Jun Subject Middle Leader afternoon (Li) LGC: Li 5.30	25 Jun Concept Review 5 (PHSE)	26 Jun CPD group meeting (Li) 9.15 - 11 LGC: La 3.45	27 Jun May FS4	28 29
44 Summer	30 Jun INSET Lo LGC: Lo 4.00	01 Jul TSC Leadership Awards 10-1pm LGC: Sa 5.00	02 Jul Trust SEND group meeting (Sa) 1.00 – 3.00pm	03 Jul PR (Li) 8.30-4 LGC: Tre 5.30	04 Jul Jun FS1 May FS5 Safeguarding PR (Do)	05 06
	07 Jul	08 Jul Ext: CACE 8.30 Ext: CEP 12.00 Trust Raising Standards Leads 3.30-5pm	09 Jul Ext: TAS (Teams) 10.00	10 Jul ML Course (Li) 9-3.30 Resources Comm (Budgets) 6.00	11 Jul Jun FS2 & 3 May FS6	12 13
46 Summer	14 Jul Members meeting 5.30	15 Jul Trust Board 3 6.00	16 Jul	17 Jul	18 Jul Jun FS4 Int Finance Audit 3	19 20
	21 Jul Li, Sa disaggregated day	22 Jul Li, Sa disaggregated day	23 Jul Li, Sa disaggregated day INSET Do, Tr	24 Jul	25 Jul	26 27