



BUSHEY ST JAMES TRUST

Joint Finance and

Resources Committee

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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 2023.24

AUTUMN TERM

	Joint Finance & Resources at 6.00 pm	Sub Committee		
		Pay & Staffing Review		
Date		September t.b.c.		
		Executive Principal Performance Appraisal Review and Target setting		
Date	Monday 2nd October at LRS			
Standing Items	Declaration of Pecuniary Interests Finance Report Budget Monitoring Staffing updates Site updates Health and Safety Results of Annual Questionnaires Policies			
	Audit and Risk Committee			
Date	Monday 2nd October at LRS	Pay & Staffing Review		
Date	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 9th October	BMS: Wednesday 11th October	HPS: Thursday 12th 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.		
HALF TERM (23rd - 27th October 2023)				

SPRING TERM

	Joint Finance & Resources at 6.00 pm	
Date	Monday 15th January at BMS	
	Declaration of Pecuniary Interests Finance Report Staffing updates Site updates Review of Relevant Sections of the School Improvement Plans Health and Safety Policies	
	Audit and Risk Committee	
Date	Monday 15th January at BMS	
	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	
HALF TERM (19th – 23rd February 2024)		
		Sub Committee
		Pay & Staffing Review
Date	Monday 11th March at HPS	March t.b.c
	Declaration of Pecuniary Interests Benchmarking Finance Report Staffing updates Site updates Health and Safety Annual Staff Wellbeing Report Policies	Executive Principal and Headteachers' Mid-Year Performance Appraisal Reviews
	Audit and Risk Committee	
Date	Monday 11th 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

	Joint Finance & Resources at 6.00 pm	
Date	Monday 13th May at LRS	
	Declaration of Pecuniary Interests Finance Report Review of Contracts Staffing updates Analysis of Staff Attendance Site updates Health and Safety Charity Fundraising Policies	
	Audit and Risk Committee	
Date	Monday 13th May at LRS	
	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	
HALF TERM (27th May – 31st May 2024)		
	Joint Finance & Resources at 6.00 pm	Sub Committee
Date	Monday 1st July at BMS	
	Declaration of Pecuniary Interests Finance Report 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	
	Audit and Risk Committee	
Date	Monday 1st July at BMS	
	Update on financial risks and report on any significant changes with regard to medium or high risks	

BUSHEY ST JAMES TRUST ACADEMIC YEAR CALENDAR 2023.2024



AUTUMN TERM 2023

MONTH	DAY	DATE	WEEK	MEETING	TIME	LOCATION
AUGUST	Monday	28th	1			
	Tuesday	29th				
	Wednesday	30th				
	Thursday	31st				
SEPTEMBER	Friday	1st				
	Saturday	2nd				
	Sunday	3rd				
	Monday	4th	1			
	Tuesday	5th				
	Wednesday	6th				
	Thursday	7th				
	Friday	8th				
	Saturday	9th				
	Sunday	10th				
	Monday	11th	2			
	Tuesday	12th				
	Wednesday	13th				
	Thursday	14th				
	Friday	15th		BSJT Staff and Governors Social	4.00 pm	LRS
	Saturday	16th				
	Sunday	17th				
	Monday	18th	3			
	Tuesday	19th				
	Wednesday	20th				
	Thursday	21st				
	Friday	22nd				
	Saturday	23rd				
	Sunday	24th				
	Monday	25th	4			
	Tuesday	26th				
	Wednesday	27th		BMS Student Achievement Committee	6.00 pm	BMS
	Thursday	28th				
	Friday	29th				
	Saturday	30th				
OCTOBER	Sunday	1st				
	Monday	2nd	5	BSJT Finance and Resources Committee	6.00 pm	LRS

BUSHEY ST JAMES TRUST ACADEMIC YEAR CALENDAR 2023.2024



OCTOBER	DAY	DATE	WEEK	MEETING	TIME	LOCATION
	Tuesday	3rd				
	Wednesday	4th				
	Thursday	5th				
	Friday	6th				
	Saturday	7th				
	Sunday	8th				
	Monday	9th	6			
	Tuesday	10th				
	Wednesday	11th		BMS Pay and Staffing Review	t.b.c.	BMS
	Thursday	12th		HPS Pay and Staffing Review	t.b.c.	HPS
	Friday	13th				
	Saturday	14th				
	Sunday	15th				
	Monday	16th	7	LRS Pay and Staffing Review	t.b.c.	LRS
	Tuesday	17th				
	Wednesday	18th		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	19th				
	Friday	20th				
	Saturday	21st				
	Sunday	22nd				
AUTUMN HALF TERM BREAK 2023						
	Monday	30th	8	Bushey St James Trust Annual Conference	TBC	BMS
	Tuesday	31st				
NOVEMBER	Wednesday	1st				
	Thursday	2nd				
	Friday	3rd				
	Saturday	4th				
	Sunday	5th				
	Monday	6th	9			
	Tuesday	7th				
	Wednesday	8th				
	Thursday	9th		Joint Primary Teaching & Learning Committee	6.00 pm	HPS
				Joint Primary Pupil Progress Committee	7.15 pm	
	Friday	10th				
	Saturday	11th				
	Sunday	12th				
	Monday	13th	10			
	Tuesday	14th				

BUSHEY ST JAMES TRUST ACADEMIC YEAR CALENDAR 2023.2024



NOVEMBER	DAY	DATE	WEEK	MEETING	TIME	LOCATION
				BMS Governors Day	08:00 am	BMS
	Wednesday	15th		BSJT Teacher Toolkit 1	4.00 pm	All Schools
	Thursday	16th				
	Friday	17th				
	Saturday	18th				
	Sunday	19th				
	Monday	20th	11			
	Tuesday	21st				
	Wednesday	22nd				
	Thursday	23rd		HPS Full Governing Body Meeting	6.00 pm	HPS
	Friday	24th				
	Saturday	25th				
	Sunday	26th				
	Monday	27th	12	LRS Full Governing Body Meeting	6.00 pm	LRS
	Tuesday	28th				
	Wednesday	29th		BMS Full Governing Body Meeting	6.00 pm	BMS
	Thursday	30th				
DECEMBER	Friday	1st				
	Saturday	2nd				
	Sunday	3rd				
	Monday	4th	13			
	Tuesday	5th				
	Wednesday	6th				
	Thursday	7th		Trust Board & Audited Accounts Report Meeting	7.00 pm	BMS
	Friday	8th				
	Saturday	9th				
	Sunday	10th				
	Monday	11th	14			
	Tuesday	12th				
	Wednesday	13th				
	Thursday	14th				
	Friday	15th				
	Saturday	16th				
	Sunday	17th				
	Monday	18th	15			
	Tuesday	19th				
	Wednesday	20th				

BUSHEY ST JAMES TRUST ACADEMIC YEAR CALENDAR 2023.2024



CHRISTMAS HOLIDAY BREAK 2023						
SPRING TERM 2024						
JANUARY	DATE	DATE	WEEK	MEETING	TIME	LOCATION
	Thursday	4th	16			
	Friday	5th				
	Saturday	6th				
	Sunday	7th				
	Monday	8th	17			
	Tuesday	9th				
	Wednesday	10th				
	Thursday	11th				
	Friday	12th				
	Saturday	13th				
	Sunday	14th				
	Monday	15th	18	BSJT Finance and Resources Committee	6.00 pm	BMS
	Tuesday	16th				
	Wednesday	17th				
	Thursday	18th				
	Friday	19th				
	Saturday	20th				
	Sunday	21st				
	Monday	22nd	19			
	Tuesday	23rd				
	Wednesday	24th				
	Thursday	25th		BSJT Teacher Toolkit 2	4.00 pm	LRS
	Friday	26th				
	Saturday	27th				
	Sunday	28th				
	Monday	29th	20			
	Tuesday	30th				
	Wednesday	31st		BMS Student Achievement Committee	6.00 pm	BMS
FEBRUARY	DATE	DATE	WEEK	MEETING	TIME	LOCATION
	Thursday	1st		Joint Primary Teaching and Learning Committee	6.00 pm	LRS
				Joint Primary Pupil Progress Committee	7.15 pm	LRS
	Friday	2nd				
	Saturday	3rd				
	Sunday	4th				



BUSHEY ST JAMES TRUST ACADEMIC YEAR CALENDAR 2023.2024



FEBRUARY	DAY	DATE	WEEK	MEETING	TIME	LOCATION
	Monday	5th	21			
	Tuesday	6th				
	Wednesday	7th				
	Thursday	8th				
	Friday	9th				
	Saturday	10th				
	Sunday	11th				
	Monday	12th	22			
	Tuesday	13th				
	Wednesday	14th		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	15th				
	Friday	16th				
	Saturday	17th				
	Sunday	18th				
SPRING HALF TERM BREAK 2024						
	Monday	26th	23			
	Tuesday	27th				
	Wednesday	28th		TBC: BSJT Annual Governor Training across the Trust	5.30 pm	BMS
				BMS Full Governing Body Meeting	7.45 pm	BMS
	Thursday	29th				
MARCH	Friday	1st				
	Saturday	2nd				
	Sunday	3rd				
	Monday	4th	24	LRS Full Governing Body Meeting	6.00 pm	LRS
	Tuesday	5th				
	Wednesday	6th				
	Thursday	7th				
	Friday	8th				
	Saturday	9th				
	Sunday	10th				
	Monday	11th	25	BSJT Finance and Resources Committee	6.00 pm	HPS
	Tuesday	12th				
	Wednesday	13th				
	Thursday	14th		HPS Full Governing Body Meeting	6.00 pm	HPS
	Friday	15th				
	Saturday	16th				

BUSHEY ST JAMES TRUST ACADEMIC YEAR CALENDAR 2023.2024



MARCH	DAY	DATE	WEEK	MEETING	TIME	LOCATION
	Sunday	17th				
	Monday	18th	26			
	Tuesday	19th				
	Wednesday	20th				
	Thursday	21st		Trust Board Meeting	7.00 pm	BMS
	Friday	22nd				
	Saturday	23rd				
	Sunday	24th				
	Monday	25th	27			
	Tuesday	26th				
	Wednesday	27th				
	Thursday	28th				
EASTER HOLIDAY BREAK 2024						
SUMMER TERM 2024						
APRIL	Monday	15th	28			
	Tuesday	16th				
	Wednesday	17th				
	Thursday	18th				
	Friday	19th				
	Saturday	20th				
	Sunday	21st				
	Monday	22nd	29			
	Tuesday	23rd				
	Wednesday	24th				
	Thursday	25th				
	Friday	26th				
	Saturday	27th				
	Sunday	28th				
	Monday	29th	30			
	Tuesday	30th				
MAY	DAY	DATE	WEEK	MEETING	TIME	LOCATION
	Wednesday	1st		BMS Student Achievement Committee	6.00 pm	BMS
	Thursday	2nd				
	Friday	3rd				
	Saturday	4th				
	Sunday	5th				
	Monday	6th	31			
	Tuesday	7th				
	Wednesday	8th				

BUSHEY ST JAMES TRUST ACADEMIC YEAR CALENDAR 2023.2024



MAY	DAY	DATE	WEEK	MEETING	TIME	LOCATION
	Thursday	9th				
	Friday	10th				
	Saturday	11th				
	Sunday	12th				
	Monday	13th	32	BSJT Finance and Resources Committee	6.00 pm	LRS
	Tuesday	14th				
	Wednesday	15th				
	Thursday	16th		Joint Primary Teaching and Learning Committee	6.00 pm	HPS
				Joint Primary Pupil Progress Committee	7.15 pm	HPS
	Friday	17th				
	Saturday	18th				
	Sunday	19th				
MAY	Monday	20th	33			
	Tuesday	21st				
	Wednesday	22nd		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	23rd				
	Friday	24th				
SUMMER HALF TERM BREAK 2024						
JUNE	Monday	3rd	34			
	Tuesday	4th				
	Wednesday	5th				
	Thursday	6th				
	Friday	7th				
	Saturday	8th				
	Sunday	9th				
	Monday	10th	35			
	Tuesday	11th				
	Wednesday	12th				
	Thursday	13th				
	Friday	14th				
	Saturday	15th				
	Sunday	16th				
	Monday	17th	36			
	Tuesday	18th				
	Wednesday	19th				
	Thursday	20th				
	Friday	21st				
	Saturday	22nd				
	Sunday	23rd				

BUSHEY ST JAMES TRUST ACADEMIC YEAR CALENDAR 2023.2024



JUNE	DAY	DATE	WEEK	MEETING	TIME	LOCATION
	Monday	24th	37	LRS Full Governing Body Meeting <i>[Budget Review]</i>	6.00 pm	LRS
	Tuesday	25th				
	Wednesday	26th		BSJT Teacher Toolkit 3	4.00 pm	BMS
	Thursday	27th				
	Friday	28th				
	Saturday	29th				
	Sunday	30th				
JULY	DAY	DATE	WEEK	MEETING	TIME	LOCATION
	Monday	1st	38	BSJT Finance and Resources Committee <i>(Budget Review)</i>	6.00 pm	BMS
	Tuesday	2nd				
	Wednesday	3rd		BMS Full Governing Body Meeting <i>[Budget Review]</i>	6.00 pm	BMS
	Thursday	4th		HPS Full Governing Body Meeting <i>[Budget Review]</i>	6.00 pm	HPS
	Friday	5th				
	Saturday	6th				
	Sunday	7th				
	Monday	8th	39			
	Tuesday	9th				
	Wednesday	10th				
		11th		Annual Trust Social	5.30 pm	BMS
	Thursday			AGM & Trust Board Meeting	7.00 pm	BMS
	Friday	12th				
	Saturday	13th				
	Sunday	14th				
	Monday	15th	40			
	Tuesday	16th				
	Wednesday	17th				
	Thursday	18th				
	Friday	19th				
END OF ACADEMIC YEAR 2023.2024						

BUSHEY ST JAMES TRUST ACADEMIC YEAR CALENDAR 2023.2024



KEY	
SYMBOL	MEETING TYPE
	BSJT Social Event
	BSJT Annual Conference
	BSJT Annual Training
	BSJT Trust Board Meeting
	BSJT Finance & Resources & Audit & Risk Committee
	Full Governance Board Meeting
	Joint Primary Teaching & Learning Committee & Joint Primary Pupil Progress Committee
	BMS Governors Day
	BMS Teaching & Learning Committee
	BMS Student Achievement Committee
	Pay & Staffing Reviews
	Teacher Toolkit

LOCATION KEY
BUSHEY MEADS SECONDARY SCHOOL [BMS]
HARTSBOURNE PRIMARY SCHOOL [HPS]
LITTLE REDDINGS PRIMARY SCHOOL [LRS]

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
Policies for Trust Board Review				
Business Charge Card	Trust Board	RCS	Oct-21	Oct-23
Business Continuity Plan	Trust Board	RCS	Mar-22	Mar-24
Child Protection*	Trust Board	SAH	Dec-22	Dec-23
Children Looked After	Trust Board	SAH	Dec-21	Dec-23
Complaints	Trust Board	JTR	Mar-22	Mar-25
Critical Incident	Trust Board	JTR	Jul-23	Jul-25
Data Protection and Freedom of Information	Trust Board	GFR	Dec-21	Dec-24
e-Safety	Trust Board	GFR	Jul-22	Jul-24
Flexible Working Request	Trust Board	JTR	Mar-23	Mar-25
Freedom of Information	Trust Board	JTR	Mar-23	Mar-25
Gifts and Hospitality	Trust Board	RCS	Dec-21	Dec-23
Governor/Staff Relations	Trust Board	JTR	Mar-23	Mar-25
Governors' Allowances and Expenses	Trust Board	RCS	Jul-22	Jul-25
Health and Safety	Trust Board	JTR	Dec-21	Dec-23
Intimate Care	Trust Board	SAH	Jul-22	Jul-25
JCNC	Trust Board	JTR	Jul-23	Jul-25
Lettings	Trust Board	RCS	Jul-22	Jul-24
Local Government Pension Scheme	Trust Board	JTR	Mar-21	Mar-24
Managing Allegations of Abuse against Staff	Trust Board	JTR	Mar-22	Mar-24
Maternity, Paternity, Adoption and Carer's Leave	Trust Board	JTR	Jul-21	Jul-24
Medical Conditions	Trust Board	SAH	Jul-22	Jul-25
More Able	Trust Board	SAH	Dec-21	Dec-24
Parent and Carer Code of Conduct	Trust Board	JTR	Dec-21	Dec-24
Performance Appraisal*	Trust Board	JTR	Jul-23	Jul-24
Procurement and Tendering	Trust Board	RCS	Dec-22	Dec-25
Redundancy Appeals Process	Trust Board	JTR	Jul-22	Jul-24
Schedule of Financial Delegation	Trust Board	RCS	Dec-22	Dec-23
Service Level Agreement	Trust Board	RCS	Sep-23	Sep-24
Shared Parental Leave	Trust Board	JTR	Mar-21	Mar-24
Staff Capability	Trust Board	JTR	Jul-22	Jul-24
Staff Code of Conduct	Trust Board	JTR	Dec-21	Dec-23
Staff Disciplinary	Trust Board	JTR	Jul-23	Jul-25
Staff Grievance	Trust Board	JTR	Mar-23	Mar-25
Staff Harrassment & Bullying	Trust Board	JTR	Dec-21	Dec-23
Staff Health & Attendance	Trust Board	JTR	Jul-23	Jul-25
Staff Leave of Absence	Trust Board	JTR	Jul-23	Jul-25
Staff Pay*	Trust Board	JTR	Jul-23	Jul-24
Staff Stress Management & Well-Being	Trust Board	JTR	Jul-23	Jul-25
Subject Access Request	Trust Board	JTR	Dec-21	Dec-24
Trust Reserves	Trust Board	RCS	Dec-22	Dec-24
Whistle Blowing	Trust Board	RCS	Dec-23	Dec-25
Policies for Committee Review				
Joint Finance and Resources Committee				
16-19 Bursary Fund	Finance & Resources	RCS	Jan-22	Jan-24
Assets and Depreciation	Finance & Resources	RCS	Jan-22	Jan-24
Charging & Remissions	Finance & Resources	RCS	Jan-22	Jan-24
Debt Recovery	Finance & Resources	RCS	Mar-23	Mar-25
Directed Time	Finance & Resources	JTR	Jul-23	Jul-24
Finance Policy and Procedures	Finance & Resources	RCS	May-23	May-25
Risk Management	Finance & Resources	RCS	Mar-23	Mar-25

The Executive Principal and Headteachers oversee a schedule for the review of all the local school policies within each school in the Trust.