

2018-19

Week beginning	Monitoring Assessments and Evaluation Schedule	Finances
Teacher Day - 23/08/18	Each school own planning	21st August 2018 Provision of audit deliverables (Planning)
Teacher Day - 24/08/18		
Tuesday 28/08/2018	First Day back for Children	28th - 30th August 2018 On site audit planning visit 31st August 2018 Year end
03/09/2018 SLT	Heads of 5 schools meeting Fire drill practise at each school	Information <ul style="list-style-type: none"> • Academies Financial Handbook 2018 comes into effect • Condition Data Collection programme site visits commence (ongoing until autumn 2019)
10/09/2018		Trust Finance Tuesday, September 11 th , 2018 9.30am
17/09/2018 SLT	Headteacher Reports and KPI Headteachers reports to CEO	21st September 2018 Deadline for submission of Accounts Preparation Information
24/09/2018	Heads performance Management - week Lesson Observations for staff to start TA observations start	w/c 24th September 2018 Potential on site visit during w/c 24 Sept for accounts preparation 28th September 2018 Teachers' Pension Audit Deadline
01/10/2018	(Performance management week) - Targets - GB meeting TT +Assessment	Trust action <ul style="list-style-type: none"> • Complete autumn school census • Academies must publicly consult by 31 January on proposed changes to

		<p>admission arrangements for entry in September 2019 or if they have not consulted in the past 7 years</p> <p>Information and published guidance</p> <ul style="list-style-type: none"> ESFA issues guidance on the 2017 to 2018 academies accounts return by 1 October ESFA issues guidance on the Condition Improvement <p>Fund (CIF) 2018 to 2019</p> <ul style="list-style-type: none"> ESFA issues PE and sport premium conditions of grant and allocations for 2018 to 2019 academic year <p>Payment</p> <ul style="list-style-type: none"> ESFA makes the second quarterly pupil premium payment for the 2018 to 2019 financial year
08/10/2018 SLT	SEN Review week/targets & GT registers - Parents evening 10 th /11 th Heads of 5 schools meeting	w/c 8th October 2018 Potential queries for accounts preparation
15/10/2018	Half term October 15th - 19th	15th October 2018 Provision of audit deliverables
22/10/2018	SEF match and planning Tuesday 23 rd Maths, English EYFS coordinator to meet. 4pm	w/c 22nd October 2018 On site audit visit
29/10/2018	2 Day Peer review - Hinckley Parks 30 th Oct External and 31 st Oct PJM SC NH DH	w/c 29th October 2018 On site audit visit
05/11/2018 SLT	Test Week - Safeguarding Monitoring with governors completed from governor visits booklet.	<p>Trust action</p> <ul style="list-style-type: none"> Deadline for new CIF 2018 to 2019 applicants to register on the online portal Complete land and buildings collection tool (LBCT) by 5 November 2018 <p>Approx. 7th November 2018 TBC Potential Completion meeting - TBC</p>

12/11/2018	Raise online - ASP - Data match and planning Champions to meet re Hinckley Parks	16th November 2018 Provision of Trustee meeting information
19/11/2018 SLT	2 Day Peer review - Fernvale 20 th Nov External PJM HB DH NH	
26/11/2018	Joint Moderation staff meeting Mathematics Across Trust Tuesday 27 th	Full Trustees meeting Monday, November 27th 2017 Lang 6pm 26th November 2018 Trustee meeting - RSM to attend to present Audit Findings Report
03/12/2018		Trust action: <ul style="list-style-type: none"> • Trusts submit their 2017 to 2018 audited financial statements, auditor's management letter and accounts submission coversheet by 31 December • Deadline for bids for CIF 2018 to 2019 Announcement <ul style="list-style-type: none"> • DfE announces schools revenue funding settlement for the next financial/academic year (2019 to 2020)
10/12/2018 SLT	Target Tracker + Assessment - individual school - Tracking Champions to meet re Fernvale	
17/12/2018	Heads of 5 schools meeting	
	School closes Friday 21st December and reopens 7th January for children inset day - 7th Jan - 2019	31st December 2018 Deadline for the submission of Audited Financial Accounts

Week beginning	Staff Meetings - Spring Term 2019	Finances
07/01/2019 SLT	Teachers: Inset Day 7 th January - Safeguarding Fire drill practise at each school	Trust action <ul style="list-style-type: none"> • Complete spring school census • Trusts submit their 2017 to 2018 accounts return by 22 January • Trusts publish their 2017 to 2018 audited financial statements on their website by 31 January

		<p>Payment</p> <ul style="list-style-type: none"> ESFA makes the third quarterly pupil premium payment for the 2018 to 2019 financial year
14/01/2019	<p>SEN - with in each school</p> <p>Lesson observations to start TA observations start</p>	<p>AGM Monday January 14th 2019 Langmoor 6.00pm</p>
21/01/2019 SLT	<p>2 Day Peer review school- Langmoor</p> <p>22nd Jan External</p> <p>PJM DH VP HB</p>	<p>21st January 2019</p> <p>Deadline for the submission of Audited Annual Accounts Return</p>
28/01/2019	<p>Science - each school</p> <p>Headteachers reports and KPI</p> <p>Headteacher reports to CEO</p> <p>Heads of 5 schools meeting</p>	
04/02/2019 SLT	<p>Joint Moderation meeting Literacy - Across Trust Tuesday 5th</p> <p>Champions to meet re Langmoor</p>	<p>Trust action</p> <ul style="list-style-type: none"> Academies must determine their admission arrangements for entry September 2019 by 28 Feb Academies must publish their admissions appeals timetable for 2019 on their website by 28 February <p>Information and published guidance</p> <ul style="list-style-type: none"> ESFA confirms exceptional 2018 to 2019 post-16 inyear growth outcomes, and where academies receive growth as a result of a Letter of Comfort ESFA issues guidance on 2019 to 2020 funding allocations for open academies <p>ESFA issues guidance on the 2017 to 2018 academies budget forecast return (BFRO)</p> <ul style="list-style-type: none"> ESFA issues Year 7 catch-up premium conditions of grant and allocations for 2018 to 2019 financial year <p>Finance Trustees meeting Tuesday, February 5th, 2019 9.30am</p>

11/02/2019		
Half term	February 18th - 22nd	
25/02/2019 SLT	2 Day Peer review - Little Hill 26 th Feb External and 27 th Feb PJM SC HB VP	
04/03/2019		<p>Trust action</p> <ul style="list-style-type: none"> Academies must publish their admission arrangements for entry in September 2019 on their website and send a copy to their local authority by 15 March <p>Information and published guidance</p> <ul style="list-style-type: none"> ESFA issues academy revenue funding allocations for 2019 to 2020 by 31 March ESFA issues 16 to 19 allocations, including student support (16 to 19 Bursary Fund and free meals in further education where applicable) ESFA publishes 16 to 19 student support eligibility and operational guidance ESFA publishes CIF outcomes
11/03/2019	GB meeting 6.00pm - Test week - Joint staff meeting Maths Moderation - Tuesday 12th	Full Trustees meeting Monday, March 11 th 2019 Lang 6pm
18/03/2019 SLT	(Performance management week) Coordinator Bids, Target - Tracking - Headteacher Mid-term reviews Champions to meet re Little Hill	
25/03/2019	Parents Evening Wednesday 20th Thursday 21st - Late	
01/04/2019 SLT	All Data in an uploaded -Reports Heads of 5 schools meeting	<p>Information and published guidance</p> <ul style="list-style-type: none"> ESFA makes live the form for trusts to claim national non-domestic rates (NNDR) for the 2019 to 2020 financial year ESFA publishes 16 to 19 funding regulations guidance and 16 to 19

		<p>funding rates and formula guidance for 2018 to 2019</p> <p>Payment</p> <ul style="list-style-type: none"> ESFA makes the final quarterly pupil premium payment for the 2018 to 2019 financial year
08/04/2019	I	
	School Closes Friday 15 th April - 26 th - Easter Break - School opens 29 th April	

Week beginning	Staff Meetings - Summer Term 2018	Finances
29/04/2019 SLT	<p>2 Day Peer review school E - Glenmere</p> <p>30th April External</p> <p>PJM VP NH SC</p> <p>Fire drill practise at each school</p> <p>Lock down annual practise - Letter to go out to parents</p>	
06/05/2019	Development plans - curriculum plans handed in - discussion - a Trust level	<p>Trust action</p> <ul style="list-style-type: none"> Complete summer school census Trusts submit their 2017 to 2018 budget forecast return: outturn (BFRO) by 18 May Trusts must submit their audited financial statements to Companies House within 9 months of the end of the accounting period which is 31 May <p>Published guidance</p> <ul style="list-style-type: none"> ESFA issues the 2018 to 2019 academies accounts direction ESFA issues guidance on the 2018 to 2019 budget forecast return (BFR)
13/05/2019 SLT	Headteachers reports and KPI Headteachers reports to CEO	Trust Policy annual review

20/05/2019	Reports May Bank Holiday Lesson observations to start TA observations start Champions to meet re Glenmere Heads of 5 schools meeting	
Half term	May 27th - 31st May	
03/06/2019	Inset Day	Published guidance <ul style="list-style-type: none"> DfE publishes academies sector annual report and accounts (SARA) ESFA issues guidance on the 2018 to 2019 academies budget forecast return (BFR) ESFA issues the 2019 Academies Financial Handbook Payment <ul style="list-style-type: none"> ESFA makes final payment for universal infant free school meals (UIFSM) for 2018 to 2019 academic year
04/06/2019 SLT	ANNUAL STRATEGIC HEADS DEVELOPMENT MEETING - Tuesday 4th	Finance meeting Tuesday, June 4th, 2019 2.00pm
10/06/2019	Joint staff meeting Maths Moderation - Tuesday 11th	
17/06/2019 SLT	update SEN & GT register	
24/06/2019	Reports go out	Full Trustees meeting Monday June 24th, 2019 Lang 6pm + Trustee's/accountants
01/07/2019 SLT	Tracking & Assessments SEN Meeting - Langmoor	Trust action <ul style="list-style-type: none"> Trusts submit their 2018 to 2019 budget forecast return (BFR) by 27 July Published guidance <ul style="list-style-type: none"> ESFA refreshes the 16 to 19 interactive census tool on GOV.UK ESFA publishes the 16 to 19 sub-contracting controls guidance for 2018 to 2019 Payment

		<ul style="list-style-type: none"> ESFA makes the first quarterly pupil premium payment for the 2019 to 2020 financial year
08/07/2019	Documentation Passover – Heds of 5 schools meeting	
	School closes on Thursday 11th July Summer break	

15th June 2018	RSM to provide Audit Plan for distribution
25th June 2018	RSM to attend Trustee Meeting to Present Audit Plan
21st August 2018	Provision of audit deliverables (Planning)
28th - 30th August 2018	On site audit planning visit
31st August 2018	Year end
21st September 2018	Deadline for submission of Accounts Preparation Information
w/c 24th September 2018	Potential on site visit during w/c 24 Sept for accounts preparation
28th September 2018	Teachers' Pension Audit Deadline
w/c 8th October 2018	Potential queries for accounts preparation
15th October 2018	Provision of audit deliverables
w/c 22nd October 2018	On site audit visit
w/c 29th October 2018	On site audit visit
Approx. 7th November 2018 TBC	Potential Completion meeting - TBC
16th November 2018	Provision of Trustee meeting information
26th November 2018	Trustee meeting - RSM to attend to present Audit Findings Report
31st December 2018	Deadline for the submission of Audited Financial Accounts
21st January 2019	Deadline for the submission of Audited Annual Accounts Return