

## LIST OF FUTURE TOPICS FOR DIRECTORS AND/OR COMMITTEE MEETINGS

*This list is in addition to Standing Items and the like*

A. GOVERNANCE	B. FINANCIAL	C. STAFFING	D. OTHER POLICIES/PROCEDURES	E. OTHER MATTERS
<ol style="list-style-type: none"> <li>1. Seek one/two additional directors</li> <li>2. Corporate Identity</li> <li>3. Improve reporting and communications:               <ol style="list-style-type: none"> <li>3.1 Template for reports to Directors:                   <ol style="list-style-type: none"> <li>a. Task/Project Committee</li> <li>b. FAC Committee</li> <li>c. Pay and Performance Com</li> <li>d. LGBs</li> <li>e. CEO</li> <li>f. Senior Finance Officer</li> <li>g. Marketing Manager</li> </ol> </li> <li>3.2 Template for reports/instructions from the Directors to LGBs, CEO, etc</li> <li>3.3 Reporting timetables with topics</li> <li>3.4 Instil the ethos "challenge is productive"</li> <li>3.5 Enhance minutes to reflect challenge</li> </ol> </li> <li>4. Succession Planning</li> <li>5. Performance Analysis:               <ol style="list-style-type: none"> <li>5.1 The Members</li> <li>5.2 Board, Chair and individual Directors</li> <li>5.3 LGBs, Chairs and individual L/Governors</li> <li>5.4 Other committees, chairs and attendees</li> <li>5.5 Executive Team</li> </ol> </li> <li>6. Nominations/Appointments Procedures:               <p style="text-align: center;"><i>(incorporating skills audit, etc)</i></p> <ol style="list-style-type: none"> <li>6.1 Members</li> <li>6.2 Directors</li> <li>6.3 Chairman/Vice Chairman of the Directors</li> <li>6.4 Local Governors</li> <li>6.5 Parent Local Governors</li> <li>6.6 Staff Local Governors</li> <li>6.7 Chair/Vice-Chair of LGBs</li> <li>6.8 Committees</li> </ol> </li> <li>7. Improve understanding and use of Risk Management - all levels</li> <li>8. Review/update Scheme of Delegation</li> <li>9. Broaden all constitutions to include roles and responsibilities incorporating the Scheme of Delegation</li> <li>10. Enhance training provision for               <ol style="list-style-type: none"> <li>10.1 Members</li> <li>10.2 Directors</li> <li>10.3 All types of local governor</li> </ol> </li> <li>11. Induction of New Directors</li> <li>12. Give clear strategic direction to LGBs</li> </ol>	<ol style="list-style-type: none"> <li>1. Comprehensive review of financial management:               <ol style="list-style-type: none"> <li>1.1 New accounting system</li> <li>1.2 Establish new budget strategy</li> <li>1.3 Establish a fully analysed 5-year plan</li> <li>1.4 Improve management account report with high level reporting only to Directors</li> </ol> </li> <li>2. Build operating surplus</li> <li>3. Improve cash management</li> <li>4. Develop an investment policy</li> <li>5. Seek tenders for future audit provision</li> </ol>	<ol style="list-style-type: none"> <li>1. Review HR Policies comprising:               <ol style="list-style-type: none"> <li>1.1 Trust Performance Management Policy (General Requirements)</li> <li>1.2. Trust Pay Policy for Teaching Staff</li> <li>1.3 Trust Pay Policy for Non-Teaching Staff</li> </ol> </li> <li>2. Review of PM Procedures               <ol style="list-style-type: none"> <li>2.1 Senior Management</li> <li>2.2 Central Team                   <p style="text-align: center;"><i>(could be Trust Staff for non-teaching)</i></p> </li> <li>2.3 Arnewood Teaching Staff                   <p style="text-align: center;"><i>(delegated to Arnewood LGB with template)</i></p> </li> <li>2.4 Arnewood Non-Teaching Staff                   <p style="text-align: center;"><i>(delegated to Arnewood LGB with template)</i></p> </li> <li>2.5 Eaglewood Teaching                   <p style="text-align: center;"><i>(delegated to Eaglewood LGB with template)</i></p> </li> <li>2.6 Eaglewood Non-Teaching Staff                   <p style="text-align: center;"><i>(delegated to Eaglewood LGB with template)</i></p> </li> </ol> </li> <li>3. Appointments Procedures               <p style="text-align: center;"><i>(including advertising and incentives)</i></p> <ol style="list-style-type: none"> <li>3.1 Teaching Staff</li> <li>3.2 Non-Teaching Staff</li> </ol> </li> <li>4. Long absence and succession Planning Senior and other Key Staff</li> <li>5. Develop a comprehensive staff recruitment and retention strategy</li> <li>6. Work with the LGBs and Executive team to establish a Trustwide strategy for development of teaching and learning linked to the Trusts values and ethos</li> <li>7. Work with the LGBs and Executive team to establish a wide-ranging career progression programme that ensure all staff have the right skills to further raise standards</li> </ol>	<ol style="list-style-type: none"> <li>1. Review GDPR compliance</li> <li>2. Overhaul Trust Policies</li> <li>3. Review Document Control</li> <li>4. Review procedure for updating website documents and records</li> <li>5. Review procedure for record keeping</li> </ol>	<ol style="list-style-type: none"> <li>1. Strengthening links with other schools</li> <li>2. Develop a model for expansion</li> <li>3. Ensure LGBs meet their goals as set out in the Strategic Plan</li> <li>4. Post virus review</li> <li>5. Promote the Trust</li> </ol>