



# An Daras Multi-Academy Trust

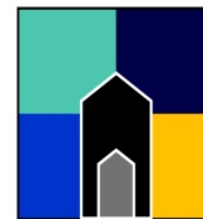
## Local Governing Advisory Board – Cyclical Plan v2

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

<b>Status: Approved</b>	
Recommended	
Version	v2
Statutory	Yes
Adopted v2	<b>Sept 16</b>
Review v2	<b>Sept 17</b>
Advisory Committee	N/A - MAT Board
Linked Documents	EFA Academy Financial Handbook ADMAT Articles of Association ADMAT Master Funding Agreement ADMAT Supplementary Funding Agreement

## An Daras Multi Academy Trust

### LOCAL GOVERNING BODY CYCLICAL PLAN 2016-2017 v2



#### Linked Internal Documents -

- ADMAT LGAB – Terms of Reference/Scheme of Delegation Community Schools
- ADMAT LGAB Terms of Reference/Scheme of Delegation VC Schools
- ADMAT LGAB Terms of Reference/Scheme of Delegation VA Schools
- ADMAT Scheme of Delegation – Overview 2016
- ADMAT Committee Terms of Reference/Cyclical Plans - 2016
- ADMAT Governance Decision Planner - 2016

#### Authority (Extract from the ADMAT Scheme of Delegation – Overview 2016)

The Board of Directors hereby resolves to establish a committee(s) of the Board of Directors to be known as Local Governing Advisory Board Committee(s) and will cover MAT arrangements in delegated matters relating to individual school settings. It will also cover Church Foundation development where appropriate.

The chair and members of the LGAB Committee(s) shall be appointed by the Board of Directors.

Directors who are not members of LGAB Committee(s) should have the right of attendance. The clerk will circulate minutes of meetings of the committee to all members of the Board of Directors.

The CEO will not normally attend LGAB Committee meetings. This responsibility is delegated to the individual Head Teacher /Head of School as appropriate

The Board of Directors shall determine how often the LGAB Committee(s) shall meet. The external auditor may request a meeting if he or she considers one necessary.

The LGAB Committee(s) is an advisory body with no executive powers. However, it is authorised by the Board of Directors to investigate any activity within its terms of reference, and to seek any information it requires from staff, who are requested to co-operate with the LGAB Committee(s) in the conduct of its inquiries.

The LGAB Committee(s) is authorised to obtain independent professional advice if it considers this necessary.

**Purpose of the Local Governing Advisory Board** (Extract from ADMAT Scheme of Delegation – Overview 2016)

Red items are church aided school specific.

- The Local Governing Advisory Body (LGAB) enables independent oversight of the activities and direction of the school. It provides guidance, support and acts as a critical friend offering challenge to the individual when appropriate. It is responsible for setting and agreeing policies and procedures within the ADMAT framework. LGAB ensure the school functions well and maintains the proper range of academic and social objectives.
- In order to ensure the continuing close relationship between the Church School and its local church and community, it is a requirement that Church of England Academies in Community-led MATs have local governance (individual board, Ethos Committee or 'hub') where Foundation Governors are the minority or majority.

**General Clauses** (Extract from ADMAT LGAB Terms of Reference – 2016)

**5.1** Members of the LGAB are not, and nothing within this document is intended to make them, charity trustees within the terms of section 97(1) of the Charities Act 1993.

**5.2** Each Local Governor shall act in the best interests of the Trust and school at all times.

**5.3** Each Local Governor must keep confidential all information of a confidential nature obtained by them relating to the school and the Trust. No papers circulated in the course of duties as a Local Governor should be passed to any third party (excepting the Head Teacher/Head of School who may need to do so in the course of his/her professional duties).

**5.4** The Trust reserves the right to withdraw some or all of the delegated powers from the Local Governing Advisory Board, to add to the LGAB's number, or extremis, to disband the LGAB; this is deemed undesirable and highly unlikely in view of the LGAB selection process and 5.5 below.

**5.5** Each Local Governor is required to take part in formal training provided or suggested by ADMAT and to take advantage of on-going support from their Head Teacher/Head of School and ADMAT Officers.

## LOCAL GOVERNING BODY CYCLICAL PLAN 2016-2017v2

September	December	February	March/April	May	July
Re-elect Chair and Vice Chair					
Governors to sign: <ul style="list-style-type: none"> <li>• Pecuniary Interests</li> <li>• Code of conduct</li> <li>• Keeping Children Safe in Education</li> <li>• Governor Eligibility Declaration Forms</li> </ul>					
Review TORs Review Statutory Decision Planner Review Scheme of Delegation	Academy Risk Register	Curriculum review including British Values and SMSC provision <b>Spiritual development – impact review</b>	380 session confirmation Day timings confirmation	Ethos and vision review (past and future)	Review parental engagement
Governor Impact Statement	Fixed Asset Register	Extra-curriculum provision review	RE/Collective worship compliance		Educational services for pupils and parents
Funding agreement compliance review	Keeping Children Safe in Education – mechanisms in place to support staff understanding	Visible Learning Update	Nutritional review of school meals		EAL proficiency levels
Review discipline and behaviour	Premises		Premises		Premises
	HoS/HT report		HoS/HT report		Hos/HT report
SEF review		SEF review		SEF review	
Review SIP monitor/visit procedure for reporting back	AIP update and new draft AIP agreement <b>SIAMS Action Plan update</b>		AIP update and next steps <b>SIAMS Action Plan update</b>		AIP update and next steps <b>SIAMS Action Plan update</b>
Agree portfolio/responsibilities and visit cycle	Governor visit feedback	Agree Governor Visits linked to AIP	Governor visit feedback	Governor visit feedback	Governor visit feedback
Review SATs data and set pupil targets		Review use of and policy on exclusion			

September	December	February	March/April	May	July
Review staff directed hours and MAT Non-Negotiable Expectations for Teaching Staff	Update on staff performance management and pay  Update on HoS/HT performance management			Update on staff performance management and pay  Update on HoS/HT performance management	
Agree SEND local offer Agree PPG provision				Appointment procedure review (including evidence of gaps in employment)	
Christian character and distinctiveness review – impact review	Budget review		Budget review		Budget review
	Safeguarding Governor’s report  PE impact Governor’s report	H&S Governor’s report  Governor’s SEN report	Safeguarding Governor’s report  PPG Impact Governors report	H&S Governor’s report  Governor’s SEN report	Safeguarding Governor’s report
Skills and training <ul style="list-style-type: none"> <li>Feedback from skills audit<sup>1</sup></li> <li>Analysis of training needs (including safeguarding training/Diocesan training)</li> <li>Introduce RILO forms for training</li> </ul>		Training: Prevent  RILO Forms		Training: Basic child protection for adults  RILO forms	
	Holiday/Inset dates for 18-19				Review website compliance
					On-line safety compliance review
<b>Policies – Awareness (ADMAT Policies)</b>					
Pecuniary Interests	Risk Management	Volunteer	Gifts and Hospitality	Drug awareness	Staff CPD

September	December	February	March/April	May	July
	Strategy				
Freedom of Information	Anti-Fraud and Corruption	Whistle blowing	Mobile Phone	Inclusion	Health and Safety
Child Protection and Safeguarding	Charging and Remissions	Staff Grievance	Staff Leave of Absence	Restraint	Performance Management
Best Value	Radicalisation/Extremism prevention	Safer Recruitment			Capability
<b>Policies – Review (ADMAT/Academy Specific Policies)</b>					
Accessibility Plan	RE				
Equality Objectives	SRE				
T&L	Admissions agreement	Educational Visits	Risk Assessment	British Values	On-line safety
Discipline & Behaviour	4 x subject	Exclusion	Anti-Bullying	Lettings	Home/School agreement
Admissions Consultation	PE Funding Plan	4 x subject	Marking	Church Ethos	Complaints
SEND		Asbestos management	Curriculum		Remaining subject policies

<sup>i</sup> Governor skills audit will be issued by the Clerk prior to summer break. These should be returned by the deadline so that they can be collated and then discussed at the first meeting of the year. From this information, a requirement of training needs will be put together.