

## APPENDIX 6

### Reporting Formats and Frequencies

The LGB shall provide such data and information regarding the business of the Academy and the pupils attending the Academy as the Directors may require from time to time, including:

	<b>Report Format</b>	<b>Frequency</b>
1	Attendance data	Termly
2	Pupil attainment data	Termly
3	LGB agenda	At 7 days prior to meeting
4	Minutes of LGB meetings	No later than 2 weeks after the meeting
5	Staff sickness data	Termly
6	Safeguarding reports	Termly, in case of serious issue when report to be made within 24 hours
7	Any correspondence from or to or contact with the DfE, EFSA, Ofsted, Companies House or the Charity Commission	Within 48 Hours of contact or correspondence
8	Headteacher reports	Termly
9	Financial Data Income v spending	Monthly
10	Curriculum Plan	Annually
11	Performance Data RAISEonline School data dashboard End of key stage assessments GCSEs	Annually
12	Behaviour Exclusions report	Annually
13	Staff Performance and capability	Annually
14	Staff discipline, conduct and grievances	Annually
15	Health and safety	Annually
16	Complaints	Annually
17	Risk Management plan and risk register	Termly/Annual
18	Business Continuity Plan	Annual
19	Equality Duty Statement	Every 4 years