

APPENDIX 5

Reporting Formats and Frequencies

The LGB shall regularly scrutinise data and information as below. Directors of the Trust may require to review this from time to time.

	Data / Information	Source / Format	Frequency of review
1	Attendance data	Bromcom	Termly
2	Student performance data	Bromcom	Annually
3	LGB meeting details	LGB Agenda and Minutes	Following LGB meeting (at next full trust board meeting)
4	Staff sickness data	Bromcom	Termly
5	Safeguarding	Overview of safeguarding via governor monitoring visit	Termly
6	Correspondence addressed to the LGB Chair from the DfE, EFSA, Ofsted or similar government agency	Copies of correspondence	As received
8	Quality Improvement Plan (QIP)	Live document on SharePoint; updated regularly	Live document, can be reviewed as required by directors or formally at meetings
9	Financial Management	Management Accounts	Monthly
10	Strategic priorities and planning	Academy Strategic Development / Quality Improvement Plan	Annually
11	Student monitoring data	LGB Minutes / QIP – Bromcom	Termly
12	Student Behaviour	Bromcom	Termly
13	Staff Performance and capability	HR Reporting system	As required
14	Staff discipline, conduct and grievances	HR Reporting system	As required
15	Health and Safety	Trust H&S reporting	Annually or as requested
16	Complaints	Academy report feeding the central complaints log	Annually or as requested
17	Risk Management	Risk Management Plan and Risk Register	Annually or as requested
18	Business Continuity	Business Continuity Plan	Annually or as requested
19	Equality and Diversity	Equality Duty Statement	Every 4 years
20	Annual Gender Pay Gap	Report – centrally produced	Annually