



## 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
Trustee	September	Teaching and Learning Strategic Development Oak Academy Trust Update
Trustee	October	Finance and Compliance School Business Manager (SBM) Report
Trustee	November	Teaching and Learning Head Teacher (HT) Report
Pay Committee	Nov/Dec	To agree pay recommendations
Head Teacher Review	Sept	To review and set targets
Audit Visit	Nov/Dec	
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
Trustee	January	Teaching and Learning Strategic Development Oak Academy Trust Update
Trustee	March	Finance and Compliance SBM Report
Trustee	April	Teaching and Learning HT Report
Head Teacher Review	March	To review progress against targets
Audit Visit	April	
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**

<b>Meeting Type</b>	<b>Month</b>	<b>Focus</b>
Trustee	May	Teaching and Learning Strategic Development Oak Academy Trust Update
Trustee	June	Finance and Compliance SBM Report
Trustee	July	Teaching and Learning HT Report
Audit Visit	June	
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

