

# AAT Agenda Plans For September 2025-26

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Please note that all Trust policies are reviewed annually. Should you have any queries regards this policy, note an omission or wish to propose an amendment, please email [jadams@aurigaacademytrust.org.uk](mailto:jadams@aurigaacademytrust.org.uk).

***“The Auriga Academy Trust aims to provide  
outstanding special needs education for the local community close to where our pupils live”***

**Agenda Plans – SUMMARY**

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This document should be read in conjunction with the Auriga Academy Trust Scheme of Delegation, Terms of Reference and Code of Conduct.

## 1 BOARD OF TRUSTEES

### Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- Strategic Development Priorities
- CEO Report
- Committee Summary Reports: Finance and Resources, Pay, Audit & Risk, Standards and Effectiveness, Governance and Nominations, LGB's
- Trustee Link Reports
- Note the latest Management Accounts
- Policy Amendments

### Autumn Term 1

- Agree the Scheme of Delegation, including the Governance Terms of Reference and Agenda Plan
- Approve annual Trust Governance Development Plan
- Approval of the Annual Risk Register
- Approval of annual Trust Strategic Development Plan
- Receive any AO Letters
- Confirm Confirmations, including KCSIE and Code of conduct etc. and register of interests completions.
- Discuss and agree timing of Annual Report & accounts review

#### Key dates:

*1 Sep – Companies House Confirmation*  
*30 Sep – Payment practices reporting deadline for six-month reporting period 1 Mar to 31 Aug (larger Trusts only)*

### Autumn 2 (Oct)

- CEO Report to include
- Update on Strategic Priorities –
  - Receive updates on School Performance for previous year (including external exam results)
  - Risk Register update
  - Update on year end position and review of management accounts against revised budget to 30 Sept (P1).
  - Discuss and agree timing of Annual Report & accounts review.

### Autumn 3 (Dec)

- Review and approve Annual Report & Accounts
- Note appraisal outcome of HTs, CEO and FD
- CEO Report
- Trust Strategic Plan – RAG'd
- Safeguarding update including Safeguarding Link Trustee Report
- Trust Board Governance Development Plan- Rag'd
- Updated Risk Register - RAG'd

#### Key dates:

*Nov – Autumn census closes (Census date Oct)*  
*Dec – Staff Census closes (Census date Nov)*  
*31 Dec – Deadline for submitting audited accounts to ESFA with external audit and internal scrutiny reports*

### Spring 1

- AGM
- Key dates:*  
*Jan - Complete and submit the land and buildings collection tool*  
*31 Jan – Deadline to publish audited accounts on website.*  
*Feb – Spring census closes (Census date Jan)*  
*Feb - Complete and submit the academies accounts return (prepared by external auditors)*

### Spring Term 2

- Trust Board Governance Development Plan- RAG'd
- Note Trust Board approval of School Resource Management Self Assessment Tool (SRMSAT)
- Safeguarding update including Safeguarding Link Trustee Report
- Updated Risk Register - RAG'd
- Trust Strategic Plan – RAG'd

#### Key dates:

*Mar - Trusts complete and submit the school resource management self-assessment tool (SRMSAT).*  
*31 Mar - Gender pay gap reporting deadline for public sector organisations (larger trusts only)*  
*31 Mar - Payment practices reporting deadline for six-month reporting period 1 Sept to 28 Feb (larger trusts only)*

### Summer Term 1

- Review and approve submission of ESFA Budget Forecast Return.
- Updated Risk Register - RAG'd

#### Key dates:

*31 May – Deadline for filing audited accounts with Companies House.*

### Summer Term 2

- CEO Report
- Trust Strategic Plan – RAG'd
  - Receive recommendation from F&R and approve final budget and 3 Year Budget Forecast.
  - Appointment of Chair & Vice Chair for the next academic year
  - Receive completed 2024/25 Trust Governance Development Plan – RAG'd
  - Review draft 2025-26 Trust Governance Development Plan.
  - Receive proposed draft 25-26 TSDP.
  - Appoint Committee Chairs for next academic year
  - Agree meeting schedule for next academic year
  - Safeguarding Update including Safeguarding Link Trustee Report
    - Updated Risk Register - RAG'd

#### Key dates:

*June – Summer census closes (Census date May)*  
*July - Budget forecast return three year (BFR3Y) deadline*  
*July – Trade Union Facility Time Reporting*

## 2 AUDIT and RISK COMMITTEE

### Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- Risk Register Review
- Receive any internal scrutiny reports from the previous meetings

### Autumn Term 1

- Agree areas of focus for internal audit 24-25 and be advised of visit dates.
- Recommend to Board re External Audit process.

### Autumn 2 (Dec)

- Management Letter follow up including agreeing timetable to implement audit recommendations.  
(No Risk Register Review)

### Spring Term

- Receive Internal Audit Report.
- Working with Chair of Finance Committee review and recommend approval to Board of School Resource Management Self-assessment Tool (SRMSAT).

#### Key dates:

*15<sup>th</sup> Mar - Trusts complete and submit the school resource management self-assessment tool (SRMSAT).*

### Summer Term

- Receive Internal Audit Report. Consider the areas to be prioritised for internal scrutiny in the 25-26 year.
- Agree Year End audit approach as detailed by external auditors.
- Receive report confirming MAT website including statutory compliance. And make necessary recommendations to Board.
- Appointment of Chair
- Review committee membership (skill focus)
- Review Terms of Reference & agenda plans for 2025-26

## 3 GOVERNANCE and NOMINATIONS COMMITTEE

### Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- Receive and review reports including monitoring governance recruitment and retention, attendance, training, succession planning and composition (KPI).
- Monitor progress to LGB Governance Development Plans
- Receive and consider matters arising and further actions required indicated in Academy Committee reports
- Consider appointments to vacancies for Trust-appointed co-opted governors
- Consider proposals for changes affecting governance including reporting to Members and other stakeholders and their communication.
- Consider governance arrangements for expansion or growth of the Trust.
- Recommend or approve guidance documents and information for governors (welcome pack, recruitment pack, induction materials, other guidance for governors)
- Agree appointments to panels for complaints, exclusions, recruitment and other HR related issues. (via email with resolution outside of meetings due to time-bound nature).
- Recommend or approve Policy Amendments (Governance Suite Related)

### AutumnTerm

- To receive results of Academy Trust self-assessment exercise and plans for improvement (GDP)
- To review the Annual Governance Reports from each Academy
- To consider nominations for two Trust appointed governor positions on each Local Governing Body (this year only)
- Consider training and development opportunities for all governance roles
- Discuss and agree timing of Annual Report & accounts review, specifically the Governance Statement

### Spring Term

- Agree programme for annual governance self-evaluation process.

### Summer Term

- Consider expressions of interest for Chair and Vice Chair roles to be considered by Local Governing Body

## 4 FINANCE and RESOURCE COMMITTEE

### Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- FD Business Report (to include termly updates on HR, Estates, IT etc as relevant & appropriate)
- Policy Amendments

### Autumn Term 1

#### Full Resource Pack (4/4) to P12 23/24

- Year End Business report
- Review of Year End Management accounts
- Revised Budget 24/25. With Commentary
- Review of P2 Management Accounts against revised budget 24/25.
- Formal approval of Finance Policy including regulations management delegations to financial scheme of delegations.
- Agree Reserves principles for 24-25.

### Spring Term 1

#### Full Resource Pack (2/4) to P4 24/25

- YTD Business Report (Autumn 2) with Estates / Premises strategy / plan .
- Review the SRMSA responses prior to sharing with Audit Committee (Chair of F&R to work with Chair of Audit)

#### Key dates:

28 Jan - Complete and submit the land and buildings collection tool

31 Jan - Deadline to publish audited accounts on website.

24 Feb - Complete and submit the audited accounts return (prepared by external auditors)

Mar - Trusts complete and submit the school resource management self-assessment tool (SRMSAT))

### Summer Term 1

#### Full Resource Pack (2/4) to P8 24/25

- YTD Business Report (Spring 1) Business Report
- Review of P8 Management Accounts – key issues
- Review initial draft 2025-26 budgets

#### Key dates:

28 Jan - Complete and submit the land and buildings collection tool

31 Jan – Deadline to publish audited accounts on website.

24 Feb - Complete and submit the audited accounts return (prepared by external auditors)

Mar - Trusts complete and submit the school resource management self-assessment tool (SRMSAT))

### Autumn Term 2

#### Full Resource Pack (1/4) to P2 24/25

- Review of draft Statutory Accounts and Management Letter
- YTD Business Report (Autumn 1) with HR focus including wellbeing.
- Receive Trustee Link Report(s)

#### Key dates:

01 Sep – Companies House Confirmation\*

31st Dec – Deadline for submitting audited accounts to ESFA

### Spring Term 2

#### Full Resource Pack (2/4) to P5 24/25

- Review of P5 Management Accounts – key issues
- 25/26 Budget planning including assumptions
- Receive Trustee Link Report(s)

### Summer Term 2

- YTD Business Report (Summer 1) Business Report
- Review of P9 Management Accounts – key issues and Year End Forecast
- Agree 25/26 Budget for recommendation to Board
- Review and approve submission of ESFA Budget Forecast Return
- Update on programme of staff survey.
- Appointment of Chair for next ac year
- Review committee membership (skill focus)
- Review Terms of Reference as Detailed in the Scheme of Delegation
- Trustee Link Report
- Review Terms of Reference and agenda plans for 2025-26

#### Key dates:

July - Trust Budget forecast return outturn deadline based on results to 30 Apr

July- Budget forecast return three year (BFR3Y) deadline

July – Trade Union Facility Time Reporting

## 5 PAY COMMITTEE

### Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- Appointment of Chair
- Review Terms of Reference as detailed in the Scheme of Delegation
- To ratify annual pay progress for teachers (by 31 October at the latest) taking account of any recommendations made by the local governing Board.
- To approve applications to be paid on the Upper Pay Range. as recommended by the Local Governing Boards
- Note performance management and appraisal outcomes of CEO, Head Teachers and Finance Director
- Approval of pay progression (by 31 December at the latest) CEO, Head Teachers and Finance Director
- Note appraisal of central Trust staff
- Policy Amendments

## 6 STANDARDS and EFFECTIVENESS COMMITTEE

### Standing Agenda Items

- Apologies
- Declaration of Interests
- Minutes & Matters Arising
- To receive and review monitoring reports from CEO detailing pupil progress, attendance, and behaviour from all individual schools. Includes any concerns regards capability and support and interventions required. Reports will include outcomes of any parents/pupil consultations
- Receive reports from external moderation within individual schools
- Receive reports on progress towards individual school development priorities
- Policy Amendments

### Autumn Term

- Report from schools on new context, individual school development priorities and current self-review
- Reports from schools detailing achievements in any external examinations and accreditations
- Evaluation of pupil outcomes using relevant performance data from the previous academic year
- Review impact of Trust PPG strategy and receive strategy for coming year.
- Programme of Stakeholder Surveys.
- Agree Data Dashboard information areas (eg Attendance, behaviour exclusions)
- Agree Trustee Stakeholder Link and responsibilities

### Spring Term

- Update on QoE and School Improvement for the term
- Receive Data Dashboard
- Stakeholder survey report
- Trustee Stakeholder Link Report

### Summer Term

- Update on QoE and School Improvement for the term and
- Receive Data Dashboard
- Receive Annual report on therapy provision
- Stakeholder survey report
- Trustee Stakeholder Link Report
- Appointment of Chair & Vice Chair for next ac year
- Review committee membership (skill focus)
- Review Terms of Reference and agenda plans for 2025-26

## 7 LOCAL GOVERNING BODIES (LGBs)

### Standing Agenda Items

- Welcome, Apologies and Declaration of Interests
- Minutes & Matters Arising
- Presentation (*with the exception of Autumn 1*)
- HT Report (including Risk Register, Quality of Education, behaviour and attendance, SIP reports, SDP and SEF review, Trust Lead reports) (*with the exception of Autumn 1*) including Link Governor reports
- Link Governor /and other visit reports
- Governance Development Plan - RAG'd (*with the exception of Autumn 1*)
- Policy Amendments
- Agree feedback to Board

### Autumn Term 1

- To plan annual pay progress review panel for teachers (by 31 October at the latest) and UPS progress and provide recommendations to the Board
- Agree Governor Monitoring Programme – with a focus on school development priorities and on how the curriculum is taught, monitored, evaluated, and resourced
- Agree full School and Governance Development Plans and Annual Governors Report,
- Policy Reviews and Amendments – including Safeguarding/Child Protection
- Note the allocations within the school's delegated budget, at the start of each financial year as recommended by the Link Finance Gobs

#### HT Report to include:

- Report on new context (pupil and staff numbers etc).
- Discuss End of Year previous year pupil progress information (including any exam results) and impact of targeted funding
- Receive report on and discuss School Leavers Destinations
- Receive report on and discuss planned extracurricular provisions
- End of year Attendance
- Finalised School Development Plan for 2024-25

### Autumn Term 2

- Review PPG Strategy for previous year & receive proposals for coming year
- Updated PPG Strategy document agreed for publication
- Safeguarding update including Safeguarding Link Governor Report

#### HT Report to include:

- Start of Academic Year update

### Spring Term 1

- Spring Safeguarding update including Safeguarding Link Governor Report Term 2

#### HT Report to include:

- Autumn term full data update

### Spring Term 2

*No formal meeting – Governor Training to be attended*

### Summer Term 1

- Plan arrangements for reviewing LGB Performance Evaluation, skills audit and Chair 360 in readiness for the strategy session

#### HT Report to include:

- Spring term full data update

### Summer Term 2

#### STRATEGY DAY

##### LGB meeting agenda

- Receive Final budget and 3 Year Budget Forecast.
- Receive Annual Safeguarding report.
- Appointment of Chair & Vice Chair for the next academic year
- Appoint Committee Chairs for next academic year
- Agree meeting schedule for next academic year
- Safeguarding update including Safeguarding Link Governor Report