



LYDIATE  
LEARNING  
TRUST

ENGAGE, ENABLE,  
EMPOWER

<b>Meeting</b>	Board of Directors
<b>Date &amp; Time</b>	Tuesday 13 <sup>th</sup> September 2022 from 5.30pm – 8.00pm (via Teams)

Clerk - Deborah Moss, Senior Governance Professional (SGP)

### Agenda

No	Description	Paper	Lead	Timing
1	<b>Apologies for absence and acceptance/non acceptance.</b> <ul style="list-style-type: none"><li>Welcome to Diana Brown - Governance Prof.</li></ul>		Chair	5.30 5.35
2	<b>Annual Governance Business</b> <ul style="list-style-type: none"><li>Confirmation of Articles of Association</li><li>Review &amp; Ratification of Scheme of Delegation</li><li>Review &amp; ratification of Terms of Reference for Board and all Sub Committees including AGCs</li><li>Terms of Office Review</li><li>Notification of updated Governance/Trust Handbook</li><li>Review &amp; ratification of Directors/Governors Code of Conduct.</li><li>Review &amp; ratification of Communication Policy</li><li>Declarations of Interest Reminder</li><li>Election of Chair and Vice Chair for LLT Board</li><li>Election of Chairs for Sub Committees</li><li>Confirmation of Board Appointed Chairs for AGCs and SCITT GC</li><li>Outline of Governance Plan and Agenda Setting Reminder</li><li>Linked Directors - review of the role and linked areas.</li></ul>		SGP	5.35 5.55

3	<b>Declaration of any Personal or Business Interests for items on the agenda.</b>		Chair	5.55 6.00
4	<b>Review and acceptance of the minutes of the last meeting.</b>	Y	Chair	6.00 6.05
5	<b>Update on actions arising from the previous minutes.</b>	Y	Chair	6.05 6.10
	<b>Trust Business - Chair</b>			6.10
6	<b>External Review of Governance</b> - Key points and actions	Y	Mark Granby Forrest Governance	6.10 6.25
7	<b>Trust Annual Safeguarding Report</b> - including <ul style="list-style-type: none"> <li>• Monitoring Plan,</li> <li>• Training Completed</li> <li>• Policies</li> </ul>	Y	Lianne Greenall	6.25 6.40
8	<b>Strategic Plan</b> - review & update on current position	Y	Ann Stahler	6.40 7.00
9	<b>Exam Grade Analysis for all Key Stages - 2022</b> including key areas of focus for the 22-23 academic year	Y	Wendy Jack	7.00 7.10
10	<b>Finance Update (Finance Director)</b> <ul style="list-style-type: none"> <li>• Management Accounts</li> <li>• Update on changes to any reporting procedures.</li> </ul>	Y	Harvey Norton / Natalie Chapman	7.10 7.20

11	<b>Operations Update (Operations Director)</b> <ul style="list-style-type: none"> <li>• Admissions at Deyes</li> <li>• GEMS Self-Assessment and action plan for 2022-23</li> <li>• Capital Projects Update</li> <li>• Risk Register Update</li> </ul>	Y Y Y Y	Paul Haselden	7.20 7.30
12	<b>HR Update (HR Director)</b> <ul style="list-style-type: none"> <li>• Appraisal - Policy Update, Reporting Cycle Overview</li> <li>• Any Other HR Matters</li> </ul>	Y	Vickie Sumner	7.30 7.40
13	<b>Policies for Review/Ratification</b>	TBC	All	7.40 7.45
14	<b>Correspondence</b>	Verbal	All	7.45 7.50
15	<b>Items to share with AGCs (if applicable) - all</b>	Verbal	Chair /CEO	7.50 7.55
16	<b>Date and Time of Next Meeting</b>		Chair	7.55