



The Oak Academy Trust

Trustees Meeting Structure – Barnham Primary School

Currently, at 1 July 2015, the Trustees of The Oak Academy Trust are also the Trustees of Barnham Primary School. This structure will be reviewed as and when the Trust grows.

Autumn Term

Meeting Type	Month	Focus
School Improvement	September	Teaching and Learning
FACC	October	Finance and Compliance School Business Manager (SBM) Report
Full Trustee meeting	November	Pupil Outcomes Oak Academy Trust Update Head Teacher (HT) Report
Pay Committee	Nov/Dec	To agree pay recommendations
Head Teacher Review	Sept	To review and set targets
Head Teacher/Chair Meeting	Monthly	
School Business Manager/Chair Meeting	Monthly	To review budget and other financial matters
Trustee Visits	1 per term per Trustee	To be focused around the Trustees' lead areas or identified school development priorities. To include policy review where appropriate.

Spring Term

Meeting Type	Month	Focus
School Improvement	January	Teaching and Learning
FACC	March	Finance and Compliance SBM Report
Full Trustee meeting	April	Pupil Outcomes Oak Academy Trust Update Head Teacher (HT) Report
Head Teacher/Chair Meeting	Monthly	
SBM/Chair Meeting	Monthly	To review budget and other financial matters
Trustee Visits	1 per term per Trustee	To be focused around the Trustees' lead areas or identified school development priorities. To include policy review where appropriate.

Summer Term

Meeting Type	Month	Focus
School Improvement	May	Teaching and Learning
FACC	June	Finance and Compliance SBM Report
Full Trustee meeting	July	Pupil Outcomes Oak Academy Trust Update





		Head Teacher (HT) Report
Head Teacher/Chair Meeting	Monthly	
School Business Manager/Chair Meeting	Monthly	To review budget and other financial matters.
Trustee Visits	1 per term per Trustee	To be focused around the Trustees' lead areas or identified school development priorities. To include policy review where appropriate.
Head Teacher Review	July	To review progress against targets.

