



An Daras Multi-Academy Trust

RESOURCES, STAFFING AND SAFEGUARDING COMMITTEE – Cyclical Plan v1

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

Status: Approved	
Recommended	
Version	v1
Statutory	Yes
Adopted v1	Sept 16
Review v1	Sept 17
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



RESOURCES, STAFFING AND SAFEGUARDING COMMITTEE CYCLICAL PLAN 2016-2017 v1

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 of the Board of Directors to be known as the Resources, Staffing and Safeguarding Committee (RSS) Committee and will cover MAT arrangements in all matters relating to staffing, premises and grounds, security, health and safety and safeguarding. It will also cover faith school ethos development where appropriate.

The chair and members of the RSS Committee shall be non-executive members and shall be appointed by the Board of Directors. The chair shall be a non-executive member of the Board of Directors other than its chair.

Directors who are not members of the RSS Committee 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/Executive Head teacher in his or her role as Accounting Officer and the Finance Director will normally attend meetings of the RSS Committee.

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

The RSS Committee 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 RSS Committee in the conduct of its inquiries.

The RSS Committee is authorised to obtain independent professional advice if it considers this necessary.

Purpose of the RSS Committee (Extract from ADMAT Scheme of Delegation – Overview 2016)

- To ensure that all MAT schools have effective and high quality staff. Ensure that all MAT schools are fulfilling their responsibilities regarding Child Protection and Safeguarding requirements. To ensure that all MAT schools have statutory and appropriate personnel policies in place. To ensure there are effective policies in place across MAT schools which secure good behaviour and safety across the MAT community. Ensure the MAT has effective mechanisms for supporting high attendance. Under the duty of best value, the overall value, including economic, environmental and social value, which can be befitting by procuring or commissioning goods and services, above and beyond the benefit of merely the goods and services themselves.
- Ensure the ethos and Christian distinctiveness is delivered for schools where this is a requirement of the Articles of Association, Funding Agreements, Church Supplementary Agreements and Diocesan Agreements.
- Ensure the Local Governance, Terms of Reference and Schemes of Local Delegation for Church Foundation schools are meeting Diocesan and National Society requirements
- To develop the Estate Strategy across the MAT
- To ensure personnel management procedures have been identified, formally approved and documented to cover as a minimum;
 - recruitment (including references and police checks);
 - performance appraisal and review;
 - equal opportunities;
 - disciplinary (including absence policies);
 - grievance;

- staff expenses.
- To ensure that procedures are in place to ensure that employees of the academy are paid for work done in accordance with their contracts of employment with the academy.
- To ensure the academy has adequate insurance cover to support its activities as an employer, such as employers' liability insurance, fidelity insurance, trustee indemnity, public liability insurance and so forth.

RESOURCES, STAFFING AND SAFEGUARDING COMMITTEE CYCLICAL PLAN 2016-2017v2

Autumn	Spring	Summer
Directors to declare/sign: Pecuniary Interests	Directors to declare/ sign: Pecuniary Interests	Directors to declare/ sign: Pecuniary Interests
Re-elect Committee Chair and Vice Chair	Review: Funding Agreements for non-faith schools – RSS compliance Review: MAT H&S Scheme of Delegation	Review: Christian Foundation delivery against - Articles of Association, Funding Agreements, Church Supplementary Agreements and Diocesan Agreements.
Review: <ul style="list-style-type: none"> • Committee TORs • ADMAT Statutory Decision Planner • ADMAT Scheme of Delegation • Staffing and succession planning judgements – RSC “Characteristics of a Successful MAT” • Academies Financial Handbook – update • Staffing and resourcing benchmarking data - update 	Review: Staffing structure and budgets – Central MAT and individual school for following academic year – LGAB recommendation Ensure: Staff PPA and NQT requirements are being met across MAT	Agree: Final staffing structure for next academic year across central MAT/MAT schools Review: National pay awards for staff for the following academic year – impact on budget
Review: Academy Risk Register <ul style="list-style-type: none"> • MAT staffing and safeguarding risk indicators • Individual school risk indicators 	Review: Academy Risk Register <ul style="list-style-type: none"> • MAT staffing and safeguarding risk indicators • Individual school risk indicators 	Review: Academy Risk Register <ul style="list-style-type: none"> • MAT staffing and safeguarding risk indicators • Individual school risk indicators
Review: MAT and individual school Insurance arrangements <ul style="list-style-type: none"> • Employer liability • Trustee indemnity • Premises and contents • Public liability 	Review: Premises tenders, contracts or projects and make recommendations within constraints of the budget – including SLAs and school meal contracts	Review: Staff absence across MAT Review: MAT complaints data
Review: Staff salaries in line with Pay policy (implementation of national pay awards) and Performance Management. Review: MAT Non-Negotiable Expectations for Teachers	Review: S174/157 Safeguarding annual return and action plan	Review: Food standards in line with statutory duties Review: Staff annual survey outcomes and actions
Update: Academy Self Evaluation priorities in relation to RSS	Review: MAT Improvement Strategy <ul style="list-style-type: none"> • Impact of staff CPD • Christian Foundation ethos – staff development 	Review: MAT Improvement Strategy <ul style="list-style-type: none"> • Impact of staff CPD and new training requirements • Christian Foundation ethos – staff development
Review: Staff job descriptions and annual Performance	Update: Academy Self Evaluation priorities in relation	Update: Academy Self Evaluation priorities in relation

Autumn	Spring	Summer
Management cycle for MAT staffing agreed – including Clerk to Board Ensure: Dates set and trained directors or local governors plus external advisor identified for CEO/EHT Performance Management	to RSS	to RSS
Review: Estates Strategy and three-five year premises plan Review: MAT Asset Management Plan	Review: Utilities usage and Utilities providers	Review: Procedures, costs and use of mini buses
Review: Health and Safety arrangements to comply with H&S policy Review: LGAB annual H&S and risk assessment arrangements Review: MAT Property Compliance arrangements	Review: Security and Fire policies. Annual fire risk assessment completion. Review: Asbestos management procedures and policies	Update: Clerk Performance Management completed and identified training needs established Update: Update – MAT office staff Performance Management outcomes and recommendations
Update: Safeguarding guidance and policy changes. Review Single Central Record compliance.	Update – CEO/EHT Performance Management outcomes and recommendations	Update: Safeguarding guidance and policy changes. Review efficiency of My Concern - IT safeguarding tool
Review: Grounds maintenance arrangements Ensure: Capital project priorities established and delegation defined	Ensure: MAT office staff Performance Management completed Ensure: Date set for Clerk to Boards Performance Management next term	Review: Skills and training <ul style="list-style-type: none"> Impact of in year CPD in MAT schools
Review: Accessibility planning for MAT schools	Review: MAT Non-Negotiable Expectations for Learning Support Assistants	Review: Estates Strategy and three-five year premises plan
Review: Christian Foundation ethos – Staff development needs		Review: LGAB RSS procedures and delegation
Review: Skills and training <ul style="list-style-type: none"> Feedback from skills auditⁱ - Committee members training needs for this year 		
Policies – Awareness (ADMAT Policies)		
Critical Incident	Accessibility plan	Publication Scheme
Emergency Plans	Mobile Phone	Vision and Aims
Staff Well Being	First Aid	
Staff Induction	Asbestos Management	
Policies – Review (ADMAT Policies)		
Complaints	Safer Recruitment	Staff Leave of Absence
Child Protection and Safeguarding	Tackling Extremism and Radicalisation	Acceptable Use
Performance Management	Security	Equality Information and Objectives Statement

Autumn	Spring	Summer
Pay	Health and Safety	Lettings
Asset Management	Staff Code of Conduct	Allegations against Staff
Staff Capability	Staff Grievance	Whistleblowing
Redundancy	Staff CPD	Equality – Equal opportunities, Racial equality
Sub- Committee Responsibilities		
CEO/EHT Performance Management		
Dismissal		
Grievance		
MAT Complaints		

Sept 16
