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

Code of Conduct for the Finance and Resources Committee

Introduction

The following is not a definitive statement of responsibilities but is concerned with the common understanding of broad principles by which the committee and individual members will operate.

The Committee accepts the following principles and procedures: -

General

1. We have responsibility for determining, monitoring and keeping under review the broad policies, plans and procedures within which the Trust and schools operate.

2. We recognise that our Executive Principal is responsible for the implementation of policy, management of the Trust and the schools and the implementation and operation of the organisation.

3. We accept that all members have equal status, and although appointed by different groups our overriding concern will be the welfare of the Trust and the schools.

4. We have no legal authority to act individually, except when the Trust Board has given us delegated authority to do so.

5. We have a duty to act fairly and without prejudice, and in so far as we have responsibility for staff, we will fulfil all the legal expectations as, or on behalf of, the employer.

6. We will encourage open government and shall be seen to be doing so.

7. We will consider carefully, how our decisions may affect other schools and the wider community.

Commitment

1. We acknowledge that accepting office as a member of the committee involves the commitment of significant amounts of time and energy.

2. We will each involve ourselves actively in the work of the committee, attend regularly and accept our fair share of responsibilities, including service on additional committees or working groups as required

3. We will get to know the Trust and the schools well and respond to opportunities to involve ourselves in Trust and school activities.

4. We will consider seriously our individual and collective needs for training and development.

Relationships

1. We will strive to work as a team.

2. We will seek to develop effective working relationships with our CEO/Executive Principal, Business Manager, Headteachers, staff, parents, the LA, other relevant agencies and the community.

Confidentiality

1. We will observe confidentiality regarding proceedings of the committee in meetings and from our visits to school as governors.

2. We will observe complete confidentiality when required or asked to do so by the committee, especially regarding matters concerning individual staff or students.

3. We will exercise the greatest prudence if a discussion of a potentially contentious issue affecting the school arises outside the committee.

Conduct

1. We will encourage the open expression of views at meetings, but accept collective responsibility for all decisions made by the committee or its delegated agents. This means we will not speak out *against* decisions, in public or private, outside the committee.

2. We will only speak or act on behalf of the committee when we have been specifically authorised to do so.

3. In making or responding to criticism or complaints affecting the school we will follow the procedures established by the committee.

4. Our visits to school will be undertaken within the framework established by the committee, in agreement with the CEO/Executive Principal, Business Manager, Headteachers and staff.

5. In discharging our duties we will always be mindful of our responsibility to maintain and develop the ethos and reputation of our school.

Suspension

If the need arises to use the sanction of suspending a governor, we will do so by following the Procedures Regulations so as to ensure a fair and objective process.

Removal

1. We recognise that removing a governor from office is a last resort, and that it is the appointing bodies which have the power to remove those they appoint.

2. If the need arises to use the sanction of removing a governor, we will do so by following the Constitution Regulations so as to ensure a fair and objective process.

Supplementary Information to Support the Code of Conduct

Applying to All Committees and Boards across the Bushey St James Trust (based on the NGA Model Code of Conduct)

Once this code has been adopted, all Governing Body and Trust Board members agree to faithfully abide by it.

Trustees: We agree to follow the charity governance code

Local governors: We recognise and support the principles set out in the charity governance code

We will abide by the **Seven Nolan Principles of Public Life** and demonstrate our commitment to ethical governance:

Selflessness
We will act solely in terms of the public interest.

Integrity
We will avoid placing ourselves under any obligation to people or organisations that might try inappropriately to influence us in our work.

We will not act or take decisions in order to gain financial or other material benefits for ourselves, our family, or our friends. We will declare and resolve any interests and relationships.

Objectivity
We will act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

We will apply the highest standards and will:

1. Act within our powers
2. Promote the success of the trust
3. Exercise independent judgement
4. Exercise reasonable care, skill and diligence
5. Avoid conflicts of interest
6. Not accept benefits from third parties
7. Declare interest in proposed transactions or arrangements

We will focus on our core purpose:

Accountability
We are accountable to the public for our decisions and actions and will submit ourselves to the scrutiny necessary to ensure this.

Openness
We will act and take decisions in an open and transparent manner. Information will not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty
We will be truthful.

Leadership
We will exhibit these principles in our own behaviour. We will actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

1. Strategic leadership: defining a vision, fostering a culture and ethos, and championing the strategy
2. Accountability and assurance: providing robust and effective oversight of operations and performance
3. Engagement: strategic oversight of relationships with stakeholders

As individuals, we agree to:

Fulfil our role & responsibilities

1. We accept that our role is strategic and so will focus on our core purpose rather than involve ourselves in day-to-day management.
2. We will fulfil our role and responsibilities as set out in our scheme of delegation.
3. * We will develop, share and live the ethos and values of our trust. [*Include 'maintain and uphold our trust's/school(s)' religious ethos' where applicable*.]
4. We agree to adhere to trust policies and procedures.
5. * We will fully cooperate with requests that are necessary to ensure organisational compliance, including disclosure and barring or right to work checks.
6. We will work collectively for the benefit of the trust.
7. We will be candid but constructive and respectful when holding senior leaders to account.
8. We will consider how our decisions may affect the trust and local community.
9. We will stand by the decisions that we make as a collective.
10. Where decisions and actions conflict with the Seven Principles of Public Life or may place pupils at risk, we will speak up and bring this to the attention of the relevant authorities.
11. We will only speak or act on behalf of the trust board if we have the authority to do so.
12. Trustees: We will fulfil our responsibilities as a good employer, acting fairly and without prejudice.
13. When making or responding to complaints, we will follow the established procedures.
14. We will strive to uphold the trust's reputation in our private communications (including on social media).
15. We will have regard to our responsibilities under The Equality Act and will work to advance equality of opportunity for all.
16. Local governors: We will act as local ambassadors for our trust.

Demonstrate our commitment to the role

1. We will involve ourselves actively in the work of the board and accept our fair share of responsibilities, serving on committees or working groups where required.
2. We will make every effort to attend all meetings and, where we cannot attend, explain in advance why we are unable to.
3. We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.
4. We will get to know the school/s well and welcome opportunities to be involved in school activities.
5. We will visit the school/s and when doing so will make arrangements with relevant staff in advance and observe school and board protocol.
6. When visiting a school in a personal capacity (for example, as a parent or carer), we will continue to honour the commitments made in this code.
7. We will participate in induction training, prioritise training in required areas (such as safeguarding) and commit to developing our individual and collective skills and knowledge on an ongoing basis.

Build and maintain relationships

1. We will develop effective working relationships with leaders, staff, parents and other relevant stakeholders from our local communities.
2. Local governors: We will champion the voices of our school community and stakeholders.
3. Local governors: We will establish effective working relationships with trustees.
4. Trustees: We will engage with and be accountable to those governing at local level.
5. Trustees: We will respect the remit of, and engage constructively with, relevant authorities, sector bodies and other trusts.
6. We will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.
7. We will work to create an inclusive environment where each board member's contributions are valued equally.
8. We will support the chair in their role of leading the board and ensuring appropriate conduct.

Respect confidentiality

1. We will observe complete confidentiality both inside and outside of the trust when matters are deemed confidential or where they concern individual staff, pupils or families.
2. We will not reveal the details of any governing board vote.
3. We will ensure all confidential papers are held and disposed of appropriately.
4. We will maintain confidentiality even after we leave office.
5. * We will practice good ICT security, keep personal data safe and support GDPR compliance.

Declare conflicts of interest and be transparent

1. We will declare any business, personal or other interest that we have in connection with the board's business, and these will be recorded in the register of business interests.
2. We will also declare any conflict of loyalty at the start of any meeting should the need arise.
3. If a conflicted matter arises in a meeting, we will offer to leave the meeting for the duration of the discussion and any subsequent vote.
4. We accept that the register of business interests will be published on the trust's website.
5. We will act as a trustee/local governor, not as a representative of any group.
6. We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the trust board, attendance records, relevant business and pecuniary interests, category of governor/trustee and the body responsible for appointing us will be published on the trust website.
7. We accept that information relating to board members will be collected and recorded on the DfE's national database (Get information about schools), some of which will be publicly available.

* We understand that potential or perceived breaches of this code will be taken seriously and that a breach could lead to formal sanctions including removal from the local governing body, committee or board as a last resort**.**

We agree that this code of conduct will be reviewed annually and endorsed by the full governing board.

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 2026.27

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 5th October at LRS**			
Standing Items	Declaration of Pecuniary Interests Management Accounts (BMS, HPS, LRS) Budget Monitoring Procurement Staffing updates Site updates Health and Safety Results of Annual Questionnaires Policies			
	Audit and Risk Committee			
Date	**Monday 5th 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 12th October**	**BMS: Wednesday 7th October**	**HPS: Thursday 8th 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 (26th October – 30th October 2026)				
Date	**Thursday 10th December at BMS**			
Standing Item	Audited Accounts Report Meeting at 7.00 pm			

SPRING TERM

	Joint Finance & Resources at 6.00 pm	
Date	**Monday 11th January at BMS**	
	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	
	Audit and Risk Committee	
Date	**Monday 11th 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 (15th – 19th February 2027)		
		Sub Committee
		Pay & Staffing Review
Date	**Monday 15th March at HPS**	**March t.b.c**
	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

	Audit and Risk Committee	
Date	**Monday 15th 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 17th May at LRS**	
	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	
	Audit and Risk Committee	
Date	**Monday 17th 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 (31st May – 4th June 2027)		
	Joint Finance & Resources at 6.00 pm	**Sub Committee**
Date	**Monday 5th July at BMS**	
	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	

	Audit and Risk Committee	
Date	**Monday 5th 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 2026 - 2027						
MONTH	**AUTUMN TERM 2026**	**DATE**	**WEEK**	**MEETING**	**TIME**	**LOCATION**
AUGUST	Monday	31st	**1**			
SEPTEMBER	Tuesday	1st				
	Wednesday	2nd				
	Thursday	3rd				
	Friday	4th				
	Saturday	5th				
	Sunday	6th				
	Monday	7th	**2**			
	Tuesday	8th				
	Wednesday	9th				
	Thursday	10th				
	Friday	11th				
	Saturday	12th				
	Sunday	13th				
	Monday	14th	**3**			
	Tuesday	15th				
	Wednesday	16th				
	Thursday	17th				
	Friday	18th		BSJT Staff and Governors Social	3.30 pm	LRS
	Saturday	19th				
	Sunday	20th				
	Monday	21st	**4**			
	Tuesday	22nd				
	Wednesday	23rd		BMS Student Achievement Committee	6.00 pm	BMS
	Thursday	24th				
	Friday	25th				
	Saturday	26th				
	Sunday	27th				
	Monday	28th	**5**			
	Tuesday	29th				
	Wednesday	30TH				
OCTOBER	Thursday	1st				
	Friday	2nd				
	Saturday	3rd				
	Sunday	4th				
	Monday	5th	**6**	BSJT Finance and Resources Committee	6.00 pm	LRS
	Tuesday	6th				
	Wednesday	7th		BMS Pay and Staffing Review	t.b.c.	BMS
	Thursday	8th				
	Friday	9th		HPS Pay and Staffing Review	t.b.c.	HPS
	Saturday	10th				
	Sunday	11th				
	Monday	12th	**7**			
	Tuesday	13th				
	Wednesday	14th		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	15th				
	Friday	16th		LRS Pay and Staffing Review	t.b.c.	LRS
	Saturday	17th				
	Sunday	18th				
	Monday	19th	**8**			
	Tuesday	20th				
	Wednesday	21st				
	Thursday	22nd		Joint Primary Pupil Progress Committee	6.00 pm	LRS
				Joint Primary Teaching & Learning Committee	7.15 pm	LRS
	Friday	23rd				
	Saturday	24th				
	Sunday	25th				
HALF TERM						

MONTH	AUTUMN TERM 2026	DATE	WEEK	MEETING	TIME	LOCATION
NOVEMBER	Monday	2nd	**9**	BSJT Conference *The Empowered Educator*	8.30 am	BMS
	Tuesday	3rd				
	Wednesday	4th				
	Thursday	5th				
	Friday	6th				
	Saturday	7th				
	Sunday	8th				
	Monday	9th	**10**			
	Tuesday	10th				
	Wednesday	11th				
	Thursday	12th				
	Friday	13th				
	Saturday	14th				
	Sunday	15th				
	Monday	16th	**11**			
	Tuesday	17th				
	Wednesday	18th				
	Thursday	19th		HPS Full Governing Body Meeting	6.00 pm	HPS
	Friday	20th				
	Saturday	21st				
	Sunday	22nd				
	Monday	23rd	**12**	LRS Full Governing Body Meeting	6.00 pm	LRS
	Tuesday	24th				
	Wednesday	25th		BMS Governors Day 8.00 am & Full Governing Body Meeting	6.00 pm	BMS
	Thursday	26th				
	Friday	27th				
	Saturday	28th				
	Sunday	29th				
	Monday	30th	**13**			
DECEMBER	Tuesday	1st				
	Wednesday	2nd				
	Thursday	3rd				
	Friday	4th				
	Saturday	5th				
	Sunday	6th				
	Monday	7th	**14**			
	Tuesday	8th				
	Wednesday	9th		BSJT Teacher Toolkit 1 4.00pm		HPS
	Thursday	10th		F & R and Trust Board Audited Accounts Report Meeting	7.00 pm	BMS
	Friday	11th				
	Saturday	12th				
	Sunday	13th				
	Monday	14th	**15**			
	Tuesday	15th				
	Wednesday	16th				
	Thursday	17th				
	Friday	18th				
CHRISTMAS HOLIDAY						

MONTH	SPRING TERM 2027	DATE	WEEK	MEETING	TIME	LOCATION
JANUARY	Monday	4th	**16**			
	Tuesday	5th				
	Wednesday	6th				
	Thursday	7th				
	Friday	8th				
	Saturday	9th				
	Sunday	10th				
	Monday	11th	**17**	BSJT Finance and Resources Committee	6.00 pm	BMS
	Tuesday	12th				
	Wednesday	13th				
	Thursday	14th				
	Friday	15th				
	Saturday	16th				
	Sunday	17th				
	Monday	18th	**18**			
	Tuesday	19th				
	Wednesday	20th		BSJT Teacher Toolkit 2	4.00 pm	LRS
	Thursday	21st				
	Friday	22nd				
	Saturday	23rd				
	Sunday	24th				
	Monday	25th	**19**			
	Tuesday	26th				
	Wednesday	27th		BMS Student Achievement Committee	6.00 pm	BMS
	Thursday	28th		Joint Primary Pupil Progress Committee	6.00 pm	HPS
				Joint Primary Teaching & Learning Committee	7.15 pm	HPS
	Friday	29th				
	Saturday	30th				
	Sunday	31st				
FEBRUARY	Monday	1st	**20**			
	Tuesday	2nd				
	Wednesday	3rd				
	Thursday	4th				
	Friday	5th				
	Saturday	6th				
	Sunday	7th				
	Monday	8th	**21**			
	Tuesday	9th				
	Wednesday	10th		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	11th				
	Friday	12th				
	Saturday	13th				
	Sunday	14th				
HALF TERM						

MONTH	SPRING TERM 2027	DATE	WEEK	MEETING	TIME	LOCATION
	Monday	22nd	**22**			
	Tuesday	23rd				
	Wednesday	24th		Annual Governor Training across the BSJT - TBC	5.30 pm	BMS
				BMS Full Governing Body Meeting	7.30 pm	BMS
	Thursday	2th				
	Friday	26th				
	Saturday	27th				
	Sunday	28th				
MARCH	Monday	1st	**23**	LRS Full Governing Body Meeting	6.00 pm	LRS
	Tuesday	2nd				
	Wednesday	3rd				
	Thursday	4th				
	Friday	5th				
	Saturday	6th				
	Sunday	7th				
	Monday	8th	**24**			
	Tuesday	9th				
	Wednesday	10th				
	Thursday	11th		HPS Full Governing Body Meeting	6.00 pm	HPS
	Friday	12th				
	Saturday	13th				
	Sunday	14th				
	Monday	15th	**25**	BSJT Finance and Resources Committee	6.00 pm	HPS
	Tuesday	16th				
	Wednesday	17th				
	Thursday	18th		Trust Board Meeting	7.00 pm	BMS
	Friday	19th				
	Saturday	20th				
	Sunday	21st				
	Monday	22nd	**26**			
	Tuesday	23rd				
	Wednesday	24th				
	Thursday	25th				
EASTER HOLIDAY						

MONTH	SUMMER TERM 2027	DATE	WEEK	MEETING	TIME	LOCATION
APRIL	Monday	12th	**27**			
	Tuesday	13th				
	Wednesday	14th				
	Thursday	15th				
	Friday	16th				
	Saturday	17th				
	Sunday	18th				
	Monday	19th				
	Tuesday	20th	**28**			
	Wednesday	21st				
	Thursday	22nd				
	Friday	23rd				
	Saturday	24th				
	Sunday	25th				
	Monday	26th	**29**			
	Tuesday	27th				
	Wednesday	28th		BMS Student Achievement Committee	6.00 pm	BMS
	Thursday	29th				
	Friday	30th				
MAY	Saturday	1st				
	Sunday	2nd				
	Monday	3rd	**30**	**Bank Holiday**		
	Tuesday	4th				
	Wednesday	5th				
	Thursday	6th				
	Friday	7th				
	Saturday	8th				
	Sunday	9th				
	Monday	10th	**31**			
	Tuesday	11th				
	Wednesday	12th				
	Thursday	13th		Joint Primary Pupil Progress Committee	6.00 pm	LRS
				Joint Primary Teaching & Learning Committee	7.15 pm	LRS
	Friday	14th				
	Saturday	15th				
	Sunday	16th				
	Monday	17th	**32**	BSJT Finance and Resources Committee	6.00 pm	LRS
	Tuesday	18th				
	Wednesday	19th		BMS Teaching and Learning Committee	6.00 pm	BMS
	Thursday	20th				
	Friday	21st				
	Saturday	22nd				
	Sunday	23rd				
	Monday	24th	**33**			
	Tuesday	25th				
	Wednesday	26th				
	Thursday	27th				
	Friday	28th				
HALF TERM						

MONTH	SUMMER TERM 2027	DATE	WEEK	MEETING	TIME	LOCATION
JUNE	Monday	7th	**34**			
	Tuesday	8th				
	Wednesday	9th				
	Thursday	10th				
	Friday	11th				
	Saturday	12th				
	Sunday	13th				
	Monday	14th	**35**			
	Tuesday	15th				
	Wednesday	16th				
	Thursday	17th				
	Friday	18th				
	Saturday	19th				
	Sunday	20th				
	Monday	21st	**36**	LRS Governors Day & FGB Meeting *(Budget Review)*	4.00 pm	LRS
	Tuesday	22nd				
	Wednesday	23rd		BSJT Teacher Toolkit 3	4.00 pm	BMS
	Thursday	24th				
	Friday	25th				
	Saturday	26th				
	Sunday	27th				
	Monday	28th	**37**			
	Tuesday	29th				
	Wednesday	30th		BMS Full Governing Body Meeting *(Budget Review)*	6.00 pm	BMS
JULY	Thursday	1st		HPS Governors Day & FGB Meeting *(Budget Review)*	1.00 pm	HPS
	Friday	2nd				
	Saturday	3rd				
	Sunday	4th				
	Monday	5th	**38**	BSJT Finance and Resources Committee *(Budget Review)*	6.00 pm	BMS
	Tuesday	6th				
	Wednesday	7th				
	Thursday	8th				
	Friday	9th				
	Saturday	10th				
	Sunday	11th				
	Monday	12th	**39**			
	Tuesday	13th				
	Wednesday	14th				
	Thursday	15th		Annual Trust Social	5.30 pm	BMS
				AGM & Trust Board Meeting	7.00 pm	BMS
	Friday	16th				

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				
Child Protection*	Trust Board	OdT	Dec-25	Dec-26
Schedule of Financial Delegation	Trust Board	RCS	Dec-25	Dec-26
Complaints	Trust Board	JTR	Mar-25	Mar-27
Flexible Working Request	Trust Board	JTR	Mar-25	Mar-27
Freedom of Information	Trust Board	JBH	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
Service Level Agreement	Trust Board	RCS	Jul-26	Jul-27
Restrictive Interventions Policy	Trust Board	ODT	Jul-26	Jul-27
Attendance	Trust Board	ODT	Jul-26	Jul-27
Performance Appraisal*	Trust Board	JTR	Jul-26	Jul-27
Staff Pay*	Trust Board	JTR	Jul-26	Jul-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
Children with a Social Worker	Trust Board	ODT	Dec-25	Dec-27
Gifts and Hospitality	Trust Board	RCS	Dec-25	Dec-27
Health and Safety	Trust Board	GCN	Dec-25	Dec-27
Safer Recruitment Policy	Trust Board	SFE	Dec-25	Dec-27
Staff Code of Conduct	Trust Board	JTR	Dec-25	Dec-27
Staff Harrassment & Bullying	Trust Board	JTR	Dec-25	Dec-27
Data Protection	Trust Board	JBH	Dec-24	Dec-27
More Able	Trust Board	JBK	Dec-24	Dec-27
Parent and Carer Code of Conduct	Trust Board	JTR	Dec-24	Dec-27
Subject Access Request	Trust Board	JBH	Dec-24	Dec-27
Staff Welbeing Charter	Trust Board	JTR	Mar-26	Mar-28
Managing Allegations of Abuse against Staff	Trust Board	JTR	Mar-26	Mar-28
Trust Reserves	Trust Board	RCS	Jul-26	Jul-28
Business Charge Card	Trust Board	RCS	Jul-26	Jul-28
Business Continuity Plan	Trust Board	RCS	Jul-26	Jul-28
e-Safety	Trust Board	JBH	Jul-26	Jul-28
Lettings	Trust Board	RCS	Jul-26	Jul-28
Redundancy Appeals Process	Trust Board	SFE	Jul-26	Jul-28
Staff Capability	Trust Board	JTR	Jul-26	Jul-28
Medical Conditions	Trust Board	OdT	Jul-25	Jul-28
Intimate Care	Trust Board	OdT	Jul-25	Jul-28
Procurement and Tendering	Trust Board	RCS	Dec-25	Dec-28
Governors' Allowances and Expenses	Trust Board	RCS	Jul-26	Jul-29
Joint Finance and Resources Committee				
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
Directed Time	Finance & Resources	JTR	Jun-26	Jun-27
16-19 Bursary Fund	Finance & Resources	RCS	Jan-26	Jan-28
Assets and Depreciation	Finance & Resources	RCS	Jan-26	Jan-28
Charging & Remissions	Finance & Resources	RCS	Jan-26	Jan-28

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.