

SMART Leadership Calendar 2021-22

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, **PR** = School Peer Reviews run half termly all day and Safeguarding **PR** = Safeguarding Peer Reviews run half termly to review and share best practice
- **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 (28th 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

- 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 2021-22

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
0 Autumn			01 Sep	02 Sep	03 Sep <i>INSET Li</i>	4 5
1 Autumn	06 Sep <i>INSET Do, La, Li, Lo, Sa, Tr</i>	07 Sep	08 Sep Student Leadership meeting (Co-ords) (Li) 9.30 - 11.30	09 Sep	10 Sep Jul FS1,2,3 Aug FS1	11 12
2 Autumn	13 Sep	14 Sep Link: MGLG 5.30pm	15 Sep Link: Resources 5.30pm	16 Sep MSLT(Sa) 8.30-4	17 Sep July FS4 Aug 2&3	18 19
3 Autumn	20 Sep Governor Induction Training 5.30pm	21 Sep	22 Sep JCNC(Li) 1-2	23 Sep Annual Review Meeting TB & Members 5.30pm	24 Sep Single page Audit Jul FS5 Aug FS4	25 26
4 Autumn	27 Sep Safeguarding PR(Tr) LGC (Dobwalls) 4pm	28 Sep LGC (Liskeard) 6pm	29 Sep ECF Team meeting with ECTs (Teams) 3.30pm	30 Sep LGC (Trewidland) 6.30pm	01 Oct Jul FS6 Aug FS5 Teacher and SS PMs to Head	02 03
5 Autumn	04 Oct LGC (Looe) 4pm	05 Oct LGC (Saltash) 5.30pm	06 Oct CPD group meeting (Li) 9.15 - 11 MSC SC (Teams)	07 Oct LGC (Landulph) 4pm	08 Oct Sep FS1 Aug FS6	09 10
6 Autumn	11 Oct Teams around the School meeting (TAS) (on Teams) 10am	12 Oct	13 Oct PR(Tr) 8.30-4	14 Oct	15 Oct Sep FS2 Final Teacher and SS PMs Deadline HT PM	16 17
7 Autumn	18 Oct Moderation meetings with Heads and appraisals	19 Oct Moderation meetings with Heads and appraisals Admissions/Learning Committee 6pm	20 Oct	21 Oct	22 Oct <i>INSET Do</i> Sep FS3	23 24
HT	25 Oct	26 Oct	27 Oct	28 Oct	29 Oct	30 31
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S&S
9 Autumn	01 Nov Remuneration/People Committee 5.30pm	02 Nov MSLT(Li) 8.30-4	03 Nov Resources Committee 5.30pm	04 Nov	05 Nov Sep FS4	06 07
10 Autumn	08 Nov Link: People 5.30pm	09 Nov Link: Learning 5.30pm	10 Nov Deputies meeting (Lo) 9 - 3	11 Nov	12 Nov Oct FS1 Sep FS5	13 14
11 Autumn	15 Nov CPD group meeting (Li) 9.15 - 11	16 Nov	17 Nov	18 Nov	19 Nov INSET (All) Oct FS2 Sep FS6 Joint MAT INSET Day	20 21
12 Autumn	22 Nov LGC (Dobwalls) 4pm	23 Nov LGC (Liskeard) 6pm	24 Nov MSC SC (Teams)	25 Nov LGC (Trewidland) 6.30pm	26 Nov Oct FS3	27 28
13 Autumn	29 Nov LGC (Looe) 4pm	30 Nov LGC (Saltash) 5.30pm	01 Dec PR(Lo) 8.30-4	02 Dec LGC (Landulph) 4pm	03 Dec Oct FS4	04 05
14 Autumn	06 Dec TAS meeting (Teams) 10am	07 Dec Safeguarding PR(Lo)	08 Dec	09 Dec Audit Committee 4.30pm Trust Board 1 5.30pm	10 Dec Nov FS1 Oct FS5	11 12
15 Autumn	13 Dec	14 Dec Members Meeting (Annual Accounts) 5.30pm	15 Dec	16 Dec	17 Dec Nov FS2 Oct FS6 Int Finance Audit 1	18 19
HT	20 Dec 27 Dec	21 Dec 28 Dec	22 Dec 29 Dec	23 Dec 30 Dec	24 Dec 31 Dec	25&01 26&02

Trust Governance and Leadership Calendar

Spring TERM 2021-22

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
18 Spring	03 Jan	04 Jan <i>INSET La, Li, Sa</i>	05 Jan Governor Induction Training 5.30pm	06 Jan Student Leadership meeting (Co-ords) (Li) 9.30 - 11.30	07 Jan Nov FS3 due	08 09
19 Spring	10 Jan Link: MGLG 5.30pm	11 Jan CPD group meeting (Li) 9.15 – 11 MSC SC (Teams)	12 Jan Link: Resources 5.30pm	13 Jan	14 Jan Nov FS4 Dec FS1 MSLT(Lo) 8.30-4	15 16
20 Spring	17 Jan	18 Jan	19 Jan	20 Jan	21 Jan Dec FS2 Nov FS5	22 23
21 Spring	24 Jan LGC (Dobwalls) 4pm	25 Jan LGC (Liskeard) 6pm	26 Jan	27 Jan Safeguarding PR(La) LGC (Trewidland) 6.30pm	28 Jan Dec FS3 Nov FS6	29 30
22 Spring	31 Jan LGC (Looe) 4pm	01 Feb LGC (Saltash) 5.30pm	02 Feb	03 Feb JCNC(Li) 1-2 LGC (Landulph) 4pm	04 Feb Dec FS4	05 06
23 Spring	07 Feb TAS meeting (Teams) 10am	08 Feb	09 Feb	10 Feb PR(La) 8.30-4	11 Feb Jan FS1 Dec FS5	12 13
24 Spring	14 Feb	15 Feb Learning Committee 6pm	16 Feb	17 Feb	18 Feb Jan FS2 Dec FS6	19 20
HT	21 Feb	22 Feb	23 Feb	24 Feb	25 Feb	26 & 27
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
26 Spring	28 Feb <i>INSET (All)</i> SMART DAY	01 Mar Remuneration/People Committee 5.30pm	02 Mar	03 Mar	04 Mar Jan FS3	05 06
27 Spring	07 Mar Link: Learning 5.30pm	08 Mar Link: People 5.30pm	09 Mar	10 Mar CPD group meeting (Li) 9.15 - 11	11 Mar Feb FS1 Jan FS4 MSLT(Sa) 8.30-4	12 13
28 Spring	14 Mar LGC (Dobwalls) 4pm	15 Mar Deputies meeting (Li) 9 - 3 LGC (Liskeard) 6pm	16 Mar	17 Mar LGC (Trewidland) 6.30pm	18 Mar Feb FS2 Jan FS5	19 20
29 Spring	21 Mar Safeguarding PR(Li) LGC (Looe) 4pm	22 Mar MSC SC (Conference) LGC (Saltash) 5.30pm	23 Mar	24 Mar LGC (Landulph) 4pm	25 Mar Feb FS3 Jan FS6	26 27
30 Spring	28 Mar TAS meeting (Teams) 10am	29 Mar	30 Mar Audit & Resources Committee 5.30pm	31 Mar PR(Sa) 8.30-4	01 Apr Feb FS4 PM reviews to Head (Teachers and SS)	02 03
31 Spring	04 Apr Members (Informal) Meeting Time TBC	05 Apr	06 Apr Trust Strategic Plan Review (SLTF) (Lo) 4:30	07 Apr Trust Board 2 5.30pm	08 Apr <i>INSET Tr</i> Mar FS1 Feb FS5 Int Finance Audit 2	09 10
HT	11 Apr	12 Apr	13 Apr	14 Apr	15 Apr	16 & 17
	18 Apr	19 Apr	20 Apr	21 Apr	22 Apr	23 & 24

Trust Governance and Leadership Calendar

Summer TERM 2021-22

Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
34 Summer	25 Apr	26 Apr Link: MGLG 5.30pm	27 Apr Link: Resources 5.30pm	28 Apr Student Leadership meeting (Co-ords) (Li) 9.30 - 11.30	29 Apr Mar FS1 Feb FS5	30 01
35 Summer	02 May	03 May STAR Project Reviews Deadline Governor Induction Training 5.30pm	04 May MSLT(Li) 8.30-4	05 May CPD group meeting (Li) 9.15 - 11	06 May Mar FS2 Feb FS6	07 08
36 Summer	09 May LGC (Dobwalls) 4pm	10 May LGC (Liskeard) 6pm	11 May	12 May LGC (Trewidland) 6.30pm	13 May Mar FS3	14 15
37 Summer	16 May LGC (Looe) 4pm	17 May LGC (Saltash) 5.30pm	18 May MSC SC (Conference)	19 May Safeguarding PR(Sa) LGC (Landulph) 4pm	20 May Apr FS1 Mar FS4 PR(Do) 8.30-4	21 22
38 Summer	23 May TAS meeting (Teams) 10am	24 May	25 May	26 May JCNC(Li) 1-2 People Committee 5.30pm	27 May Apr FS2 Mar FS5	28 29
HT	30 May	31 May	01 Jun	02 Jun	03 Jun	04 & 05
Week	Monday	Tuesday	Wednesday	Thursday	Friday	S
40 Summer	06 Jun <i>Joint Primary INSET Day</i> Learning Committee 6pm	07 Jun	08 Jun Audit & Resources Committee 5.30pm	09 Jun MSLT(Lo) 8.30-4	10 Jun Apr FS3 Mar FS6 Deputies meeting (Sa) 9 - 3	11 12
41 Summer	13 Jun Link: Learning 5.30pm	14 Jun Subject Middle Leader afternoon (Lo) Link: People 5.30pm	15 Jun Subject Middle Leader afternoon (Sa)	16 Jun	17 Jun May FS1 Apr FS4	18 19
42 Summer	20 Jun <i>INSET Lo</i>	21 Jun Subject Middle Leader afternoon (Li) Members Meeting 5.30pm	22 Jun Safeguarding PR(Do) Equality Impact Committee 5.30pm	23 Jun Pastoral Middle Leader afternoon (Sa)	24 Jun May FS2 Apr FS5	25 26
43 Summer	27 Jun LGC (Dobwalls) 4pm	28 Jun CPD group meeting (Li) 9.15 - 11 LGC (Liskeard) 6pm	29 Jun PR(Li) 8.30-4	30 Jun LGC (Trewidland) 6.30pm	01 Jul <i>INSET Sa</i> May FS3 Apr FS6	02 03
44 Summer	04 Jul LGC (Looe) 4pm	05 Jul LGC (Saltash) 5.30pm	06 Jul MSC SC (Conference)	07 Jul LGC (Landulph) 4pm	08 Jul May FS4	09 10
45 Summer	11 Jul TAS meeting (Teams) 10am	12 Jul	13 Jul	14 Jul Resources Committee (Budgets) 5.30pm	15 Jul <i>Jubilee INSET Li</i> Jun FS1 Jun FS2	16 17
46 Summer	18 Jul	19 Jul Trust Board 3 5.30pm	20 Jul	21 Jul	22 Jul Jun FS3 Int Finance Audit 3	23 24
47 Summer	25 Jul <i>INSET Do, La, Li (notional), Lo, Sa, Tr Li term ends</i>	26 Jul <i>Jubilee INSET Do, La, Lo, Tr, Sa</i>	27 Jul	28 Jul	29 Jul	30 31