

## **Elmlea Schools' Trust**

## **Board of Trustees**

Elmlea Schools' Trust, a company limited by guarantee registered in England and Wales under No. 07626956

BOARD AND COMMITTEE MEETING DATES 2023-2024							
Committee	Date	Paper deadline	Start time	Location	Notes		
	TERI	W 1		<u>I</u>			
Staffing Committee	Wednesday 27 <sup>th</sup> September	20 <sup>th</sup> Sept	6pm	Virtual			
Pay and Performance Committee	Wednesday 27 <sup>th</sup> September 2023	20 <sup>th</sup> Sept	5pm	Virtual	Review the updates in the Pay, Appraisal and Capability Policy for 23-		
Health and Safety Sub- Committee of Operations Committee	Monday 2 <sup>nd</sup> October 2023	25 <sup>th</sup> Sep	4.30pm	Virtual			
Operations Committee	Monday 2nd October 2023	25 <sup>th</sup> Sep	6pm	Virtual	August mgt accounts		
JOINT LGB EIS/EJS Committee	Wednesday 11 <sup>th</sup> October 2023	4th Oct	6pm	EJS			
Board of Trustees	Wed 18 <sup>th</sup> October 2023	11 <sup>th</sup> Oct	6pm	EJS			
	TERI	VI 2					
Staffing Committee	Tuesday 14 <sup>th</sup> November 2023	7th Nov	5pm	Virtual			
Joint LGB EIS/EJS	Wed 22nd November 2023	15th Nov	6pm	EJS			
Audit and Risk Committee	Monday 27th November 2023	20th Nov	4.30pm	EJS	Bishop Fleming Accounts Clearance		
Operations Committee	Monday 27th November 2023	20th Nov	6pm	EJS	September mgt accounts		
Board of Trustees	Wed 6 <sup>th</sup> December 2023	29 <sup>th</sup> Nov	6pm	EJS			
AGM – Members Meeting	Thurs 7 <sup>th</sup> December 2023	30 <sup>th</sup> Nov	9am	EJS	Formal approval of Annual Report and Accounts		
	TERI	M 3					
Staffing Committee	Tuesday 16 <sup>th</sup> January 2024	9 <sup>th</sup> Jan	5pm	Virtual			
Joint LGB EIS/EJS	Wednesday 24th January 2024	17 <sup>th</sup> Jan	6pm	EJS			
Health and Safety Sub- Committee of Operations	Monday 29th January 2024	22nd Jan	4.30pm	Virtual			

Operations Committee	Monday 29 <sup>th</sup> January 2024	22nd Jan	6pm	Virtual	December mgt accounts
Board of Trustees	Wed 7 <sup>th</sup> February 2024	31 <sup>st</sup> Jan	6pm	Virtual	
	TER	M 4			
LGB EIS/EJS	Wednesday 6th March 2024	28 <sup>th</sup> Feb	6pm	EJS	
Staffing Committee	Tuesday 12 <sup>th</sup> March 2024	5 <sup>th</sup> Mar	5pm	Virtual	
Audit and Risk Committee	Wednesday 20 <sup>th</sup> March 2024	13 <sup>th</sup> Mar	4.30pm	Virtual	
Operations Committee	Wednesday 20 <sup>th</sup> March 2024	13 <sup>th</sup> Mar	6pm	Virtual	February mgt accounts
Board of Trustees	Wed 27 <sup>th</sup> March 2024	20 <sup>th</sup> Mar	6pm	EJS	
	TER	M 5			
LGB EIS/EJS	Wednesday 8th May 2024	1st May	6pm	EJS	
Health and Safety Sub- Committee of Operations Committee	Monday 13 <sup>th</sup> May 2024	6 <sup>th</sup> May	4pm	Virtual	
Operations Committee	Monday 13 <sup>th</sup> May 2024	6th May	6pm	Virtual	March mgt accounts
<b>Board of Trustees</b>	Wed 22nd May 2024	15 <sup>th</sup> May	6pm	Virtual	
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Staffing Committee	Tuesday 11 <sup>th</sup> June 2024	4th Jun	5pm	Virtual	
LGB EIS/EJS	Wednesday 19th June 2024	12th Jun	6pm	EJS	
Audit and Risk	Monday 24 <sup>th</sup> June 2024	17th Jun	4.30pm	Virtual	Review audit reports and remedial action taken Complete full review Risk Register Plan areas for Internal Audit assurance visits 2024/25
Operations Committee	Monday 24th June 2024	17 <sup>th</sup> Jun	6pm	EJS	May mgt accounts
Pay and Performance Committee	Tuesday 9 <sup>th</sup> July 2024	2 <sup>nd</sup> July	5pm	EJS	Review recommended STPRB Pay Award (Inflation) Ratify spinal point recommendations from CEO/Executive Headteacher post appraisals
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Board of Trustees	Wednesday 10th July 2024	3 <sup>rd</sup> July	6pm	EJS	

Monthly Management Accounts	Date of Issue tbc by CB				
August accounts	28 <sup>th</sup> September				
September accounts	19 <sup>th</sup> October				
October accounts	16 <sup>th</sup> November				
November accounts	14 <sup>th</sup> December				
December accounts	18 <sup>th</sup> January				
January accounts	22 <sup>nd</sup> February				
February accounts	15th March				
March accounts	28th February				
April accounts	17 <sup>th</sup> May				
May accounts	20 <sup>th</sup> June				
June accounts	17 <sup>th</sup> July				
July accounts	16 <sup>th</sup> August				