

SMART Leadership Calendar 2020-21

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

- **MSLT** = MAT Senior Leadership Team, and **PR** = School Peer Reviews run half termly all day
- **TB** = Trust Board meetings
- **COM** = Trust Board committees (Trustees only)
- **LINK** = Trustee/Governor Link meetings
(MGLG – Chairs and Vice Chairs; People – HR, Safeguarding, Community Links; Learning – Learning and SEND Links; Resources – Finance, H&S and Premises and Audit Links)
- **MSC** = Student Trust Board, run half termly involving students from all schools all day
- **SMART Day (22nd 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

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 is a FULL LGC – and will be focussed on results and any updates to SDP required. Who monitors which sections of the SDP and when will be the reviews as well as the summary Heads report from last year
- LGC2 at the end of the autumn term is for schools to decide. Appraisal must be signed off.
- LGC3 in Jan/Feb is a FULL LGC looking at the Heads Report on Autumn term
- LGC4 at the end of the spring term is for schools to decide. Capital bids to be signed off.
- LGC 5 in late May is a FULL LGC covering Heads Report including spring term
- LGC6 at the end of the year will be for schools to decide. Budgets must be signed off.

MAT Governance and Leadership Calendar

Autumn TERM 2020-21

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
1 Autumn		01 Sep	02 Sep	03 Sep <i>INSET Do, La, Li, Lo, Sa</i>	04 Sep <i>INSET La, Li, Lo</i> Jul FS1,2,3 Aug FS1	5 6
2 Autumn	07 Sep	08 Sep	09 Sep	10 Sep MSLT(Sa) 8:30-4	11 Sep July FS4 Aug 2&3	12 13
3 Autumn	14 Sep	15 Sep	16 Sep	17 Sep Annual Review Meeting TB and Members (Li) 5.30	18 Sep Single page Audit Jul FS5 Aug FS4	19 20
4 Autumn	21 Sep Student Leadership meeting (Co-ords) (Li) 9.30 - 11.30	22 Sep	23 Sep IT meeting (Lo) (9.30-11.30)	24 Sep MSC SC (La)	25 Sep Jul FS6 Aug FS5	26 27
5 Autumn	28 Sep LGC (Do) 4:00	29 Sep LGC (Li) 6:00	30 Sep	01 Oct LGC (La) 3:30	02 Oct Sep FS1 Aug FS6 Teacher and SS PMs to Head	03 04
6 Autumn	05 Oct LGC (Lo) 4:00	06 Oct	07 Oct	08 Oct CPD group meeting (Li) 9.15 - 11 LGC (Tr) 6:30	09 Oct Sep FS2	10 11
7 Autumn	12 Oct	13 Oct LGC (Sa) 5:30	14 Oct PR (Lo) 8:30-4	15 Oct	16 Oct Sep FS3 Final Teacher and SS PMs Deadline HT PM	17 18
8 Autumn	19 Oct Moderation meetings with Heads and appraisals	20 Oct Moderation meetings with Heads and appraisals	21 Oct Admissions/Learning Committee (Li) 6:00	22 Oct Remuneration/People Committee (Li) 5:30	23 Oct <i>INSET Do, Tr</i> Sep FS4	24 25
HT	26 Oct	27 Oct	28 Oct	29 Oct	30 Oct	31 01
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
10 Autumn	02 Nov	03 Nov Resources Committee (Li) 5:30	04 Nov	05 Nov	06 Nov Oct FS1 Sep FS5	07 08
11 Autumn	09 Nov Link People (Li) 5.30	10 Nov MSLT (Li) 8:30-4	11 Nov Link Learning (Li) 5.30	12 Nov Deputies meeting (Li) 9 - 3	13 Nov Oct FS2 Sep FS6	14 15
12 Autumn	16 Nov	17 Nov CPD group meeting (Li) 9.15 - 11	18 Nov Link MGLG (Li) 5.30	19 Nov Link Resources (Li) 5.30	20 Nov Oct FS3 Joint MAT INSET Day	21 22
13 Autumn	23 Nov LGC (Lo) 4:00	24 Nov LGC (Li) 6:00	25 Nov	26 Nov PR (La) 8:30-4	27 Nov Oct FS4	28 29
14 Autumn	30 Nov MSC SC (Li) LGC (Do) 4:00	01 Dec	02 Dec LGC (Sa) 5:30	03 Dec LGC (Tr) 6:30	04 Dec Nov FS1 Oct FS5	05 06
15 Autumn	07 Dec	08 Dec LGC (La) 3:30	09 Dec	10 Dec Audit Committee (Li) 4:45 & TB1 5.30	11 Dec Nov FS2 Oct FS6 Int Finance Audit 1	12 13
16 Autumn	14 Dec Members meeting (Li) 5:30	15 Dec	16 Dec	17 Dec	18 Dec Nov FS3 due	19 20
HT	21 Dec 28 Dec	22 Dec 29 Dec	23 Dec 30 Dec	24 Dec 31 Dec	25 Dec 01 Jan	26&02 27&03

MAT Governance and Leadership Calendar

Spring TERM 2020-21

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
19 Spring	04 Jan <i>INSET Sa</i>	05 Jan	06 Jan	07 Jan	08 Jan Nov FS4 Dec FS1	09 10
20 Spring	11 Jan Link: Learning (Li) 5:30	12 Jan Link: People (Li) 5:30	13 Jan MSLT(Lo) 8:30-4	14 Jan CPD group meeting (Li) 9.15 - 11	15 Jan Dec FS2 Nov FS5	16 17
21 Spring	18 Jan	19 Jan Link: Resources (Li) 5:30	20 Jan Link: MGLG (Li) 5:30	21 Jan IT meeting (Lo) (9.30-11.30)	22 Jan Dec FS3 Nov FS6	23 24
22 Spring	25 Jan LGC (La) 3:30	26 Jan LGC (Sa) 5:30	27 Jan Student Leadership meeting (Co-ords) (Li) 9.30 - 11.30	28 Jan LGC (Tr) 6:30	29 Jan Dec FS4 MSC SC (Do)	30 31
23 Spring	01 Feb LGC (Lo) 4:00	02 Feb LGC (Li) 6:00	03 Feb PR (Tr) 8:30-4	04 Feb LGC (Do) 4:00	05 Feb Jan FS1 Dec FS5	06 07
24 Spring	08 Feb	09 Feb	10 Feb	11 Feb	12 Feb Jan FS2 Dec FS6	13 14
HT	15 Feb	16 Feb	17 Feb	18 Feb	19 Feb	20 & 21
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
26 Spring	22 Feb SMART Day for all schools at Liskeard	23 Feb Remuneration/People Committee (Li) 5:30	24 Feb	25 Feb Learning Committee (Li) 6:00	26 Feb Jan FS3	27 28
27 Spring	01 Mar	02 Mar CPD group meeting (Li) 9.15 - 11	03 Mar Resources/Audit Committee (Li) 5:30	04 Mar	05 Mar Feb FS1 Jan FS4 MSLT(Sa) 8:30-4	06 07
28 Spring	08 Mar	09 Mar LGC (Li) All Day	10 Mar	11 Mar	12 Mar Feb FS2 Jan FS5	13 14
29 Spring	15 Mar LGC (Do) 4:00	16 Mar Deputies meeting (Lo) 9 - 3 LGC (Sa) 5:30	17 Mar MSC SC (Lo)	18 Mar LGC (Tr) 6:30	19 Mar Feb FS3 Jan FS6 PM reviews to Head (Teachers and SS)	20 21
30 Spring	22 Mar LGC (Lo) 4:00	23 Mar PR (Sa) 8:30-4	24 Mar	25 Mar LGC (La) 3:30	26 Mar Feb FS4 Int Finance Audit 2	27 28
31 Spring	29 Mar	30 Mar TB2 (Li) 5:30	31 Mar	01 Apr <i>INSET Tr</i>	02 Apr	03 04
HT	05 Apr	06 Apr	07 Apr	08 Apr	09 Apr	10 & 11
	12 Apr	13 Apr	14 Apr	15 Apr	16 Apr	17 & 18

MAT Governance and Leadership Calendar

Summer TERM 2020-21

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
34 Summer	19 Apr <i>INSET Sa</i>	20 Apr	21 Apr	22 Apr	23 Apr Mar FS1 Feb FS5	24 25
35 Summer	26 April Link: People (Li) 5:30	27 Apr Link: Learning (Li) 5:30	28 Apr IT meeting (Lo) (9.30-11.30)	29 Apr MSLT(Li) 8:30-4	30 Apr Mar FS2 Feb FS6	01 02
36 Summer	03 May	04 May STAR Project Reviews Deadline LGC (Li) 6:00	05 May	06 May Student Leadership meeting (Co-ords) (Li) 9.30 - 11.30 Link: Resources (Li) 5:30	07 May Mar FS3	08 09
37 Summer	10 May LGC (Lo) 4:00	11 May LGC (Sa) 5:30	12 May	13 May CPD group meeting (Li) 9.15 - 11	14 May Apr FS1 Mar FS4	15 16
38 Summer	17 May LGC (La) 3:30	18 May LGC (Do) 4:00	19 May MSC SC (Sa)	20 May LGC (Tr) 6:30	21 May Apr FS2 Mar FS5	22 23
39 Summer	24 May	25 May PR (Do) 8:30-4	26 May Learning Committee (Li) 6:00	27 May	28 May Apr FS3 Mar FS6	29 30
HT	31 May	01 Jun	02 Jun	03 Jun	04 Jun	05 & 06
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
41 Summer	07 Jun <i>Joint Primary INSET Day</i>	08 Jun People Committee (Li) 5:30	09 Jun Trust Strategic Plan Review (SLTF) (Lo) 4:30	10 Jun Resources/Audit Committee (Li) 5:30	11 Jun May FS1 Apr FS4 Deputies meeting (Sa) 9 - 3	12 13
42 Summer	14 Jun Link: MGLG (Li) 5:30	15 Jun LGC (Li) 6:00	16 Jun MSLT(Lo) 8:30-4	17 Jun Middle Leader afternoon (Sa)	18 Jun May FS2 Apr FS5	19 20
43 Summer	21 Jun <i>INSET Lo</i> Equality Impact Committee (Li) 5:00 & review PSED	22 Jun Middle Leader afternoon (Li) Members meeting (Li) 5:30	23 Jun	24 Jun PR (Li) 8:30-4	25 Jun May FS3 Apr FS6	26 27
44 Summer	28 Jun CPD group meeting (Li) 9.15 - 11 LGC (La) 3:30	29 Jun Middle Leader afternoon (Sa) LGC (Sa) 5:30	30 Jun Middle Leader afternoon (Lo)	01 Jul LGC (Do) 4:00	02 Jul <i>INSET Sa</i> May FS4	03 04
45 Summer	05 Jul LGC (Lo) 4:00	06 Jul LGC (Li) 6:00	07 Jul	08 Jul MSC SC (Tr) LGC (Tr) 6:30	09 Jul Jun FS1	10 11
46 Summer	12 Jul	13 Jul	14 Jul Resources Committee (Li) 5:00 - Budgets	15 Jul	16 Jul Jun FS2	17 18
47 Summer	19 Jul	20 Jul TB3 (Li) 5:30	21 Jul	22 Jul	23 Jul <i>INSET Do, Li, Tr</i> Jun FS3 Int Finance Audit 3	24 25