



Governance Meeting Schedule 2025 - 2026

Autumn term starts Tuesday 2 September 2025 (Inset Days: 2 and 3 September)				
Aspire Schools Trust Board	5:30pm	Wednesday	24 September	<ul style="list-style-type: none"> Constitutional matters Appoint Trustee roles linked to TDP and Link Trustees for statutory roles of Safeguarding, SEND and Careers Review terms of office ending this year Appointment of Committee Chairs (FAR, SWRA, BPS, WGA, Pay, CEO/HT Review) Annual declarations: KCSIE and Declaration of Interests and Code of Conduct Completion of mandatory training (e.g., safeguarding, data protection etc) Safeguarding and School Improvement updates Review and agree appointment of Internal Scrutineer and any other external consultants Initial analysis of exam results against targets Review TDP and set priorities for the year Trustee visits Consider the monthly accounts (and minute) Chief Executive Officer's Report
Bassingham Primary School Local Committee	6:00pm	Tuesday	23 September	<ul style="list-style-type: none"> Constitutional matters Appoint Link Governors to SIP areas Appoint Link Governors for Safeguarding and SEND (statutory roles) Review terms of office ending this year. To note: updated Scheme of Delegation and Terms of Reference Annual declarations: KCSIE, Declarations of Interests, Code of Conduct Completion of mandatory training (e.g., safeguarding, data protection etc) Headteacher Report Safeguarding update School improvement update Update on return to school by Headteacher Initial analysis of exam results against targets Agree SIP and set priorities for the year Governor visits and arrange date for Governor Breakfast
Sir William Robertson Academy Local Committee	6:00pm	Wednesday	1 October	
Westgate Academy Local Committee	6:00pm	Monday	6 October	
HT/CEO Performance Management Panel	tbc	Wednesday	5 November	Provisional date, to be confirmed
AST Pay Committee	9:30am	Wednesday	12 November	Provisional date, to be confirmed
Finance, Audit and Risk Committee	5:30pm	Tuesday	25 November	<ul style="list-style-type: none"> Approve draft 2024 – 2025-year end accounts (external auditor to attend) Summary of changes to Academy Trust Handbook
Bassingham Primary School Local Committee	6:00pm	Tuesday	18 November	<ul style="list-style-type: none"> Headteacher Report Benchmarked validated performance data against national and local figures

Sir William Robertson Academy Local Committee	6:00pm	Wednesday	26 November	Safeguarding update School improvement update SEND and LAC reports
Westgate Academy Local Committee	6:00pm	Monday	1 December	Admissions policies Review of transition – Reception / Year 2-3 / Year 6-7 Governor visits and arrange date for Governor Breakfast Review draft Pupil Premium statement and impact statement.
Aspire Schools Trust Board	5:30pm	Tuesday	9 December	Approve final 2024–2025-year end accounts. CEO Report including 2024-2025 Performance Management Reviews Pay Policy Consider the monthly accounts (and minute) Approval of CIF projects TDP review/update as needed Trustee visits
Spring term starts Monday 5 January 2026 (Inset day 5 January)				
Members AGM	10:00am	Tuesday	20 January	<p>The purpose of the AGM is for members to formally receive the accounts and annual report. It's also a chance to:</p> <ul style="list-style-type: none"> • Allow members to listen to the CEO's reflections on the last year and discuss the outlook for the next year • Raise any broader issues of trust governance with the board • Make sure members and trustees come together at least once a year • Make sure members are kept informed about the actions and decisions of the board, which supports the accountability of the trustees • Have a formal opportunity for members to exercise their legal duties and powers in overseeing trust governance <p>Usual agenda items for an academy trust AGM include:</p> <ul style="list-style-type: none"> • Appointment, reappointment or removal of: <ul style="list-style-type: none"> ○ Auditors ○ Trustees ○ Members • Receiving the audited accounts for the year, including the annual report • Establishing the budget for the year ahead • Looking at the risks facing the trust, and the steps the board is taking to mitigate these • Looking at how the board of trustees is discharging its responsibilities (actions taken, the roles of different committee roles etc.) on both the academic and financial performance of the trust <p>The minutes of the preceding AGM should be a standing item, as the members will need to formally agree a record of the decisions and discussions that took place at the previous AGM. Members and trustees can also add resolutions to the agenda. The CEO and board should encourage questions from those who attend. Not all concerns can be resolved at an AGM, but they can be taken on by the CEO or board to work on in the future. The AGM must be held within 15 months of the previous AGM</p>

Bassingham Primary School Local Committee	6:00pm	Tuesday	20 January	Headteacher Reports (including curriculum: intent, implementation and impact) Pupil progress SIP progress Safeguarding update
Westgate Academy Local Committee	6:00pm	Monday	26 January	Admission arrangements – approve Governor visits and arrange date for Governor Breakfast
Finance, Audit and Risk Committee	5:30pm	Tuesday	27 January	Finance update to 30 November 2025 (1 st quarter)
Sir William Robertson Academy Local Committee	6:00pm	Wednesday	4 February	Headteacher Reports (including curriculum: intent, implementation and impact) Pupil progress (IAG/FG report and analysis at SWRA AB/DB) SIP progress Safeguarding update Admission arrangements – approve Governor visits and arrange date for Governor Breakfast
Aspire Schools Trust Board	5:30pm	Tuesday	24 February	CEO Report Trustee and Governor visits and impact Review SEF and progress of TDP SRMSAC review Consider the monthly accounts (and minute) Admission arrangements for all schools Self-evaluation/skills audit Chief Executive Officer's Report Consider the monthly accounts (and minute)
Bassingham Primary School Local Committee	6:00pm	Tuesday	10 March	Headteacher Reports (including Curriculum: intent, implementation and impact) Pupil Premium update (by Headteacher, DB at SWRA) SWRA: 6 th Form – progress, quality of teaching, student leadership, vocational learning development (CW)
Sir William Robertson Academy Local Committee	6:00pm	Wednesday	18 March	Consider questionnaire/survey development for parents, staff and pupils including wellbeing Complete Board Effectiveness Tool
Westgate Academy Local Committee	6:00pm	Monday	23 March	
Finance, Audit and Risk Committee	5:30pm	Wednesday	25 March	Finance update to 28 February 2026 (2 nd quarter) SRMSAC review Staffing review
Summer term starts Tuesday 21 April 2026				
Aspire Schools Trust Board	5:30pm	Tuesday	5 May	CEO Report Note SRMSAC approved/submitted MAT Development review Governor training update and impact Consider the monthly accounts (and minute) Chief Executive Officer's Report

				Consider the monthly accounts (and minute) Annual review of Scheme of Delegation
Sir William Robertson Academy Local Committee	6:00pm	Wednesday	10 June	Headteacher Reports (including Curriculum: intent, implementation and impact) Safeguarding/Attendance/Behaviour update Primaries: review PE funding, statement to be published by 31 July
Bassingham Primary School Local Committee	6:00pm	Tuesday	16 June	LSCP Safeguarding Assurance return (to be completed this term) Review monitoring arrangements and effectiveness and strategy for next year
Westgate Academy Local Committee	6:00pm	Monday	22 June	Review transition Pupil progress (IAG/FG report and analysis at SWRA AB/DB) Review Board Effectiveness Tool results
Finance, Audit and Risk Committee	5:30pm	Wednesday	17 June	Finance update to 31 May 2026 (3 rd quarter) Consider final 3-year BFR and final 2026-27 budget
Aspire Schools Trust Board	5:30pm	Tuesday	7 July	CEO Report Approve 3-year BFR and final 2026-27 budget. Consider the monthly accounts (and minute) Review monitoring arrangements and effectiveness and strategy for next year Chief Executive Officer's Report Consider the monthly accounts (and minute) Approve Scheme of Delegation ready for September, along with Terms of Reference for Committees Review Committee Terms of Reference and Code of Conduct ready for September
Summer term ends Wednesday 22 July 2026				