

Scheme of Delegation 2018-19

Members of the Trust

| Members (5) No term of Office. 2 meetings a year. Meeting dates and times to be agreed to meet statutory responsibilities. | Responsibilities |
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| Jan Wright Trevor Knight Robert Frogley David Cheesman Vacancy | <ul style="list-style-type: none"> • Vision and values • Appointment of members to the Trust where vacancies arise • Appointment of individuals to Board of trustees and removal of Trustees after their four-year term and where there is under-performance • Overview of governance arrangements • Amendment of Articles of Association • Hold an AGM and call general meetings if required • Receive the annual report and accounts • Appoint the Trust's auditors |

Board of Trustees

| Members (12: 9+3 co-opted) (ToO: 4 years) 4 meetings a year, meeting at 4.30 on Mondays. | Responsibilities |
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| <p>Chair: Simon Brown Vice Chair & Chair of Admissions: Tom Magill Chair of Finance: Grant Stonell Chair of Premises: Steve Waring Chair of Curriculum & Standards: Marilyn Holness Chair of Personnel: Jan Wright Trustee: Stephan Cook, Dayo Balogun, Vacancy Executive Headteacher & Accounting Officer: Steve Hume</p> <p>Co-opted Trustees (Chairs of LGBs): Steve Waring Isabelle Paget Nigel Griffiths</p> <p>Clerk to Board of Trustees: Kerry Guest</p> | <ul style="list-style-type: none"> • Clarity of vision, ethos and strategic direction of the Trust • Growth and expansion • Decide MAT policies and practices • Financial and educational oversight • Approval of Trust budget and annual governance statement and accounts and oversight of financial performance of the Trust to ensure its money is well spent • Risk management and contingency planning • Oversee local governance: appointment of Community Governors on LGBs and determination of LGB structure. In exceptional circumstances or where there is underperformance, imposition of conditions or restrictions upon the delegated authority of LGBs or removal of Local Governors, including the whole LGB. • Holding the Executive Headteacher to account for the educational performance and financial probity of schools in the MAT and the performance management of staff • Responsible for Executive Headteacher's appraisal (through performance review panel of Trustees) and hear any staff pay appeals • Appointment of Executive Headteacher and Headteachers for each school • Appointment of co-opted Trustees where required within Articles of Association |

- Strategic plan
- Stage 4 Complaint Panel Hearings

Trustee Committees

Each Committee will be responsible for a specific area of the Trust's work and will comprise four Trustees and no more than three LGB members plus advisors. The majority of Committee members must be Trustees and the Chair of each Committee must be a Trustee. Any vote at a Committee can only be taken if the majority of members are Trustees.

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| <p>Admissions Committee 3 meetings a year, meeting at 9.15am on Mondays.</p> | <p>Responsibilities (4 Trustees, 3 LGB reps + 3 advisors)</p> |
| <p>Chair: Tom Magill Trustees: Jan Wright and Steve Waring LGB Members: Pamela Morgan (GHS), Angela Piper (Abbey), Isabelle Paget (APS) Executive Headteacher: Steve Hume Advisors: Admissions Manager: Lisa Bedford Abbey Headteacher: Louise Tunstall APS Headteacher: Julie Davey</p> | <p>All aspects of admissions for all MAT schools:</p> <ul style="list-style-type: none"> • Policies, including consultations as required, and publication of admission arrangements • Monitoring of policy and practice including the school rolls • Determine PAN for all MAT schools <p>Policies: Admissions, Managing Medication</p> |
| <p>Premises Committee 4 meetings a year, meeting at 2.30pm on Mondays.</p> | <p>Responsibilities (4 Trustees, 3 LGB members + 3 advisors)</p> |
| <p>Chair: Steve Waring Trustees: Simon Brown, Nigel Griffiths LGB Members: Trevor Fitzgerlad (GHS), Katie O'Sullivan (APS), Vacancy (Abbey) Executive Headteacher: Steve Hume Advisors: GHS Deputy HT: Sarah Peacock APS Deputy HT: Clare Ryder Abbey SBM: Gary Martin</p> | <ul style="list-style-type: none"> • Health and safety, environmental and related policies * for all MAT schools, including Critical Incident procedure, Disaster Recovery and Lockdown procedures. • Monitoring policy and practice • Building plans and developments for all MAT schools <p>* Policies: Health & Safety, Data Security & Data Protection (new regulations coming in April 2018)</p> <p>Data Protection Trustee: Simon Brown</p> |
| <p>Finance & Shared Services Committee 5 meetings a year, meeting at 5pm on Tuesdays.</p> | <p>Responsibilities (4 Trustees, 3 LGB members + 3 advisors)</p> |
| <p>Chair: Grant Stonell Trustees: Nigel Griffiths and Stephan Cook LGB Members: Kevin Mohr (GHS), Terry Daniels (APS), Sarah Seal (Abbey) Executive Headteacher: Steve Hume Advisors:</p> | <ul style="list-style-type: none"> • Overview, monitoring and approval of all MAT schools' budgets • Monitor expenditure and value for money • Decide and allocate a budget to central services and resources for MAT schools to create economies of scale • Approve the financial implications of staffing structures • Monitor the delivery and performance of shared services |

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| <p>Directors of Finance: Jennie Goodall Abbey Headteacher: Louise Tunstall APS Headteacher: Julie Davey</p> | <ul style="list-style-type: none"> • Receive budget reports from each Trust school • Monitor and approve all returns and forecasts for the DFE • Contribute to Trust long-term financial planning through consideration of financial priorities and use of any contingency fund/balances • Receive and consider budgets for all MAT schools in the summer term prior to the start of the financial year • Approve annual financial statement for filing with EFA and Companies House • Appointment of MAT auditors and Responsible Officer • Financial policies: Tendering, Reserves, Fixed Assets • Monitoring SCITT budget and finances • Ensure adherence with the Academies Financial Handbook • Approval and sign off of contracts <p>The Committee will also act as an Audit Committee:</p> <ul style="list-style-type: none"> • Reviewing risks to effective internal control of the budget • Agreeing the processes and checks required to address risks • Ensuring that Trust financial procedures and policies are being carried out correctly. |
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| <p>Personnel Committee 4 meetings a year, meeting at 9.15am on Mondays.</p> | <p>Responsibilities (4 Trustees, 3 LGB reps + 3 advisors)</p> |
| <p>Chair: Jan Wright Trustees: Isabelle Paget, Simon Brown LGB Members: Laura Dalton (GHS), Diane Symcox (APS), Nigel Griffiths (Abbey) Executive Headteacher: Steve Hume Advisors: Abbey Headteacher: Louise Tunstall Aragon Headteacher: Julie Davey HR Manager: Sam Pennelli SCITT: Marilyn Holness, Duncan Gillies, Andrea Stirling Williams, Bev Bedforth</p> | <ul style="list-style-type: none"> • Personnel/HR policies * for all MAT schools including appraisal, pay & conditions, capability and discipline, Complaints Policy and monitoring of any complaints • Monitoring policy and practice • Establishing staffing and shadow staffing structures for all MAT schools • Monitoring SCITT outcomes and developments • Monitoring of safeguarding and Prevent arrangements • Accountable for decisions on pay progression <p>*Policies: Sickness, Discipline, Family policies, Whistleblowing, Additional Leave, Pay & Conditions, Appraisal, Capability, Recruitment & Selection, Dress Code, Redundancy, CPD, Complaints, Induction inc ITT & NQT, Grievance, Safeguarding</p> |

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| <p>Curriculum, T&L & Standards Committee 4 meetings a year, meeting at 2.30pm on Mondays.</p> | <p>Responsibilities (4 Trustees, 3 LGB members + 3 advisors)</p> |
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| <p>Chair: Marilyn Holness Trustees: Simon Brown, Isabelle Paget, Dayo Balogun LGB Members: Trevor Knight (GHS), Amy Royle (APS), Vickie Brady (Abbey) Advisors: Sarah Peacock Clare Ryder Bev Bedfordth</p> <p>Executive Headteacher and Headteachers to attend for standards issues as appropriate</p> | <ul style="list-style-type: none"> • Establishing and monitoring common policies and a common curriculum, including SMSC and CEIAG, and agreed assessment systems between all MAT schools • Monitoring the quality of teaching and learning through feedback from observations and learning walks • Setting and monitoring whole school targets and KPIs in each school's SIP • Ensuring requirements of National Curriculum are being met • Monitoring progress towards an all-through curriculum • Monitoring <u>whole-school</u> standards in all MAT schools • Reviewing whole-school progress through Raise-on-Line and the Data Dashboard and the SEF and in-year reports • Analysis and evaluation of exam results in context of national performance indicators • Policies: SMSC, Assessment, Careers (CEIAG) |
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Glenthorne Local Governing Body

| Members (14) 4 meetings a year, meeting at 4.00pm on Mondays. (ToO: 4 years) | Responsibilities (14 members: 7 community, 4 parents, 3 staff) |
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| <p>Chair: Steve Waring Vice Chair: Tina Reid Deputy Headteacher: Sarah Peacock Staff Governors: Chris Murphy and Lilee Seth Parent Governors: Pete Goddard, Lisa Halford, DQ Nguyen, Trevor Fitzgerald Community Governors: Pamela Morgan, Kevin Mohr, Chris Ellis, Trevor Knight, Laura Dalton Head Students: 2 Advisor: Executive Headteacher: Steve Hume Clerk to GHS LGB: Kerry Guest</p> | <ul style="list-style-type: none"> • Vision, ethos and strategic direction of GHS • Curriculum development • Oversee standards • Staff appointments (apart from Headteacher) • Approve SIP/SDP • Decide school policies • Staff appraisal and CPD • GHS Staff work/life balance, working conditions and well-being including absence trends • Oversee appointments/recruitment procedures for GHS staff • Pupil behaviour • Acting in accordance with policies and procedures agreed by the Trust and advice given by Trustees and/or Executive Headteacher • Oversight of educational and financial performance of GHS, ensuring funds are well spent: monitor expenditure • Governor visits to the school • Monitoring and providing panels for exclusions and final warnings, including permanent exclusions (up to two members of the panel could be Trustees) • Monitor school lettings • Building work tenders • Building maintenance plans • Oversee determination of school places with LA • Oversee in-year admissions including IYFAP |

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| | <ul style="list-style-type: none"> • Determine admissions and maintain an Admissions Appeal Panel • Monitor safeguarding provision • Review exclusions and exclusion process • Review school uniform policy • Setting up and appointment of governors for Committees for Finance, Curriculum, T&L, Student Welfare, Standards, and panels* for Complaints and Pupil Discipline, Appeals Panels (to hear appeals on matters of staff discipline, capability and grievance). *These panels of three may initially consist of up to two Trustees, but in the long term will consist entirely of members of the LGB. • Setting up a structure of governor responsibilities for subjects and year groups and governor attachments. Trustees may initially be involved as on panels (see current responsibilities below) <p>Policies: Educational Visits, Safeguarding & Child Protection, H&S</p> |
| | <p>LGB current responsibilities & attachments:</p> <p>Tina Reid: SEN, Attendance, MFL, Year 10 Pamela Morgan: Numeracy, Mathematics, ICT Kevin Mohr: Humanities, Year 8 Pete Goddard: Arts, Pupil Premium, Year 11 Trevor Fitzgerald: Design & Technology, H&S Chris Ellis: MAL, Science Trevor Knight: Safeguarding, KS5 Laura Dalton: Literacy, English, Year 7 Lisa Halford: Deputy Safeguarding, Business Studies, careers, Y9 DQ Nguyen: P.E</p> |
| | <p>LGB current panels:</p> <p>Staff Appointments: Steve Waring, Pamela Morgan, Tina Reid Pupil Discipline: all except staff governors (panel of three, of which one member can be a Trustee; chaired by LGB member) Staff Discipline/Grievance: Steve Waring, Tina Reid, Pamela Morgan</p> |

Aragon Local Governing Body

| Members (11) | Responsibilities (11 Members: 5 community, 3 parents, 3 staff) |
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| <p>Chair: Isabelle Paget Vice Chair: Tom Magill Headteacher: Julie Davey Staff Governors: Katie O’Sullivan, Amy Royle Parent Governors: Zoe Norris, Gerry Perrin, Grant Stonell</p> | <ul style="list-style-type: none"> • Vision, ethos and strategic direction of APS • Curriculum development • Standards • Staff appointments (apart from Headteacher) • Staff appraisal and CPD • Pupil behaviour |

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| <p>Community Governors Isabelle Paget, Tom Magill, Terry Daniels (Chair of Finance/Resources), Diane Symcox, (Chair of Standards), Bradley Coupar</p> <p>Clerk to APS LGB: Kerry Guest</p> <p>Associate Staff Governors: Clare Ryder Jessie Linsley Andrea Stirling Williams</p> | <ul style="list-style-type: none"> • Acting in accordance with policies and procedures agreed by the Trust and advice given by Trustees and/or Executive Headteacher • Oversight of educational and financial performance of APS, ensuring funds are well spent • Governor visits to the school • Monitoring and providing panels for exclusions and final warnings, including permanent exclusions (one member of the panel would be a Trustee) • Authorising educational visits • Setting up Committees for Finance, Curriculum, T&L, Student Welfare, Standards, and panels for Complaints and Pupil Discipline, Appeals Panels to hear appeals on matters of staff discipline, capability and grievance) *These panels of three may initially consist of up to two Trustees, but in the long term will consist entirely of members of the LGB. • Setting up a structure of governor responsibilities for subjects and year groups and governor attachments. |
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Abbey Local Governing Body

| Members (11) | Responsibilities (Proposed membership: 11 Members: 5 Community, 3 parents, 3 staff) |
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| <p>Chair: Nigel Griffiths (co-opted) Vice Chair: Vacancy Headteacher: Louise Tunstall Staff Governors: Bev Bedforth, Vickie Brady Parent Governors: Robert London, Dayo Balogun, Sarah Seal Co-opted Governors: Angela Piper, Lesley-Anne Flook, vacancy</p> <p>Clerk to Abbey PS LGB: Kerry Guest</p> | <ul style="list-style-type: none"> • Vision, ethos and strategic direction of Abbey Primary School • Curriculum development • Standards • Staff appointments (apart from Headteacher) • Staff appraisal and CPD • Pupil behaviour • Acting in accordance with policies and procedures agreed by the Trust and advice given by Trustees and/or Executive Headteacher • Oversight of educational and financial performance of Abbey Primary School, ensuring funds are well spent • Governor visits to the school • Monitoring and providing panels for exclusions and final warnings, including permanent exclusions (one member of the panel would be a Trustee) • Authorising educational visits • Setting up Committees for Finance, Curriculum, T&L, Student Welfare, Standards, and panels for Complaints and Pupil Discipline, Appeals Panels to hear appeals on matters of staff discipline, capability and grievance) *These panels of three may initially consist of up to two Trustees, but in the long term will consist entirely of members of the LGB. • Setting up a structure of governor responsibilities for subjects and year groups and governor attachments. |

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| Glenthorne Governing Body Committees & Working Groups | |
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| <p>GHS Curriculum, Teaching, Learning, Standards and Student Welfare Committee: 4 meetings a year, meeting at 4.00pm on Mondays.</p> | <p>Responsibilities</p> |
| <p>Members (7) Tina Reid Pamela Morgan Pete Goddard Trevor Knight (C) Laura Dalton Lilee Seth Sarah Peacock (Deputy Headteacher)</p> <p>Advisors: Executive Headteacher: Steve Hume Assistant HT: Louise Bishop</p> | <ul style="list-style-type: none"> • Establishing and monitoring policies for which it has responsibility: Anti-Bullying, Attendance, Arts, Behaviour, Curriculum, Drugs, Equality & Diversity, Homework, ICT, Literacy, MAL, Numeracy, Rewards, SEN, Sex & Relationships, Teaching & Learning, Managing Medication, Assessment and marking, Exams, PSHE and citizenship, SMSC • Monitoring the curriculum, assessment, teaching at GHS • Annual review of curriculum and school timetable • Staffing requirements to meet the curriculum • Receive regular reports on specific whole-school issues/specialist areas • Review development of Sixth Form and availability of subjects • Monitor cross-curricular teaching • Monitor development of FROG • Overview of provision for MAL and high attaining students • Progress and development of House System • Review annual SIP process • Monitor provision of Arts specialism • Review student attendance including persistent absence • Monitor pastoral support initiatives • Approval of GHS School Trips • Monitoring GHS Standards, with particular focus on monitoring sub-groups and departmental/area reviews where there concerns • Analysis and evaluation of exam results • Ensuring school is prepared for new educational developments & initiatives • Supporting leaders with initiatives to further improve pupil outcomes • Monitoring & evaluating impact of any improvement plans • Holding Middle Leaders to account for weaknesses and under-performance |

| GHS Finance and Resources Committee: 4 meetings a year, meeting at 4.00pm on Mondays. | Responsibilities |
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| <p>Members (7) Kevin Mohr (C) Trevor Fitzgerald Lisa Halford Chris Ellis Chris Murphy Sarah Peacock John Fletcher</p> <p>Advisors: Executive Headteacher: Steve Hume Director of Finance: Jennie Goodall</p> | <ul style="list-style-type: none"> • Monitor GHS budget and recommend acceptance/non-acceptance to Board of Trustees • Review GHS internal & external financial statements to ensure best practice and compliance with DfE financial regulations • Authorise expenditure and virement limits in accordance with financial regulations • Receive regular reports from Responsible Officer • Consider reports for external auditor and recommend action to Board of Trustees • Ensure GHS internal audit procedures comply with relevant guidance and review its effectiveness • Recommend to Board of Trustees appointment or external auditor • Establishing and monitoring policies for which it has responsibility: Pupil Premium Policy and expenditure, Charging and Letting Policies. |

| GHS Working Group 1: Tuesday 8th January at 9:15am | Responsibilities |
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| <p>Steve Waring Steve Hume Lisa Bedford Pamela Morgan Laura Dalton</p> | <ul style="list-style-type: none"> • Consider social and medical applications for admission to the school |

| GHS Working Group 2: Thursday 11th July at 12:00 | Responsibilities |
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| <p>Steve Waring Steve Hume John Fletcher Trevor Fitzgerald Chris Puddy GHS H&S Rep</p> | <ul style="list-style-type: none"> • Conduct annual GHS health & safety audit • Review LBS health & safety audit |

MULTI-ACADEMY TRUST GOVERNANCE STRUCTURE

