SMART Leadership Calendar 2023-24

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 (19th Feb)** = Annual joint in service day in which all staff come together
- **Curriculum Day (24th 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 2023-24

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
0 Autumn					01 Sep	2 / 3
1 Autumn	04 Sep INSET Do, La, Li, Lo, Sa, Tr	05 Sep INSET Lo	06 Sep	07 Sep	08 Sep Jul FS1, 2, 3 Aug FS1	09 / 10
2 Autumn	11 Sep	12 Sep	13 Sep Student Leadership meeting (Co-ords) (v) 9.30 - 10.30	14 Sep	15 Sep Jul FS4 Aug FS2 & 3	16 / 17
3 Autumn	18 Sep Link: TGLG 5.30	19 Sep Ext: CACE 8.30 Ext: CEP 12.00	20 Sep TSLT 8.30-4	21 Sep	22 Sep Jul FS5 Aug FS4	23 / 24
4 Autumn	25 Sep	26 Sep	27 Sep	28 Sep CPD group meeting (Li) 9.15 – 11	29 Sep Ext: CASH Jul FS6 Aug FS5 Teacher and SS PMs to Head	30 / 01
5 Autumn	02 Oct LGC: Lo 4.00	03 Oct Safeguarding PR(Li) EIWG (Teams) 2.15 LGC: Sa 5.00	04 Oct	05 Oct LGC: La 3.45	06 Oct Sep FS1 Aug FS6	07 / 08
6 Autumn	09 Oct	10 Oct ML Course (Li) 9-3.30 LGC: Li 5.30	11 Oct LGC: Do 4.45	12 Oct PR (Lo) 8.30-4 LGC: Tre 5.30	13 Oct Sep FS2 Final Teacher and SS PMs Deadline HT PM	14 / 15
7 Autumn	16 Oct Moderation meetings with Heads and appraisals Link: People 5.30	17 Oct Moderation meetings with Heads and appraisals	18 Oct JCNC(Li) 1-2 TSC (Teams)	19 Oct Deputies meeting (Li) 9 – 3 Remuneration/People Comm 5.30	20 Oct Sep FS3	21 / 22
HT	23 Oct	24 Oct	25 Oct	26 Oct	27 Oct	28 / 29
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
9 Autumn	30 Oct INSET Do, La, Li, Tr Admission/Learning Comm 6.00	31 Oct	01 Nov Resources Comm 5.30	02 Nov	03 Nov Sep FS4 Oct FS1 TSLT 8.30-4	04 / 05
10 Autumn	06 Nov Link: Learning 5.30	07 Nov Link: Resources 5.30	08 Nov RE/EPW Concept Review 1	09 Nov	10 Nov Oct FS2 Sep FS5	11 / 12
11 Autumn	13 Nov	14 Nov CPD group meeting (Li) 9.15 - 11	15 Nov	16 Nov Ext: CASH Conference	17 Nov Oct FS3 Sep FS6 Ext: CASH Conference	18 / 19
12 Autumn	20 Nov LGC: Do 4.45	21 Nov Ext: CACE 8.30 Ext: CEP 12.00 LGC: Li 5.30	22 Nov	23 Nov LGC: Tre 6.30	24 Nov INSET (All) Oct FS4 Joint MAT INSET Day (Curriculum) at Saltash	25 / 26
13 Autumn	27 Nov LGC: Lo 4.00	28 Nov PR (La) 8.30-4 LGC: Sa 5.00	29 Nov	30 Nov LGC: La 3.45	01 Dec Nov FS1 Oct FS5	02 / 03
14 Autumn	04 Dec Ext: TAS meeting 10.00	05 Dec	06 Dec TSC (Teams)	07 Dec Audit Committee 4.30 Trust Board 1 5.30	08 Dec Nov FS2 Oct FS6	09 / 10
15 Autumn	11 Dec	12 Dec	13 Dec AGM (Annual General Meeting) 5.30	14 Dec	15 Dec Nov FS3 Oct FS6 Int Finance Audit 1	16 / 17
16 Autumn	18 Dec INSET Li (disaggregated)	19 Dec INSET Li (disaggregated)	20 Dec	21 Dec	22 Dec	23 / 24
HT	25 Dec	26 Dec	27 Dec	28 Dec	29 Dec	30 / 31

SMART Calendar 2023-24 Final 2

Trust Governance and Leadership Calendar Spring TERM 2023-24

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
18 Spring	01 Jan	02 Jan	03 Jan	04 Jan INSET Lo, Sa	05 Jan Nov FS4 Dec FS1	06 / 07
19 Spring	08 Jan	09 Jan Student Leadership meeting (Co-ords) (v) 9.30 - 10.30	10 Jan	11 Jan TSLT 8.30-4	12 Jan Dec FS2 Nov FS5 CPD group meeting (Li) 9.15 - 11	13 / 14
20 Spring	15 Jan Link: TGLG 5.30	16 Jan	17 Jan ML Course (Lo) 9-3.30 Link: People 5.30	18 Jan	19 Jan Dec FS3 Nov FS6	20 / 21
21 Spring	22 Jan	23 Jan Ext: CACE 8.30 Ext: CEP 12.00 LGC: Li 5.30	24 Jan History Concept Review 2 LGC: Do 4.45	25 Jan Safeguarding PR (Do) TSC (Teams) LGC: La 3.45	26 Jan Dec FS4	27 / 28
22 Spring	29 Jan LGC: Lo 4.00	30 Jan LGC: Sa 5.00	31 Jan JCNC(Li) 1-2	01 Feb PR (Do) 8.30-4 LGC: Tre 5.30	02 Feb Jan FS1 Dec FS5	03 / 04
23 Spring	05 Feb EIWG (Teams) 2.15	06 Feb Learning Comm 6.00	07 Feb	08 Feb Deputies meeting (Lo) 9 – 3	09 Feb Jan FS2 Dec FS6	10 / 11
HT	12 Feb	13 Feb	14 Feb	15 Feb	16 Feb	17 18

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
25 Spring	19 Feb INSET (All) **SMART DAY at Liskeard**	20 Feb	21 Feb Remuneration/People Comm 5.30	22 Feb	23 Feb Jan FS3	24 / 25
26 Spring	26 Feb Link: Learning 5.30	27 Feb	28 Feb Link: Resources 5.30	29 Feb MFL Concept Review 3	01 Mar Jan FS4 Feb FS1	02 / 03
27 Spring	04 Mar LGC: Do 4.45	05 Mar CPD group meeting (Li) 9.15 – 11 LGC: Li 5.30	06 Mar	07 Mar TSLT 8.30-4 LGC: Tre 6.30	08 Mar Feb FS2 Jan FS5	09 / 10
28 Spring	11 Mar LGC: Lo 4.00	12 Mar LGC: Sa 5.00	13 Mar	14 Mar LGC: La 3.45	15 Mar Feb FS3 Jan FS6	16 / 17
29 Spring	18 Mar	19 Mar Ext: CACE 8.30 Ext: CEP 12.00	20 Mar Ext: TAS (Teams) 10.00 Audit & Resources Comm 5.30	21 Mar PR (Sa) 8.30-4 Members informal meeting TBC	22 Mar Feb FS4	23 / 24
30 Spring	25 Mar Trust Board 2 5.30	26 Mar TSC Conference	27 Mar	28 Mar INSET Sa Feb FS5 **Int Finance Audit 2** PM reviews to Head (Teachers and SS)	29 Mar	30 / 31
HT	01 Apr	02 Apr	03 Apr	04 Apr	05 Apr	06 & 07
	08 Apr	09 Apr	10 Apr	11 Apr	12 Apr	13 & 14

SMART Calendar 2023-24 Final 2

Trust Governance and Leadership Calendar   Summer TERM 2023-24

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
33 Summer	15 Apr INSET La	16 Apr STAR Project Reviews Deadline	17 Apr Link: TGLG 5.30	18 Apr Student Leadership meeting (Co-ords) (v) 9.30 - 10.30	19 Apr Mar FS1 & 2 Feb FS6	20 / 21
34 Summer	22 Apr Link: People 5.30	23 Apr	24 Apr Trust Strategic Plan Review (SLTF) (Sa) 4:30	25 Apr Safeguarding PR (Sa)	26 Apr Mar FS3 TSLT 8.30-4	27 / 28
35 Summer	29 Apr	30 Apr DT Concept Review 4	01 May CPD group meeting (Li) 9.15 - 11	02 May	03 May Mar FS4 Apr FS1	04 / 05
36 Summer	06 May	07 May LGC: Li 5.30	08 May LGC: Do 4.45	09 May PR (Li) 8.30-4 LGC: Tre 5.30	10 May Apr FS2 Mar FS5	11 / 12
37 Summer	13 May SATS week LGC: Lo 4.00	14 May Ext: CACE 8.30 Ext: CEP 12.00 LGC: Sa 5.00	15 May EIWG (Teams) 2.15	16 May LGC: La 3.45	17 May Apr FS3 Mar FS6	18 / 19
38 Summer	20 May	21 May JCNC(Li) 1-2	22 May TSC Conference	23 May Deputies meeting (Sa) 9 – 3	24 May Apr FS4	25 / 26
HT	27 May	28 May	29 May	30 May	31 May	01 / 02

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
40 Summer	03 Jun Joint Primary INSET Day	04 Jun Learning Comm 6.00	05 Jun Audit & Resources Comm 5.30	06 Jun DSL/DDSL meeting (Teams) 3.30	07 Jun May FS1 Apr FS5	08 / 09
41 Summer	10 Jun Link: Learning 5.30	11 Jun	12 Jun Link: Resources 5.30	13 Jun TSLT 8.30-4	14 Jun May FS2 Apr FS6	15 / 16
42 Summer	17 Jun People &Equality Impact Comm 5.30	18 Jun	19 Jun Subject Middle Leader afternoon (Sa)	20 Jun Subject Middle Leader afternoon (Lo)	21 Jun INSET Lo May FS3	22 / 23
43 Summer	24 Jun Pastoral Middle Leader afternoon (Li) LGC: Do 4.45	25 Jun CPD group meeting (Li) 9.15 - 11 Subject Middle Leader afternoon (Li) LGC: Li 5.30	26 Jun Science Concept Review 5	27 Jun LGC: La 3.45	28 Jun May FS4	29 / 30
44 Summer	01 Jul ML Course (Li) 9-3.30 LGC: Lo 4.00	02 Jul Ext: CACE 8.30 Ext: CEP 12.00 LGC: Sa 5.00	03 Jul	04 Jul PR (Tre) 8.30-4 LGC: Tre 6.30	05 Jul INSET Sa Jun FS1 May FS5	06 / 07
45 Summer	08 Jul	09 Jul TSC Conference	10 Jul Ext: TAS (Teams) 10.00	11 Jul Resources Comm (budgets) 5.30	12 Jul Jun FS2 & 3 May FS6	13 / 14
46 Summer	15 Jul Members meeting 5.30	16 Jul	17 Jul	18 Jul Trust Board 3 5.30	19 Jul Jun FS4 Int Finance Audit 3	20 / 21
47 Summer	22 Jul	23 Jul	24 Jul INSET Do, Tr	25 Jul	26 Jul	27 / 28