

## APPENDIX 6

### Reporting Formats and Frequencies

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

|    | <b>Data / Information</b>   | <b>Source / Format</b>                           | <b>Frequency</b>   |
|----|---|--|--|
| 1  | Attendance data   | LGB Minutes                                      | Termly   |
| 2  | Student performance data  | LGB Minutes / Head Teacher / Principals report   | Annually   |
| 3  | LGB meeting details   | LGB Agenda and Minutes                           | Following LGB meeting  |
| 4  | Staff sickness data   | HR Reports / LGB Minutes                         | Termly   |
| 5  | Safeguarding details  | Safeguarding or incident report                  | Annually or within 24 hours following the disclosure of a serious concern. |
| 6  | Correspondence addressed to the LGB Chair from the DfE, EFSA, Ofsted or similar government agency | Copies of correspondence                         | As received  |
| 8  | Headteacher / Principal reports   | LGB Minutes and papers                           | Following LGB meeting  |
| 9  | Financial Management  | Management Accounts                              | Monthly  |
| 10 | Strategic priorities and planning   | Academy Strategic Development / Improvement Plan | Annually   |
| 11 | Student monitoring data   | LGB Minutes / Head Teacher / Principals report   | Following LGB meeting  |
| 12 | Student Behaviour   | LGB Minutes / Academy Report                     | Annually or as requested   |
| 13 | Staff Performance and capability  | People and Performance Committee minutes         | Annually or as requested   |
| 14 | Staff discipline, conduct and grievances  | People and Performance Committee minutes         | Annually or as requested   |
| 15 | Health and Safety   | LGB Minutes / Risk and Audit Purposes minutes    | Annually or as requested   |
| 16 | Complaints  | Academy Report                                   | 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   | Annually   |