



# **BUSHEY ST JAMES TRUST**

## Joint Finance and Resources Committee

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## **The Bushey St James Trust Vision and Values**

The philosophies that underpin the trust are those based on partnership and collaboration and the Trust board wants to ensure that all children receive the best possible education and that all staff working in the trust are well equipped to deliver this.

The Bushey St James Trust values, underpinning the work of the Trust, aim to:

- deliver educational excellence
- ensure all children exceed expectations
- prepare young people for the future
- ensure that the Trust enhances the local community
- ensure that the schools within the Trust are happy, safe and inclusive
- support families to encourage aspiration
- act with responsibility, accountability and transparency
- create a seamless educational experience
- encourage independence and creativity
- inspire, nurture and empower all staff who work within the Trust

At the heart of the Trust is the desire to collaborate effectively and enable the three schools to build on their success and improve their performance, drawing on the experience of all staff across the Trust.

There is a shared vision to develop first class provision between the two phases and to:

- aim for excellence in all we do
- provide students with the best possible start for their futures
- nurture greater integration and community cohesion
- provide a programme of high quality continuing professional development and training for all staff to underpin and sustain improvements in teaching and learning
- emphasize to students the traditional values of self-discipline, responsibility, respect, trust and cooperation



## **Terms of Reference for the BSJT Joint Finance and Resources Committee**

Approved by the Trust Board and reviewed annually

### **Appointment of the Chair**

- The Chair of the Committee shall be appointed by the Trust Board and will normally be a Governor who can enable effective feedback to the Board.
- The Chair will normally be appointed for a term of three years. Continuous re-election may take place as the Trust Board sees fit.
- If the Chair is absent from a meeting, the members of the Committee shall choose one of their number to act as Chair for that meeting.

### **Membership**

- Membership will be determined annually, at the summer term meeting of the Trust Board
- The committee shall consist of at least three governors. If possible, one governor will be a parent and one a member of staff

The work of the committee will be supported by:

- a) The Executive Principal/CEO, the CFO, representatives from the Trust Board, and Headteachers,
- b) The Clerk to the BSJT, who will give notice of meetings, act as Minute Secretary and advise about procedures.
- c) The meetings of the committee are open to all governors.
- d) As and when desirable the Chair may request any other person to attend meetings.

### **Quorum**

As defined in the Articles of Association a quorum for a committee of the governing body shall be "any one half plus one (rounded up to the nearest whole number) of the membership, or three members of the committee, whichever is the greater". This excludes Associate Members.

### **Voting**

Associate Members may not vote on any decision concerning admissions, student discipline, election or appointment of governors, or the budget and financial commitments of the Trust.

### **Meetings**

- Meetings will be held at least once per term and where necessary once per half term
- Dates for the following academic year will be determined at the summer term meeting of the Trust Board
- A reminder will be sent to Governors at least one week in advance of the meeting, by the circulation of an agenda and related papers
- The conduct of meetings will be in accordance with the Instruments of Government

- The Chair of the Committee shall be appointed by the Trust Board and will normally be a Governor who can enable effective feedback to the Board every 3 years or when necessary

## **Purpose of the Committee**

1. To provide oversight, consideration and advice to the Trust Board on all financial aspects related to the smooth running of the schools within the Trust.
2. To monitor the agreed budget against expenditure and take necessary steps to ensure the ongoing financial stability of the schools within the Trust.
3. To monitor and review all aspects of the schools' environment for learning.
4. To review the effective deployment of all staff at the schools within the Trust.
5. To ensure the maintenance and regular review of effective and appropriate procedures and policies as required by current legislation and agreed guidelines on all issues that fall within the scope of this committee.

## **Key Tasks**

1. To monitor the implementation and success of all schools' procedures in place to ensure the ongoing financial stability of the school, preparing and reviewing financial policy statements as required.
2. To monitor implementation of School Improvement Plans (SIP) related to physical and human resources by way of presentations by staff, reports, observations, discussion and other appropriate means.
3. To contribute towards the development of the SIPs by way of scrutiny and recommendation in terms of the physical and human resources at the school.
4. To provide guidance and assistance to the Executive Principal/Headteachers and Trust Board on all financial matters.
5. To prepare longer-term financial plans having regard to roll projection and signals from central government regarding future years' budgets.
6. In consultation with the Executive Principal/Headteachers to consider the schools' income and to draft the first formal budget in the financial year for the Trust Board to consider.
7. To monitor spending against budget and to ensure that expenditure remains within the prescribed limits.
8. To monitor expenditure of all voluntary funds held by the schools within the Trust.
9. To recommend the signing of monitoring reports to the DfE by the Trust Board.
10. To act in accordance with the Trust's Schedule of Delegation.
11. To advise the Trust Board and Local Governing Bodies on such matters as:
  - a) the budget needed to run the school in accordance with statutory requirements and the School Improvement Plans

- b) ensuring that the Trust Board's financial policy and actions are in accordance with legislation, other statutory requirements and the DfE's financial regulations
- c) prioritising on major items of expenditure
- d) the purchasing of goods and services in the context of Best Value requirements
- e) generating additional income

12. To regularly review and consider the implementation of all Trust and School policies relevant to this committee.
13. To review all aspects relevant to the health and safety of the school sites.
14. To review the financial systems and procedures and staffing structures as required.
15. To ensure appropriate insurance arrangements are in place across the Trust
16. To monitor professional development opportunities throughout the school year to ensure they are relevant and useful to all staff in relation to aspects of this committee (i.e inset days, staff induction, safeguarding training etc.).
17. To ensure appropriate Governor training undertaken by members of committee in order to keep current with changes in responsibility and legal requirements.

#### **Review**

Review annually the effectiveness of the committee and set objectives for the following academic year in line with results of monitoring of the SIPs, current legislation, guidelines, policies and any other appropriate developments relevant to this committee.

# Terms of Reference for the BSJT Audit and Risk Committee



Approved by the Trust Board and reviewed annually

## Rationale

The Academies Financial Handbook requires that every Academy Trust must establish a committee, appointed by the Trust Board, to provide assurance over the suitability of, and compliance with, its financial systems and operational controls and for multi academy trusts this must extend to the financial controls and risks of each Academy. The Trust must establish either:

- a dedicated audit committee; or
- an existing committee whose combined remit includes the functions of an audit committee. This could be an addition to the terms of reference to an existing committee, such as a finance committee.

## Membership

- The Audit Committee is appointed by the Trust Board.
- Employees of the trust should not be Audit and Risk committee members, but the Accounting Officer and Chief Financial Officer should attend to provide information and participate in discussions
- The Chair of the Trust should not be Chair of the Audit and Risk Committee
- When the audit and risk committee is combined with another committee, employees should not participate as members when audit matters are discussed.

## Quorum

There shall be a minimum of four members of the Committee with any three constituting a quorum. In the event of difficulty in achieving a quorum, Trustees who are not members of the Committee may be co-opted as members for individual meetings, provided the majority of the quorum are full members of the Committee.

## Meetings

Meetings shall be held three times a year and at such other time as the Chair of the Committee shall deem to be appropriate to coincide with key dates in the company's financial reporting cycle.

The external auditor may request a meeting if they consider that one is necessary.

## Purpose of the Committee

The role of the Audit Committee is to maintain an oversight of the Academy Trust's governance, risk management, and internal control framework. The Committee reports its findings/recommendations to the Trust Board and the Accounting Officer as a critical element of the Trust's annual reporting requirements.

## **Key Tasks**

### **External Audit**

1. To consider the appointment of the external auditor and assess independence of the external auditor, ensuring that key audit personnel are rotated at appropriate intervals.
2. To oversee the process for selecting the external auditor and make appropriate recommendations through the Board to the Members of the Trust to consider at any general meeting where the accounts are laid before members.
3. To discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor receives the fullest co-operation.
4. To review the external auditor's annual management letter and all other reports and recommendations, together with the appropriateness of management's response.
5. To review the performance of the external auditor on an annual basis.
6. To recommend to the Members, through the Board of Trustees, the appointment/reappointment of the external auditor.
7. To review and consider the circumstances surrounding any resignation or dismissal of the external auditor.

### **Internal Scrutiny**

1. To set and review the internal audit programme and ensure that the internal audit function is adequately resourced and has appropriate standing within the Trust.
2. To review the reports and recommendations of the internal audit, together with the appropriateness of management's response.
3. To monitor the implementation of action agreed by management in response to reports from the external auditor and internal audits.
4. Annually, to agree a programme of work delivering internal scrutiny across the academic year.
5. To monitor and review procedures for ensuring the effective implementation and operation of financial procedures, on a regular basis, including the implementation of bank account arrangements and, where appropriate to make recommendations for improvement.
6. To ensure information submitted to DfE and ESFA that affects funding, including pupil number returns and funding claims (for both revenue and capital grants) completed by the trust and (for MATs) by constituent academies, is accurate and in compliance with funding criteria.

## **Risk Assurance**

1. To review the Trust's risk management policy, strategy, processes and procedures for the identification, assessment, evaluation, management and reporting of risks.
2. To review the adequacy and robustness of the Trust's strategic risk register.
3. To ensure that risk assurance measures include oversight of risks at constituent academies.
4. To review all risk and control related disclosure statements, in particular the Trust's annual "Statement on Internal Control", together with any associated reports and opinions from management, the external auditor and Responsible Officer, prior to endorsement by the Trust Board.

## **General**

1. To notify promptly the Trust Board of all financial matters of which the committee has knowledge and which may materially affect the current or future position of the Academy
2. To receive reports of notifiable breaches from the Data Protection Officer and to ensure compliance with data protection legislation

## **Review**

The Audit Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis.



## **The Role of the Chair of the Finance and Resources Committee and Audit and Risk Committee**

The Chair of the Finance and Resources Committee and Audit and Risk Committee is a key leadership role and central to the effectiveness and accountability of the Trust. The Chair works in partnership with the Executive Principal, Primary Headteachers and Business Manager across the BSJT while holding them to account and plays a key role in supporting the members of the Finance and Resources and Audit and Risk Committee to reach key strategic decisions.

To be an effective Chair of the Finance and Resources Committee and Audit and Risk Committee, you need a good understanding of the role and its responsibilities so that the Trust level committees gain maximum benefit from the work that you do.

An effective Chair:

- works with the Executive Principal, Primary Headteachers and Business Manager across the BSJT to promote and maintain high standards of educational achievement
- ensures that the schools within the Trust set a clear vision, ethos and strategic direction
- with the members of the Finance and Resources and Audit and Risk Committee, hold the Executive Principal, Primary Headteachers and Business Manager across the BSJT to account for the educational outcomes and achievement of best value within the schools across the Trust
- ensures oversight of the financial performance of the schools within the Trust and the effective use of the Trust's resources

You also need to ensure that all members of the committees understand the role and responsibilities of the Finance and Resources and Audit and Risk Committee, outlined on pages 3 – 8.

The Chair of the Finance and Resources Committee and Audit and Risk Committee plays a crucial role in setting the culture of the committees and is first among equals, but has no individual power. The Finance and Resources Committee and Audit and Risk Committee are corporate entities and their power and authority rest with the Committees as a whole. On occasions, the Chair of the Finance and Resources Committee and Audit and Risk Committee may need to act in an emergency, but any such action must be reported to the whole governing body as soon as possible.

The DfE and the National College for Teaching and Leadership provide good resources for Chairs which includes information about the following aspects of the role: Leading Effective Governance, Building the Team and a useful Governor Checklist. This resource and further information can be accessed via the links below:

[DfE Academy Trust Governance Structures and Role](#)

[NCTL The Role of the Chair](#)

## BSJT JOINT FINANCE AND RESOURCES COMMITTEE – YEAR PLAN 2025.26

### AUTUMN TERM

	<b>Joint Finance &amp; Resources at 6.00 pm</b>	<b>Sub Committee</b>
<b>Date</b>		<b>Pay &amp; Staffing Review</b> <b>September t.b.c.</b>
		Executive Principal Performance Appraisal Review and Target setting
<b>Date</b>	<b>Monday 6<sup>th</sup> October at LRS</b>	
<b>Standing Items</b>	Declaration of Pecuniary Interests Management Accounts (BMS, HPS, LRS) Budget Monitoring Procurement Staffing updates Site updates Health and Safety Results of Annual Questionnaires Policies	
	<b>Audit and Risk Committee</b>	
<b>Date</b>	<b>Monday 6<sup>th</sup> October at LRS</b>	<b>Pay &amp; Staffing Review</b>
<b>Date</b>	GDPR - Annual presentation from DPO List of Trust Bank Accounts (open/closed accounts) Update on financial risks and report on any significant changes with regard to medium or high risks	LRS Monday 13 <sup>th</sup> October BMS: Wednesday 8 <sup>th</sup> October HPS: Thursday 9 <sup>th</sup> October
		Pay review meeting for all staff who have applied to cross the Threshold, or who are currently on the Upper Pay Spine or on SLT.
<b>HALF TERM (27<sup>th</sup> October – 31<sup>st</sup> October 2025)</b>		

**SPRING TERM**

	<b>Joint Finance &amp; Resources at 6.00 pm</b>	
<b>Date</b>	<b>Monday 19<sup>th</sup> January at BMS</b>	
	Declaration of Pecuniary Interests Management Accounts (BMS, HPS, LRS) Budget Monitoring Procurement Staffing updates Site updates Review of Relevant Sections of the School Improvement Plans Health and Safety Policies	
	<b>Audit and Risk Committee</b>	
<b>Date</b>	<b>Monday 19<sup>th</sup> January at BMS</b>	
	Risk Registers Review Audit Findings Report + Annual Accounts Financial Schedule of delegation review Update on financial risks and report on any significant changes with regard to medium or high risks	
<b>HALF TERM (16<sup>th</sup> – 20<sup>th</sup> February 2026)</b>		
		<b>Sub Committee</b>
		<b>Pay &amp; Staffing Review</b>
<b>Date</b>	<b>Monday 16<sup>th</sup> March at HPS</b>	<b>March t.b.c</b>
	Declaration of Pecuniary Interests Management Accounts (BMS, HPS, LRS) Budget Monitoring Procurement Benchmarking Staffing updates Site updates Health and Safety Annual Staff Wellbeing Report Policies	Executive Principal and Headteachers' Mid-Year Performance Appraisal Reviews
	<b>Audit and Risk Committee</b>	

Date	Monday 16 <sup>th</sup> March at HPS	
	Extended Assurance Reports Update on financial risks and report on any significant changes with regard to medium or high risks	

**SUMMER TERM**

	<b>Joint Finance &amp; Resources at 6.00 pm</b>	
<b>Date</b>	<b>Monday 18<sup>th</sup> May at LRS</b>	
	Declaration of Pecuniary Interests Management Accounts (BMS, HPS, LRS) Budget Monitoring Procurement Review of Contracts Staffing updates Analysis of Staff Attendance Site updates Health and Safety Charity Fundraising Policies	
	<b>Audit and Risk Committee</b>	
<b>Date</b>	<b>Monday 18<sup>th</sup> May at LRS</b>	
	Appointment of auditors Contracts Register CC8 Internal Financial Controls Update on financial risks and report on any significant changes with regard to medium or high risks	
<b>HALF TERM (25<sup>th</sup> May – 29<sup>th</sup> May 2026)</b>		
	<b>Joint Finance &amp; Resources at 6.00 pm</b>	<b>Sub Committee</b>
<b>Date</b>	<b>Monday 6<sup>th</sup> July at BMS</b>	
	Declaration of Pecuniary Interests Management Accounts (BMS, HPS, LRS) Budget Monitoring Procurement Review Budget Plan & approve for ratification Annual Review of Complaints Staffing updates Site updates Health and Safety Review of Governor Year Plan and committee meeting dates	
	<b>Audit and Risk Committee</b>	

Date	Monday 6 <sup>th</sup> July at BMS	
	Update on financial risks and report on any significant changes with regard to medium or high risks	

BUSHEY ST JAMES TRUST CALENDAR 2025 - 2026						
MONTH	AUTUMN TERM 2025	DATE	WEEK	MEETING	TIME	LOCATION
SEPTEMBER	Monday	1st	1			
	Tuesday	2nd				
	Wednesday	3rd				
	Thursday	4th				
	Friday	5th				
	Saturday	6th				
	Sunday	7th				
	Monday	8th	2			
	Tuesday	9th				
	Wednesday	10th				
	Thursday	11th				
	Friday	12th				
	Saturday	13th				
	Sunday	14th				
	Monday	15th	3			
	Tuesday	16th				
	Wednesday	17th				
	Thursday	18th				
	Friday	19th		BSJT Staff and Governors Social	3.30 pm	LRS
	Saturday	20th				
	Sunday	21st				
	Monday	22nd	4			
	Tuesday	23rd				
	Wednesday	24th		BMS Student Achievement Committee	6.00 pm	BMS
	Thursday	25th				
	Friday	26th				
	Saturday	27th				
	Sunday	28th				
	Monday	29th	5			
	Tuesday	30th				
OCTOBER	Wednesday	1st				
	Thursday	2nd				
	Friday	3rd				
	Saturday	4th				
	Sunday	5th				
	Monday	6th	6	BSJT Finance and Resources Committee	6.00 pm	LRS
	Tuesday	7th				
	Wednesday	8th		BMS Pay and Staffing Review	t.b.c.	BMS
	Thursday	9th				
	Friday	10th		HPS Pay and Staffing Review	t.b.c.	HPS
	Saturday	11th				
	Sunday	12th				
	Monday	13th	7			
	Tuesday	14th				
	Wednesday	15th		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	16th				
	Friday	17th		LRS Pay and Staffing Review	t.b.c.	LRS
	Saturday	18th				
	Sunday	19th				
	Monday	20th	8			
	Tuesday	21st				
	Wednesday	22nd				
	Thursday	23rd		Joint Primary Pupil Progress Committee	6.00 pm	LRS
				Joint Primary Teaching & Learning Committee	7.15 pm	LRS
	Friday	24th				
	Saturday	25th				
	Sunday	26th				
HALF TERM						

MONTH	AUTUMN TERM 2025	DATE	WEEK	MEETING	TIME	LOCATION
<b>NOVEMBER</b>	Monday	3rd	<b>9</b>	BSJT Conference <i>Innovate, Include, Inspire</i>	8.30 am	BMS
	Tuesday	4th				
	Wednesday	5th				
	Thursday	6th				
	Friday	7th				
	Saturday	8th				
	Sunday	9th				
	Monday	10th	<b>10</b>			
	Tuesday	11th				
	Wednesday	12th				
	Thursday	13th				
	Friday	14th				
	Saturday	15th				
	Sunday	16th				
	Monday	17th	<b>11</b>			
	Tuesday	18th				
	Wednesday	19th				
	Thursday	20th		HPS Full Governing Body Meeting	6.00 pm	HPS
	Friday	21st				
	Saturday	22nd				
	Sunday	23rd				
	Monday	24th	<b>12</b>	LRS Governors Day & Full Governing Body Meeting	6.00 pm	LRS
	Tuesday	25th				
	Wednesday	26th		BMS Governors Day 8.00 am & Full Governing Body Meeting	6.00 pm	BMS
	Thursday	27th				
	Friday	28th				
	Saturday	29th				
<b>DECEMBER</b>	Sunday	30th				
	Monday	1st	<b>13</b>			
	Tuesday	2nd				
	Wednesday	3rd				
	Thursday	4th				
	Friday	5th				
	Saturday	6th				
	Sunday	7th				
	Monday	8th	<b>14</b>			
	Tuesday	9th				
	Wednesday	10th		BSJT Teacher Toolkit 1 4.00pm		HPS
	Thursday	11th		Trust Board and Audited Accounts Report Meeting	7.00 pm	BMS
	Friday	12th				
	Saturday	13th				
	Sunday	14th				
	Monday	15th	<b>15</b>			
	Tuesday	16th				
	Wednesday	17th				
	Thursday	18th				
	Friday	19th				
CHRISTMAS HOLIDAY						

MONTH	SPRING TERM 2026	DATE	WEEK	MEETING	TIME	LOCATION
<b>JANUARY</b>	Monday	5th	16			
	Tuesday	6th				
	Wednesday	7th				
	Thursday	8th				
	Friday	9th				
	Saturday	10th				
	Sunday	11th				
	Monday	12th	17			
	Tuesday	13th				
	Wednesday	14th				
	Thursday	15th				
	Friday	16th				
	Saturday	17th				
	Sunday	18th				
	Monday	19th	18	BSJT Finance and Resources Committee	6.00 pm	BMS
	Tuesday	20th				
	Wednesday	21st		BSJT Teacher Toolkit 2	4.00 pm	LRS
	Thursday	22nd				
	Friday	23rd				
	Saturday	24th				
	Sunday	25th				
	Monday	26th	19			
	Tuesday	27th				
	Wednesday	28th		BMS Student Achievement Committee	6.00 pm	BMS
	Thursday	29th		Joint Primary Pupil Progress Committee	6.00 pm	HPS
				Joint Primary Teaching & Learning Committee	7.15 pm	HPS
	Friday	30th				
<b>FEBRUARY</b>	Saturday	31st				
	Sunday	1st				
	Monday	2nd	20			
	Tuesday	3rd				
	Wednesday	4th				
	Thursday	5th				
	Friday	6th				
	Saturday	7th				
	Sunday	8th				
	Monday	9th	21			
	Tuesday	10th				
	Wednesday	11th		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	12th				
	Friday	13th				
	Saturday	14th				
	Sunday	15th				
HALF TERM						

MONTH	SPRING TERM 2026	DATE	WEEK	MEETING	TIME	LOCATION
	Monday	23rd	22			
	Tuesday	24th				
	Wednesday	25th		Annual Governor Training across the BSJT - TBC	5.30 pm	BMS
				BMS Full Governing Body Meeting	7.45 pm	BMS
	Thursday	26th				
	Friday	27th				
<b>MARCH</b>	Saturday	28th				
	Sunday	1st				
	Monday	2nd	23	LRS Full Governing Body Meeting	6.00 pm	LRS
	Tuesday	3rd				
	Wednesday	4th				
	Thursday	5th				
	Friday	6th				
	Saturday	7th				
	Sunday	8th				
	Monday	9th	24			
	Tuesday	10th				
	Wednesday	11th				
	Thursday	12th		HPS Governors Day & Full Governing Body Meeting	6.00 pm	HPS
	Friday	13th				
	Saturday	14th				
	Sunday	15th				
	Monday	16th	25	BSJT Finance and Resources Committee	6.00 pm	HPS
	Tuesday	17th				
	Wednesday	18th				
	Thursday	19th		Trust Board Meeting	7.00 pm	BMS
	Friday	20th				
	Saturday	21st				
	Sunday	22nd				
	Monday	23rd	26			
	Tuesday	24th				
	Wednesday	25th				
	Thursday	26th				
	Friday	27th				
EASTER HOLIDAY						

MONTH	SUMMER TERM 2026	DATE	WEEK	MEETING	TIME	LOCATION
<b>APRIL</b>	Monday	13th	<b>27</b>			
	Tuesday	14th				
	Wednesday	15th				
	Thursday	16th				
	Friday	17th				
	Saturday	18th				
	Sunday	19th				
	Monday	20th				
	Tuesday	21st	<b>28</b>			
	Wednesday	22nd				
	Thursday	23rd				
	Friday	24th				
	Saturday	25th				
	Sunday	26th				
	Monday	27th	<b>29</b>			
	Tuesday	28th				
	Wednesday	29th		BMS Student Achievement Committee	6.00 pm	BMS
	Thursday	30th				
<b>MAY</b>	Friday	1st				
	Saturday	2nd				
	Sunday	3rd				
	Monday	4th	<b>30</b>			
	Tuesday	5th				
	Wednesday	6th				
	Thursday	7th				
	Friday	8th				
	Saturday	9th				
	Sunday	10th				
	Monday	11th	<b>31</b>			
	Tuesday	12th				
	Wednesday	13th				
	Thursday	14th		Joint Primary Pupil Progress Committee	6.00 pm	LRS
				Joint Primary Teaching & Learning Committee	7.15 pm	LRS
	Friday	15th				
	Saturday	16th				
	Sunday	17th				
	Monday	18th	<b>32</b>	BSJT Finance and Resources Committee	6.00 pm	LRS
	Tuesday	19th				
	Wednesday	20th		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	21st				
	Friday	22nd				
	Saturday	23rd				
	Sunday	24th				
HALF TERM						

MONTH	SUMMER TERM 2026	DATE	WEEK	MEETING	TIME	LOCATION
<b>JUNE</b>	Monday	1st	<b>33</b>			
	Tuesday	2nd				
	Wednesday	3rd				
	Thursday	4th				
	Friday	5th				
	Saturday	6th				
	Sunday	7th				
	Monday	8th	<b>34</b>			
	Tuesday	9th				
	Wednesday	10th				
	Thursday	11th				
	Friday	12th				
	Saturday	13th				
	Sunday	14th				
	Monday	15th	<b>35</b>			
	Tuesday	16th				
	Wednesday	17th				
	Thursday	18th				
	Friday	19th				
	Saturday	20th				
	Sunday	21st				
	Monday	22nd	<b>36</b>	LRS Full Governing Body Meeting <i>(Budget Review)</i>	6.00 pm	LRS
	Tuesday	23rd				
	Wednesday	24th		BSJT Teacher Toolkit 3	4.00 pm	BMS
	Thursday	25th				
	Friday	26th				
	Saturday	27th				
	Sunday	28th				
	Monday	29th	<b>37</b>			
	Tuesday	30th				
<b>JULY</b>	Wednesday	1st		BMS Full Governing Body Meeting <i>(Budget Review)</i>	6.00 pm	BMS
	Thursday	2nd		HPS Full Governing Body Meeting <i>(Budget Review)</i>	6.00 pm	HPS
	Friday	3rd				
	Saturday	4th				
	Sunday	5th				
	Monday	6th	<b>38</b>	BSJT Finance and Resources Committee <i>(Budget Review)</i>	6.00 pm	BMS
	Tuesday	7th				
	Wednesday	8th				
	Thursday	9th				
	Friday	10th				
	Saturday	11th				
	Sunday	12th				
	Monday	13th	<b>39</b>			
	Tuesday	14th				
	Wednesday	15th				
	Thursday	16th		Annual Trust Social	5.30 pm	BMS
				AGM & Trust Board Meeting	7.00 pm	BMS
	Friday	17th				

## **Governors' Section of the Website**

All Governors have access to a secure area of the school website.

<http://www.busheymeads.org.uk/>

The Governors' section can be found under the parents' tab at the top of the home page.

In this section of the website all Governors' minutes from Full Governing Body and Committee Meetings are stored and can be accessed by all Governors.

In addition, there is information provided about:

- The Governing Body at Bushey Meads School
- Lists of Governors and contact details
- Terms of Reference for the Full Governing Body and Committees
- School policies relevant to Governors and not generally available on the website
- School self-evaluation documentation
- School Improvement Planning documentation
- Financial information
- Admissions

The section of the site requires a secure login, available from the school on request.

## Policy Review Schedule

The following policies are reviewed and ratified by the Trust Board and Joint Finance and Resources Committee. The schedule below indicates the timeline for review:

POLICY	COMMITTEE/BOARD	SLT Link re Review	DATE LAST REVIEWED BY COMMITTEE/LGB or TRUST BOARD	DATE OF NEXT REVIEW
<b>Policies for Trust Board Review</b>				
Service Level Agreement	Trust Board	RCS	Sep-24	Sep-25
Child Protection*	Trust Board	SAH	Dec-24	Dec-25
Children with a Social Worker	Trust Board	ODT	Dec-23	Dec-25
Gifts and Hospitality	Trust Board	RCS	Dec-23	Dec-25
Health and Safety	Trust Board	GCN	Dec-23	Dec-25
Procurement and Tendering	Trust Board	RCS	Dec-22	Dec-25
Safer Recruitment Policy	Trust Board	SFE	Dec-23	Dec-25
Schedule of Financial Delegation	Trust Board	RCS	Dec-24	Dec-25
Staff Code of Conduct	Trust Board	JTR	Dec-23	Dec-25
Staff Harrassment & Bullying	Trust Board	JTR	Dec-23	Dec-25
Trust Reserves	Trust Board	RCS	Dec-23	Dec-25
Staff Welbeing Charter	Trust Board	JTR	Feb-24	Feb-26
Managing Allegations of Abuse against Staff	Trust Board	JTR	Jul-24	Mar-26
Business Continuity Plan	Trust Board	RCS	Mar-24	Mar-26
Business Charge Card	Trust Board	RCS	Jul-24	Jul-26
e-Safety	Trust Board	GFR	Jul-24	Jul-26
Lettings	Trust Board	RCS	Jul-24	Jul-26
Performance Appraisal*	Trust Board	JTR	Jul-25	Jul-26
Redundancy Appeals Process	Trust Board	SFE	Jul-24	Jul-26
Staff Capability	Trust Board	JTR	Jul-24	Jul-26
Staff Pay*	Trust Board	JTR	Jul-25	Jul-26
Complaints	Trust Board	JTR	Mar-25	Mar-27
Flexible Working Request	Trust Board	JTR	Mar-25	Mar-27
Freedom of Information	Trust Board	GFR	Mar-25	Mar-27
Governor/Staff Relations	Trust Board	JTR	Mar-25	Mar-27
Local Government Pension Scheme	Trust Board	SFE	Mar-24	Mar-27
Shared Parental Leave	Trust Board	SFE	Mar-24	Mar-27
Staff Grievance	Trust Board	JTR	Mar-25	Mar-27
Whistle Blowing	Trust Board	JTR	Mar-25	Mar-27
Critical Incident	Trust Board	JTR	Jul-25	Jul-27
JCNC	Trust Board	JTR	Jul-25	Jul-27
Maternity, Paternity, Adoption and Carer's Leave	Trust Board	SFE	Jul-24	Jul-27
Staff Disciplinary	Trust Board	JTR	Jul-25	Jul-27
Staff Health & Attendance	Trust Board	JTR	Jul-25	Jul-27
Staff Leave of Absence	Trust Board	JTR	Jul-25	Jul-27
Staff Stress Management & Well-Being	Trust Board	JTR	Jul-25	Jul-27
Trust Reserves	Trust Board	RCS	Jul-25	Jul-27
Data Protection	Trust Board	GFR	Dec-24	Dec-27
More Able	Trust Board	ODT	Dec-24	Dec-27
Parent and Carer Code of Conduct	Trust Board	JTR	Dec-24	Dec-27
Subject Access Request	Trust Board	GFR	Dec-24	Dec-27
Governors' Allowances and Expenses	Trust Board	RCS	Jul-25	Jul-28
Medical Conditions	Trust Board	SAH	Jul-25	Jul-28
Intimate Care	Trust Board	SAH	Jul-25	Jul-28
<b>Joint Finance and Resources Committee</b>				
16-19 Bursary Fund	Finance & Resources	RCS	Jan-24	Jan-26
Assets and Depreciation	Finance & Resources	RCS	Jan-24	Jan-26
Charging & Remissions	Finance & Resources	RCS	Jan-24	Jan-26
Directed Time	Finance & Resources	JTR	Jun-25	Jun-26
Debt Recovery	Finance & Resources	RCS	Jan-25	Mar-27
Risk Management	Finance & Resources	RCS	Jan-25	Mar-27
Finance Policy and Procedures*	Finance & Resources	RCS	May-25	May-27

The Executive Principal, Acting Primary Executive Headteacher and Acting Heads of School oversee a schedule for the review of all the local school policies within each school in the Trust.