

CPT Quality Assurance Matrix

Academy Name:

	Autumn				Spring				Summer			
	S	O	N	D	J	F	M	A	M	J	J	A
Central Services												
Financial Management												
Annual financial Accounts				✓								
External Audit visits			✓									
Annual School Budget											✓	
Cashflow/ ASR		✓		✓		✓		✓		✓		
PPG- Strategy and Funding		✓										
Sport Grant - Strategy and Funding										✓		
SEND - Strategy and Funding										✓		
Health and Safety												
Annual Fire review								✓				
Termly Fire Drills	✓							✓		✓		
First Aids needs assessment		✓										
Health and Safety statutory duties								✓				
Premises												
Conditions survey	on joining the Trust and then every 3 years											
Security								✓				
Annual building and maintenance status report											✓	
Support from Trust FM and agree small works	weekly visits to each school											
Safeguarding												
Trust safeguarding review								✓				
HR												
Recruitment audit			✓									
Induction training audit								✓				
Performance Management audit											✓	
Turnover/ Exit interview Analysis		✓										
Absence Management audit												✓
Workforce demographics			✓									
School Effectiveness												
Trust challenge partners												
CEO/ School Improvement Strategy visits - monthly	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
School Improvement Advisory Panel - termly		✓			✓			✓				
Executive Management Team meetings	✓				✓						✓	
School Focus external review - termly	TBC											
Standards and Achievement												
SEF	✓				✓			✓				
Termly KPI	✓				✓			✓				
SEF and Challenge Overview- termly		✓				✓				✓		
Annual Outcome Analysis		✓										
Academy Development												
Focus/ Frequency determined by academy effectiveness and priorities to include quality of teaching, behaviour, leadership	TBC											
Pupil Premium audit		✓										
Governance review								✓				
Leadership review - bespoke / subject focussed	✓										✓	
ICT infrastructure audit											✓	
Compliance												
Policies		✓										
Website		✓										
Financial Handbook		✓										