

## Preface

### Context, principles and parameters

- The Summit Learning Trust Calendar MUST form the basis of all academy calendars. It is the vehicle by which we conduct all our MAT business and it should be accessible to all colleagues across the group.
- It is important that all operational and academy calendars routinely “talk to” the global calendar.
- This centralised calendar does not replace any operational, line management, performance management or academy calendars.
- It is an ambition, across the group, to minimise travel and its associated costs (human and financial) through efficient and effective use of MS Teams wherever possible.

## Governance

### Members and Trustees

- Members will meet twice per academic year – including the statutory Annual General Meeting.
- The Board of Trustees will meet six times per year.
- The Finance and Resources Committee (sub-committee of the main Trust Board) will meet four times per year.
- The People and Resources Committee (sub-committee of the main Trust Board) will meet three times per year
- The Audit and Risk Committee (sub-committee of the main Trust Board) will meet three times per year
- The Remuneration committee (sub-committee of the Main Trust Board) will meet annually.
- The Chair of the Board of Trustees will have a Keeping In Touch (KIT) meeting with the CEO fortnightly.
- The Scrutiny (sub-committee of the main trust Board) will meet to scrutinise data after data drops.

### Local Governance – text in school/college colour on calendar

- Local Governing Bodies (LGBs) will meet 6 times per year. 3 of these meetings will be standards meetings and will focus on a specific identified element for the duration of the meeting.
- CEO and SIDs will meet with LGB Chairs once a term

### Governance development

- There will be a Strategy away day each academic year in the summer term, to which the Board of Trustees and the Chairs of LGBs are invited.

## Internal

### Summit Central Team

- Executive team will meet fortnightly
- Core team will meet once every half term

### Operations Group

- Operations group meetings will be held 6 times a year, once every half term

### Networks of excellence

- **Principals** will meet monthly
- **Teaching & Learning & Curriculum**; Primary/Secondary & 6<sup>th</sup> Form VP/APs will meet once every half term
- **Inclusion**: Primary/Secondary & 6<sup>th</sup> Form VP/APs will meet once every half term
- **Maths**; Primary/Secondary & 6<sup>th</sup> Form leads will meet once every half term
- **EYFS** leads will meet once every half term
- **Specific Project** groups will meet every ½ term

## Details of meetings

### GOVERNANCE

Event title	Event Chair / Lead and Clerking arrangements (Agenda driven through these colleagues)	Event participants	Event frequency (across the academic year)	Event duration	Event reporting and parameters (if any)
Members	Chair of the Members Clerking: Rachel Walker (S4S)	Members CEO invited (For AGM, Trustees are also invited)	2 times	2 hours	<ul style="list-style-type: none"> <li>As detailed in the Terms of Reference and Scheme of delegation</li> <li>Minutes published on the Governance portal</li> </ul>
Board of Trustees	Chair of the Trust Board Clerking: Rachel Walker (S4S)	All Trustees CEO Exec team as required, according to agenda	6 times	2 – 2.5 hours	<ul style="list-style-type: none"> <li>As detailed in the Terms of Reference and Scheme of delegation</li> <li>Minutes published on the Governance portal &amp; Trust website</li> </ul>
Finance and Resources	Chair of Finance & Resources (Trustee) Clerking: Rachel Walker (S4S)	3 Trustees, CEO, FD, E&FD, ITD as required	4 times	2 hours	<ul style="list-style-type: none"> <li>As detailed in the Terms of Reference and Scheme of delegation</li> <li>Minutes published on the Governance portal &amp; Trust website</li> </ul>
Audit and Risk	Chair of Audit & Risk Committee (Trustee) Clerking: Rachel Walker (S4S)	3 Trustees, CEO, FD	3 times	2 hours	<ul style="list-style-type: none"> <li>As detailed in the Terms of Reference and Scheme of delegation</li> </ul>
People & Resources	Chair of People & Resources (Trustee) Clerking: Rachel Walker (S4S)	3 Trustees, CEO, HRD	3 times	2 hours	<ul style="list-style-type: none"> <li>As detailed in the Terms of Reference and Scheme of delegation</li> </ul>
Remuneration	Chair of Remuneration (Chair of Trust Board) Clerking: Rachel Walker (S4S)	3 Trustees, CEO, HRD	Annually, unless required to meet ad-hoc	2 hours	<ul style="list-style-type: none"> <li>As detailed in the Terms of Reference</li> </ul>
Local Governing Bodies	Chair of Local Governing Body & Principal	LGB members, Principal, Senior team invited to attend as per agenda, SID to attend as per agenda	6 times (3 meetings for Standards only)	2 hours	<ul style="list-style-type: none"> <li>As detailed in the Terms of Reference and Scheme of delegation</li> <li>Minutes to be published on school/college website and Governance portal</li> </ul>

## Details of meetings

### INTERNAL

#### TRUST CENTRAL

Event title	Event Chair / Lead and Clerking arrangements (Agenda driven through these colleagues)	Event participants	Event frequency (across the academic year)	Event duration	Event reporting and parameters (if any)
Trust Executive	CEO  Clerking – Exec assistant to CEO	CEO, SIDs, FD, HRD, E&FD, ITD, SBD	Fortnightly	2 hours	<ul style="list-style-type: none"> <li>Notes/actions/documents stored on MS Team for Trust Executive</li> </ul>
Trust Core	CEO  Clerking – Exec assistant to CEO	Trust Executive as above, plus Core team	Once every half term	1 hour	<ul style="list-style-type: none"> <li>Actions circulated by email following the meeting</li> </ul>

#### OPERATIONAL

Operations Group	Executive Directors  Clerking – Trust Admin assistant	FD, HRD, E&FD, ITD, SBD Senior Operations Managers, Business managers from schools/college	Once every half term	3 hours	<ul style="list-style-type: none"> <li>Actions circulated by email following the meeting</li> </ul>
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#### NETWORKS OF EXCELLENCE

Principals	CEO to create main agenda SIDs to create split section agenda according to phase	CEO, SIDs, Principals, Exec directors as required	Monthly	3 hours	<ul style="list-style-type: none"> <li>Actions circulated by email following the meeting</li> </ul>
Primary Teaching and Learning	SID; Primary	VPs and APs with responsibility for Teaching & Learning	Half termly	90 minutes	<ul style="list-style-type: none"> <li>Actions circulated by email following the meeting</li> </ul>
Primary Inclusion	SID; Primary & Trust SENDCO	SID; Primary & Trust SENDCO, VPs and APs with responsibility for SEND, Behaviour, Safeguarding	Half termly	90 minutes	<ul style="list-style-type: none"> <li>Actions circulated by email following the meeting</li> </ul>

EYFS	SID; Primary	SID; Primary, VPs and APs with responsibility for EYFS	Half termly	90 minutes	<ul style="list-style-type: none"> <li>• Actions circulated by email following the meeting</li> </ul>
Primary Maths	Trust Director of Maths	Trust Director of Maths, Primary Maths Leads in each school	Half termly	90 minutes	<ul style="list-style-type: none"> <li>• Actions circulated by email following the meeting</li> </ul>
Secondary & 6 <sup>th</sup> Form Teaching and Learning	SID; Secondary	SID; Secondary, VPs and APs with responsibility for Teaching & Learning	Half termly	90 minutes	<ul style="list-style-type: none"> <li>• Actions circulated by email following the meeting</li> </ul>
Secondary & 6 <sup>th</sup> Form Inclusion	SID; Secondary & Trust SENDCO	SID; Secondary & Trust SENDCO, VPs and APs with responsibility for SEND, Behaviour, Safeguarding	Half termly	90 minutes	<ul style="list-style-type: none"> <li>• Actions circulated by email following the meeting</li> </ul>
Secondary Maths	Trust Director of Maths	Trust Director of Maths, Heads of Maths from each school	Half termly	90 minutes	<ul style="list-style-type: none"> <li>• Actions circulated by email following the meeting</li> </ul>
Secondary Curriculum	CEO; SID Secondary & 6 <sup>th</sup> Form	CEO, SID, Heads of subject from each secondary school, Leadership with curriculum responsibility invited	Termly	2 hr 30 minutes	<ul style="list-style-type: none"> <li>• Actions circulated by email following the meeting</li> </ul>

## COLOUR KEY for Calendar

- Members and Trustees
- Summit Central Team
- Operations
- Networks of excellence
- Miscellaneous events, twilights, early career PLI events
- Local Governance meetings and School/college specific days/events will be in their School/college colours

AUTUMN TERM 2019					
WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0	26 AUG BANK HOL	27 AUG SFCS start of term	28 AUG	29 AUG Senior Leadership Conference	30 AUG
1	02 SEPT TRUST INSET 1	03 SEPT Lyndon INSET Ninestiles INSET Cockshut Hill INSET Primary INSET DAY	04 SEPT	05 SEPT	06 SEPT
2	09 SEPT	10 SEPT Ninestiles Open Evening Primary Inclusion - 2.30pm - Trust	11 SEPT Trust Executive meeting – 8.30am	12 SEPT Sec/6 <sup>th</sup> form Inclusion – 8.30am – Trust	13 SEPT
3	16 SEPT Trust Core meeting – 9.30am	17 SEPT Early Years - 2.30pm - Pegasus Erdington Hall LGB – 4.45pm	18 SEPT Lyndon Open Evening Operations Group – 9.30am – Trust Pegasus LGB – 2pm	19 SEPT Principals meeting – 8.30am Early Career PLI Event – 2.30pm – 4pm	20 SEPT
4	23 SEPT	24 SEPT Cockshut Hill Open evening Primary Teaching & Learning – 2.30pm – Yarn The Oaklands LGB – 4pm	25 SEPT Trust Executive meeting – 8.30am Audit & Risk Committee – 5.30pm	26 SEPT	27 SEPT Yarnfield LGB – 9am
5	30 SEPT	01 OCT Trust Awards Evening	02 OCT	03 OCT Sec/6 <sup>th</sup> form Teaching & Learning 8.30am NINE Cockshut Hill LGB – 6pm	04 OCT
6	07 OCT	08 OCT Board of Trustees – 5.30pm	09 OCT Trust Executive meeting – 8.30am Finance & Resources – 5.30pm SSFC LGB – 5pm	10 OCT Ninestiles LGB – 6pm	11 OCT
7	14 OCT	15 OCT Lyndon LGB – 6pm Primary Maths - 2.30pm - Pegasus	16 OCT	17 OCT Principals meeting – 8.30am	18 OCT
8	21 OCT	22 OCT	23 OCT Trust Executive meeting – 8.30am	24 OCT	25 OCT Cockshut Hill INSET Day
9	28 OCT HALF TERM	29 OCT	30 OCT	31 OCT	01 NOV
10	04 NOV	05 NOV Primary Staff twilight session – 2hr Board of Trustees – 5.30pm	06 NOV	07 NOV	08 NOV
11	11 NOV	12 NOV Primary Inclusion - 2.30pm – Trust	13 NOV Trust Executive meeting – 8.30am	14 NOV Sec/6 <sup>th</sup> form Inclusion – 8.30am - Trust The Oaklands LGB (standards) – 4pm	15 NOV
12	18 NOV Trust Core meeting – 9.30am	19 NOV Primary Teaching & Learning - 2.30pm - Yarnfield	20 NOV Operations Group – 9.30am – Trust People & Resources – 2.30pm Remuneration – 11am – 1pm Pegasus LGB (Standards) – 2pm	21 NOV Principals meeting – 8.30am	22 NOV Yarnfield LGB (Standards) – 9am
13	25 NOV	26 NOV Early Years – 2.30pm – Oaklands Erdington Hall LGB (Standards) – 4.45pm	27 NOV Trust Executive meeting – 8.30am	28 NOV Sec/6 <sup>th</sup> form Teaching & Learning – 8.30am - CHS	29 NOV INSET 2 – STAFF NOT IN SCHOOL
14	02 DEC	03 DEC Secondary twilight – 2hrs Ninestiles LGB (Standards) – 6pm Secondary Curriculum – 2pm – 5.30pm	04 DEC Finance & Resources – 5.30pm	05 DEC Cockshut Hill LGB (Standards) – 6pm	06 DEC
15	09 DEC	10 DEC Primary Maths - 2.30pm – Oaklands Lyndon LGB (Standards) – 6pm	11 DEC Trust Executive meeting – 8.30am SSFC LGB – 5pm	12 DEC	13 DEC
16	16 DEC	17 DEC Principals meeting – 8.30am Member's meeting (AGM) – 4.30pm Board of Trustees – 5.30pm	18 DEC	19 DEC SFCS end of term	20 DEC Lyndon INSET Day
17	23 DEC CHRISTMAS BREAK	24 DEC CHRISTMAS EVE	25 DEC CHRISTMAS DAY	26 DEC BOXING DAY	27 DEC
18	30 DEC	31 DEC NEW YEARS EVE	01 JAN NEW YEARS DAY	02 JAN	03 JAN

SPRING TERM 2020					
WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
19	<b>06 JAN</b> Ninestiles INSET/Erdington Hall INSET/Pegasus INSET/Oaklands INSET/Yarnfield INSET	<b>07 JAN</b> Primary Staff twilight session – 2hr	<b>08 JAN</b>	<b>09 JAN</b>	<b>10 JAN</b>
20	<b>13 JAN</b>	<b>14 JAN</b> Primary Inclusion - 2.30pm - Trust	<b>15 JAN</b> Trust Executive meeting – 8.30am	<b>16 JAN</b> Sec/6 <sup>th</sup> form Inclusion – 8.30am - Trust	<b>17 JAN</b>
21	<b>20 JAN</b> Trust Core meeting – 9.30am	<b>21 JAN</b> Early Years - 2.30pm - Erdington Hall Erdington Hall LGB – 4.45pm	<b>22 JAN</b> Operations Group meeting – 9.30am – SLT offices	<b>23 JAN</b> Principals meeting – 8.30am Audit & Risk Committee – 5.30pm	<b>24 JAN</b>
22	<b>27 JAN</b>	<b>28 JAN</b> Primary Teaching & Learning 2.30pm – ErdHall The Oaklands LGB – 4pm Secondary Staff Twilight session – 2hr	<b>29 JAN</b> Trust Executive meeting – 8.30am	<b>30 JAN</b> Sec/6 <sup>th</sup> form Teaching & Learning – 8.30am - LYN	<b>31 JAN</b> Yarnfield LGB – 9am
23	<b>03 FEB</b>	<b>04 FEB</b> Primary Maths - 2.30pm - Erd Hall	<b>05 FEB</b>	<b>06 FEB</b>	<b>07 FEB</b>
24	<b>10 FEB</b>	<b>11 FEB</b>	<b>12 FEB</b> Trust Executive meeting – 8.30am	<b>13 FEB</b> Pegasus LGB – 2pm	<b>14 FEB</b>
25	<b>17 FEB HALF TERM</b>	<b>18 FEB</b>	<b>19 FEB</b>	<b>20 FEB</b>	<b>21 FEB</b>
26	<b>24 FEB</b>	<b>25 FEB</b> Ninestiles LGB – 6pm Primary Staff twilight session – 2hr	<b>26 FEB</b> People & Resources – 2.30pm	<b>27 FEB</b> Principals meeting – 8.30am Cockshut Hill LGB – 6pm	<b>28 FEB</b>
27	<b>02 MAR</b>	<b>03 MAR</b> Primary Inclusion - 2.30pm – Trust Lyndon LGB – 6pm	<b>04 MAR</b> Trust Executive meeting – 8.30am SSFC LGB – 5pm	<b>05 MAR</b> Sec/6 <sup>th</sup> form Inclusion – Trust – 8.30am Erdington Hall LGB (Standards) – 4.45pm	<b>06 MAR</b>
28	<b>09 MAR</b> Trust Core meeting – 9.30am	<b>10 MAR</b> Early Years - 2.30pm - Oaklands	<b>11 MAR</b> The Oaklands LGB (Standards) - tbc	<b>12 MAR</b>	<b>13 MAR</b>
29	<b>16 MAR</b>	<b>17 MAR</b> Primary Teaching & Learning – 2.30pm – Pegasus Board of Trustees – 5.30pm	<b>18 MAR</b> Trust Executive meeting – 8.30am	<b>19 MAR</b> Sec/6 <sup>th</sup> form Teaching & Learning – 8.30am - SFCS Pegasus LGB (Standards) – 2pm	<b>20 MAR</b>
30	<b>23 MAR</b>	<b>24 MAR</b> Primary Maths - 2.30pm Yarnfield Ninestiles LGB (Standards) – 6pm Secondary Curriculum – 2pm – 5.30pm	<b>25 MAR</b> Operations Group meeting – 9.30am – Trust	<b>26 MAR</b> Principals meeting – 8.30am Cockshut Hill LGB – 6pm	<b>27 MAR</b> Yarnfield LGB (Standards) – 9am
31	<b>30 MAR</b>	<b>31 MAR</b> Lyndon LGB (Standards) – 6pm Secondary Staff Twilight session – 2hr	<b>01 APR</b> Trust Executive meeting – 8.30am Finance & Resources – 5.30pm	<b>02 APR</b>	<b>03 APR</b> INSET 3 – CURRICULUM CONF – ALL STAFF
32	<b>06 APR EASTER BREAK</b>	<b>07 APR</b>	<b>08 APR</b>	<b>09 APR</b>	<b>10 APR GOOD FRIDAY (Bank Hol)</b>
33	<b>13 APR EASTER MONDAY (Bank Hol)</b>	<b>14 APR</b>	<b>15 APR</b>	<b>16 APR</b>	<b>17 APR</b>

SUMMER TERM 2020						
WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
34	20 APR	21 APR Primary Staff twilight session – 2hr	22 APR	23 APR Audit & Risk Committee – 5.30pm	24 APR	
35	27 APR	28 APR Early Years - 2.30pm - Pegasus Erdington Hall LGB – 4.45pm	29 APR Trust Executive meeting – 8.30am	30 APR Principals meeting – 8.30am Pegasus LGB – 2pm	01 MAY	
36	04 MAY	05 MAY Trust Core meeting – 9.30am Primary Inclusion - 2.30pm - Pegasus The Oaklands LGB – 4pm	06 MAY	07 MAY Sec/6 <sup>th</sup> form Inclusion – 8.30am – Trust	08 MAY Bank Hol	
37	11 MAY SATS WEEK	12 MAY SATS WEEK	13 MAY SATS WEEK Trust Executive meeting – 8.30am	14 MAY SATS WEEK	15 MAY SATS WEEK Yarnfield LGB – 9am	
38	18 MAY	19 MAY Primary Teaching & Learning – 2.30pm – Yarn Board of Trustees – 5.30pm Secondary staff twilight – 2hrs	20 MAY Operations Group meeting – 9.30am – Trust	21 MAY Sec/6 <sup>th</sup> form Teaching & Learning – 8.30am – NINE	22 MAY	
39	25 MAY HALF TERM (Bank Hol)	26 MAY	27 MAY	28 MAY	29 MAY	
40	01 JUN	02 JUN Ninestiles LGB – 6pm Primary Staff twilight session – 2hr	03 JUN	04 JUN Principals meeting – 8.30am Cockshut Hill LGB – 6pm	05 JUN	
41	08 JUN	09 JUN Primary Inclusion - 2.30pm - Trust Lyndon LGB – 6pm	10 JUN Trust Executive meeting – 8.30am SSFC LGB – 5pm	11 JUN Sec/6 <sup>th</sup> form Inclusion – 8.30am - Trust Pegasus LGB (Standards) – 2pm	12 JUN	
42	15 JUN Trust Core meeting – 9.30am	16 JUN Early Years - 2.30pm - Yarnfield Secondary Curriculum – 2pm – 5.30pm	17 JUN Board of Trustees Away Day	18 JUN	19 JUN	
43	22 JUN	23 JUN Primary Teaching & Learning – 2.30pm – Oaklands Ninestiles LGB (Standards) – 6pm	24 JUN Trust Executive meeting – 8.30am People & Resources – 2.30pm Finance & Resources – 5.30pm	25 JUN Sec/6 <sup>th</sup> form Teaching & learning – 8.30am - CHS Cockshut Hill LGB (Standards) – 6pm	26 JUN Early Career PLI event – 5pm til late	SAT 27 Jun Early Career PLI Event – 10am – 2pm
44	29 JUN	30 JUN Primary Maths - 2.30pm - Pegasus The Oaklands LGB (Standards) – tbc Lyndon LGB (Standards) – 6pm	01 JUL Operations Group meeting – 9.30am – Trust Erdington Hall LGB (Standards) – 4.45pm	02 JUL Senior Leadership Conference	03 JUL Yarnfield LGB (Standards) – 9am	
45	06 JUL	07 JUL Primary Staff twilight session – 2hr	08 JUL Trust Executive meeting – 8.30am	09 JUL Principals meeting – 8.30am	10 JUL	
46	13 JUL	14 JUL Member's meeting – 4.30pm Board of Trustees – 5.30pm	15 JUL	16 JUL	17 JUL	
47	20 JUL Summer term ends INSET 4 – STAFF NOT IN SCHOOL	21 JULY	22 JULY	23 JULY	24 JULY	
48	27 JULY	28 JULY	29 JULY	30 JULY	31 JULY	
49	03 AUG	04 AUG	05 AUG	06 AUG	07 AUG	
50	10 AUG	11 AUG	12 AUG	13 AUG	14 AUG	
51	17 AUG	18 AUG	19 AUG	20 AUG	21 AUG	
52	24 AUG	25 AUG	26 AUG	27 AUG Senior Leadership Conference	28 AUG	
	NEW ACADEMIC YEAR					

