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 (23rd Feb)** = Annual joint in service day in which all staff come together
- **Curriculum Day (21st 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 Middle Leaders Afternoon (Mop-up) (Li) 4- 5:30pm	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 Learning/ People Committee 5:30 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	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 Primary event 10-2 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 Welcome Li 1:30-2 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 Primary Assessment Week ⟹	14 Oct Moderation meetings Trust Raising Standards Leads 3.30 5pm	15 Oct Remuneration 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 TOLT Strategic Planning 8:30-4 Admission/Learning/People/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 (English)	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 (Sal) 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 Learning/ People Comm 5:30	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 (Geography)	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 JCNC(Li) 1-2 LGC: Sa 5.00	04 Feb 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 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/Learning / 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 TOLT Strategic Planning 8:30-4	04 Mar Concept Review 3 (Performing Arts)	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
	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 TSLT 8.30-4 Learning/ People Committee 5:30	29 Apr Trust Strategic Plan Review (SLTF) (Lo) 4:30	30 Apr Safeguarding PR (Tr)	01 May *INSET Day Sal* Mar FS4	02 03
36 Summer	04 May	05 May Concept Review 4 (History) 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 PR (La) 8.30-4 LGC: Sa 5.00	20 May Welcome Lo 13:35-14:05	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	04 Jun	05 Jun Apr FS5 & May FS1	06 07
41 Summer	08 Jun Learning/ People Comm 5.30 Primary Assessment Week ➡	09 Jun TOLT Strategic Planning 8:30-4	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	18 Jun	19 Jun May FS4	20 21
43 Summer	22 Jun Pastoral Middle Leader Meeting 4-5:30 (Sa) LGC: Do 4.45	23 Jun Subject Middle Leader 4-5:30 (Li) LGC: Li 5.30	24 Jun Concept Review 5 (MFL)	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 Primaries Event (Li) 9-1	10 Jul Jun FS2, 3 ML Course (Lo) 9-3.30	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