



An Daras Multi Academy Trust

Scheme of Delegation

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

Status: Approved	
Recommended	
Statutory	Yes
Version	2
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Advisory Committee	ADMAT Members ADMAT Board of Directors
Linked Documents and Policies	ADMAT Financial Scheme of Delegation ADMAT Statutory Decision Planner ADMAT Committee Terms of Reference ADMAT LGAB Terms of Reference ADMAT Articles of Association ADMAT Master Funding Agreement DfE Academies Financial Handbook

An Daras Multi Academy Trust

Scheme of Delegation



DELEGATION - GENERAL

Under the Articles of Association of An Daras Multi Academy Trust, the Board of Directors may delegate to any director, committee, the Chief Executive Officer, Executive Head teacher or any other holder of an executive office such of their powers or functions as they consider desirable to be exercised by them. Any such delegation may be made subject to any conditions the Directors may impose and may be revoked or altered.

Where any power or function of the Directors has been exercised by any committee, that person or committee shall report to the Directors in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Directors immediately following the taking of the action or the making of the decision.

The Directors may establish any committee to exercise powers and functions of the Directors. The constitution, membership and proceedings of any committee of the Directors shall be determined by the Directors. The establishment, terms of reference, constitution and membership of any committee of the Directors shall be reviewed at least once in every twelve months. The membership of any committee of the Directors may include persons who are not Directors, provided that a majority of members of any such committee shall be Directors. The Directors may determine that some or all of the members of a committee who are not Directors shall be entitled to vote in any proceedings of the committee. No vote on any matter shall be taken at a meeting of a committee of the Directors unless the majority of members of the committee present are Directors.

The Board of Directors is responsible for ensuring that high standards of corporate governance are maintained. It should exercise its powers and functions with a view to fulfilling a largely strategic leadership role in the running of the academy, addressing such matters as;

- policy development and strategic planning, including target-setting to keep up momentum on school improvement;
- ensuring sound management and administration of the MAT, and ensuring that managers are equipped with relevant skills and guidance;
- ensuring compliance with legal requirements;
- establishing and maintaining a transparent system of prudent and effective internal controls.
- management of the MAT's financial, human and other resources
- monitoring performance and the achievement of objectives, and ensuring that plans for improvement are acted upon;
- helping the MAT be responsive to the needs of parents and the community and making it more accountable through consultation and reporting;
- setting the MAT's standards of conduct and values;
- assessing and managing risk (including preparation of a statement on the MAT's risk management for its annual report and accounts).

SCHEME of DELEGATION

The Board of Directors should agree a formal schedule of matters reserved for their decision, i.e. those which should not be delegated within the MAT. These are listed below. Beyond this, the Board of Directors should consider establishing separate committees to deal with specific areas of MAT business, and should determine the delegated responsibilities to be assigned to those committees, to ensure that matters can be dealt with in appropriate detail and with sufficient frequency. However, as a minimum, it is a requirement that all MATs establish a finance committee separate from the Board of Directors to deal with financial matters.

Where the Board of Directors decides to delegate certain matters for consideration by committees, each committee should be chaired by a Director. The membership of the committee may include persons who are not Directors provided that a majority of the members are Directors. All members of the committee, including those not Directors, are entitled to vote at committee meetings. The Board of Directors should ensure that it receives adequate feedback on the work of those committees and is able to consider their decisions formally. The establishment of committees does not absolve the Board of Directors of its overall responsibility to manage the finances of the MAT.

RESPONSIBILITIES of ADMAT BOARD

The **role of the ADMAT Board** is to provide strategic direction and oversight across the MAT, which is consistent with its objects, vision and values. It is responsible for governance and for establishing the leadership and management and advisory framework of the MAT to achieve its strategic objectives and fulfil the terms of its Funding Agreement.

The ADMAT Board retains authority and responsibility for the following, although these duties are discharged by the MAT in a way which reflects the local characteristics of its schools.

Compliance and Governance

- Compliance with all statutory regulations and Acts of Parliament governing the operation of schools and the Trust, including health and safety
- Compliance with the provisions of the Funding Agreement and Supplementary Funding Agreements
- Determination of the corporate strategic planning and context of the Trust and its schools
- Establishing monitoring procedures to ensure compliance and objectives met

Appointments and Training

- Putting in place processes for: (i) making appointments within the Trust's remit; and (ii) the Head teacher/Head of School making appointments for LGAB within its own remit
- In relation to the Head teacher/Head of School and LGAB, to appoint a Lead Adviser or Improvement Partner
- Appointment of the Head teacher/Head of School at school, in consultation with the relevant Local Governing Advisory Board
- In relation to each Local Governing Advisory Board, to appoint the Clerk to the Local Governing Advisory Board
- To appoint internal auditors to carry out the Responsible Officer function for the school
- Providing Director and Local Governor training and evaluation
- Facilitating the support, training and challenge of Head teachers/Heads of School in MAT

Finances

- Establishing a funding model for use across the Trust and the schools, and a scheme of financial delegation for each school
- Agreement of the Trust's and schools' annual budgets, so that the Trust and schools' strategic objectives are met
- Compliance with the Academies Financial Handbook including, but without limitation, determination of procurement policies for the Trust
- Oversight with regard to the finances of the Trust and its schools including, but without limitation, responsibility for compliance with the financial and accounting requirements details within the Funding Agreement
- Putting in place guidelines for the local maintenance of assets and appropriate registers

Policies and Targets

- Agreement to the educational targets of the schools as advised by the Local Governing Advisory Board, and MAT CEO
- Monitoring and evaluating performance in relation to agreed targets and SIP for each school
- Determining any additional financial and reporting targets for the school
- Determining a Trust-wide safeguarding policy (to be implemented as appropriate at local level)
- Determining a Trust-wide health and safety policy (to be implemented as appropriate at local level)
- As the legal employer of all staff, responsibility for human resource policies and procedures and appropriate terms and conditions of service and
- Determination of the admissions policy and arrangements for the school (in consultation with Local Governing Advisory Board) in accordance with admissions law and DfE codes of practice

An Daras MAT through its Terms of Reference and Scheme of Delegation has defined the following structure for its Committees that will continue from September 2017

- Finance and Strategic Development (FSD)
- Audit (Au)
- Resources, Staffing and Safeguarding (RSS)
- Teaching , Learning and Achievement (TLA)
- Local Governing Advisory Boards (LGAB)
- Pod Local Governing Board Executive (still to be established)

Chief Executive Officer/Executive Head teacher

The Directors shall appoint the CEO/Executive Head teacher who will act as a voting Director. By signing this document the Directors delegate such powers and functions as they consider are required by the CEO/Executive Head teacher for the internal organisation, management and control of the MAT (including the implementation of all policies approved of by the Directors) and for the direction of the teaching and

curriculum at the MAT.

DIRECTORS' MEETINGS

It is a requirement of all MAT Boards that they meet at least once a term. No business can be conducted at any meeting unless a quorum is present.

Directors must appoint a clerk to the Board, who must be someone other than a Director or the CEO/Executive Head teacher of the MAT.

Each meeting of the Board of Directors should consider;

- a report of the financial position of the MAT, including its income and expenditure and financial commitments;
- whether adequate financial monitoring of the MAT's budget and activities is being undertaken;
- progress on any action identified to improve financial arrangements within the MAT;
- significant contracts proposed to be entered into by the MAT;
- details of any significant matters affecting the MAT's staff;
- details of any significant matters affecting the pupils' welfare or education;
- details of any significant matters affecting the MAT's assets e.g. computers, cars, etc.;

Matters that should be considered by Director's at least once a year are:

- the MAT's Vision and Aims and how they are being met;
- review of the management structure to ensure it is operating effectively;
- review of the performance of external providers e.g. bankers, services provided under SLAs;
- review and approval of the MAT's annual accounts and report of the trustees;
- review and approval of the financial budget for the following year;
- review and approval of the levels of insurance cover for the MAT's assets;
- findings made by the auditors and the auditor's management letter, and any other financial reviews, and consideration of what actions should be taken arising from their recommendations;
- review of the risks to which the MAT is exposed and determination of whether systems are in place to mitigate those risks.

The MAT Board may decide to delegate responsibility for specified matters, where it has power to do so, to individual members or committees of the Board. Decisions taken by individual members or committees of the board under delegated powers should be recorded in written minutes available to the board as a whole.

Accounting Officer

The Funding Agreement requires the MAT to identify the CEO/Executive Head teacher as the Accounting Officer. This post confers responsibility for financial and administrative matters. This is a vital role, as the Accounting Officer is personally responsible to the Board of Directors for;

- ensuring regularity and propriety;
- prudent and economical administration;

- avoidance of waste and extravagance;
- efficient and effective use of available resources; and
- the day to day organisation, staffing and management of the MAT.

The Accounting Officer may delegate, or appoint others to assist in these responsibilities, for example to the Finance Director and/or the Business and Operations Manager. Within the framework of the MAT Improvement Plan as approved by the Board of Directors the CEO/Executive Head teacher has overall executive responsibility for the MAT's activities including financial activities. Much of the financial responsibility has been delegated to the Finance Director but the CEO/Executive Head teacher still retains responsibility for;

- approving new staff appointments within the authorised establishment, except for any senior staff posts which should be approved by the Board of Directors;
- authorising contracts between £1,000 and £50,000 in conjunction with the Finance Director; contracts above £50,000 will need to be approved by the Board of Directors.
- signing cheques up to £20,000 in conjunction other authorised signatory. Two signatories are required on all cheques. Most payments are to be made by BACS, so cheques above £20,000 should be rare. Where a cheque is for an amount over £20,000, one of the signatories should be a non-executive Board member of the Finance and Strategic Development Committee and requires 3 signatories.

MAT Business Manager

The main responsibilities of the MAT Business Manager are;

- the day to day management of financial issues including the establishment and operation of a suitable accounting system;
- the management of the MAT financial position at a strategic and operational level within the framework for financial control determined by the Board of Directors;
- the maintenance of effective systems of internal control;
- ensuring that the annual accounts are properly presented and adequately supported by the underlying books and records of the MAT;
- the preparation of monthly management accounts;
- authorising orders below £500 in conjunction with budget holders
- ensuring forms and returns are sent to the DfE/EFA in line with the timetable in the DfE/EFA guidance. Signing such forms as necessary.

Responsible Officer

The Board of Directors will need to consider how it monitors and checks the operation of the financial management arrangements that have been established and are operated by officers of the academy. To assist in this they will appoint a person who will have specific responsibility for overseeing the financial arrangements on their behalf. The appointment of this Responsible Officer (RO) must be notified to the DfE.

The RO post is intended to provide an independent oversight of the academy's financial affairs. The main duties of the RO are to provide the Board of Directors with on-going independent assurance that:

- the financial responsibilities of the Board of Directors are being properly discharged;
- resources are being managed in an efficient, economical and effective manner;

- sound systems of internal financial control are being maintained; and
- financial considerations are fully taken into account in reaching decisions.

ADMAT COMMITTEES

FINANCE AND STRATEGIC DEVELOPMENT COMMITTEE

The Board of Directors hereby resolves to establish a committee of the Board of Directors to be known as the Finance and Strategic Development (FSD) Committee and will cover MAT finance arrangements and strategic growth planning.

The chair and members of the Finance and Strategic Development 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 Finance and Strategic Development 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 FSD Committee.

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

Authority

The Finance and Strategic Development 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 FSD Committee in the conduct of its inquiries.

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

Duties

The overall duties of the Finance and Strategic Development Committee shall be;

- To scrutinise the decision making of the Accounting Officer, the MAT Central Team and the SALT Team, acting as critical friends to ensure best practice and value for money are fully considered when spending MAT funds. To link five year strategic growth to effective financial forecasting to ensure MAT economic viability and sustainability is achieved (e.g. over 3 to 5 years)
- To develop plans to implement the Asset Management Plan to ensure that the development, maintenance and replacement of all physical assets, equipment and facilities of the school, including premises, equipment, land, depreciating assets etc. are in line with the MAT Vision statement.
- To consider the MAT indicative funding, notified annually by the EFA and assess implications for the MAT in advance of the financial year, drawing any matters of significance or concern to the attention of the MAT BoD and/or LGAB
- To determine the level of contingency fund or balances to be held by the MAT, ensuring the compatibility of all such proposals with the legal requirements and Trust improvement priorities

The specific duties (in Terms of Reference) of the Finance and Strategic Development Committee shall be;

1.0 Review the Asset Management Plan and report to BoD annually

- 1.1 Monitor the management of assets as per the asset register, including the maintenance, repair and disposal of assets in line with the scheme of delegation
- 1.2 Monitor the effective use and long term development of IT across the MAT that maximises the use of technology in both administrative and academic aspects. Monitor its ongoing maintenance, replacement and enhancement
- 1.3 To ensure the compatibility and integration of IT systems across the MAT to maximise efficiency and cohesiveness
- 1.4 Receive and scrutinise annual budgets and forecasts submitted by the Trust. Ensuring that they are;
 - In accordance with the funding agreements, MAT Mems and Arts and the EFA financial handbook
 - Consistent with the MAT Improvement Priorities at every level
- 1.5 Recommend approval/non approval of MAT budget and that of individual academies to the BoD
- 1.6 Monitor regularly the MAT short term/long term revenue and capital budget and financial planning to ensure the academies long term sustainability
- 1.7 Monitor and review income and expenditure against budgets on a regular basis and ensure compliance with the overall financial plan of the MAT and with the Trusts financial regulations drawing any matters of concern to the attention of the BoD
- 1.8 Contribute to the formation of MAT improvement plans through the consideration of financial priorities and proposals
- 1.9 Review and approve any virements and other transactions in accordance with the MAT Financial Regulations and Scheme of Delegation
- 2.0 Oversee tendering (where required) and the signing of contracts
- 2.1 Provide Best Value Statements. Complete financial benchmarking against similar institutions.
- 2.2 Ensure the preparation of BoD reports and financial statements to form part of the annual report and financial statements of the Trust for filing in accordance with Companies Act and Charity Commission requirements
- 2.3 Explore and agree income generation for the schools in the MAT, including lettings income, grants, fund raising and sponsorship opportunities and support the work of local PTF Associations.
- 2.4 Preparation of disaster recovery/business continuity plan for the MAT and ensure local plans exist in individual academies.
- 2.5 Approve expenditure of sums over the agreed amount in the Financial Regulations (expenditure under that amount is delegated to the CEO) and monitor spending in individual academies
- 2.6 To monitor the use of any Non Public Funds
- 2.7 Approve plans for the expenditure for Formula Capital Funding and make appropriate recommendations to BoD
- 2.8 Ensure that all Standards Fund Grants receivable via the Secretary of State are used appropriately
- 2.9 To challenge that value for money is being achieved

AUDIT COMMITTEE

The Board of Directors hereby resolves to establish a committee of the Board of Directors to be known as the Audit Committee (Au) Committee and will cover MAT arrangements in all matters relating to financial and procedural accountability, for risk management and for ensuring statutory compliance is completed in liner with good practice.

The chair and members of the Au 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 Au 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 named Finance Director will normally attend meetings of the Au Committee.

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

Authority

The Au 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 Au Committee in the conduct of its inquiries.

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

Duties

The overall duty of the Audit Committee shall be to;

- To undertake activities as deemed necessary in order to provide assurance to the MAT Board regarding the management and identification of risk and the sound management and control of the Trusts finances and other resources.

The specific duties (in Terms of Reference) of the Audit Committee shall be;

1.0 Take delegated responsibility on behalf of BoD for ensuring there is a framework of accountability, for examining and reviewing all systems and methods of control both financial and otherwise including risk analysis and risk management ; and for ensuring the Trust is complying with all aspects of the law, relevant EFA and other regulations and good practice

1.1 To identify the risks to internal financial control across the Trust and agree a programme of work that will address these risks, inform the statement of internal control and, so far as is possible, provide assurance to external auditors.

1.2 To ensure there is a continuous and sufficient review of the risks and agree a programme of work that will address the risks identified and determine the most appropriate method of doing so.

1.3 To drive the process for independent checking of financial controls, systems, transactions and contracts and ensure that arrangements for protecting the Trust's assets are in place.

1.4 To advise BoD on the minimum and optimum level of internal and external audit arrangements, to ensure that regular audits of appropriate areas take place and contribute to these reviews.

1.5 To review payroll expenditure and monitor payroll accuracy.

1.6 To develop a culture in the MAT whereby each individual has a part to play in guarding the probity of the Trust, and is able to take any concerns to an appropriate member of the SALT or in very exceptional circumstances directly to the Chair of the committee

- 1.7 To recommend to the BoD the appointment or reappointment of the auditors
- 1.8 To review the findings of the external auditors and agree any action plan arising from them
- 1.9 To review and consider the auditors management letter in order to ensure it is based on a good understanding of the MATs business and to establish whether any recommendations have been acted upon.
- 2.0 To investigate on behalf of BoD anything that threatens or adversely effects the accomplishment of the Trusts aims and objectives, its assets, the reliability of all records and information, and its compliance with all relevant laws, regulations, policies and governing instruments
- 2.1 To report to the BoD all decisions taken within the powers delegated to the Committee

RESOURCES, STAFFING AND SAFEGUARDING COMMITTEE

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.

Authority

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.

Duties

The overall duties of the Resources, Staffing and Safeguarding Committee shall be;

- To ensure that all MAT schools have effective and high quality staff. Ensure that all MST 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 befitted 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.

The specific duties (in Terms of Reference) of the Resources, Staffing and Safeguarding Committee shall be;

- 1.0 Provide guidance, challenge and support to the CEO and BoD in all matters relating to staffing, premises and grounds, security, Health and Safety and Safeguarding
- 1.1 To agree staffing or premises financial procedures as required by audit or requested by accountants
- 1.2 To prepare draft staffing budget proposals for consideration of BoD or any of its committees
- 1.3 To consider relevant staffing and resourcing benchmarking data
- 1.4 To prepare and review staffing policies and procedures including consideration of long term planning and resources for approval by BoD
- 1.5 Review all MAT insurances annually and report to BoD
- 1.6 Monitor and review procedures, use of and costs related to mini bus fleet
- 1.7 Monitor and review annual S175/S157 for all schools within overall MAT. Ensure all Child Protection procedures are in place including safer recruitment and radicalisation policy
- 1.8 Consider, recommend or approve premises tenders/contracts provided within the constraints of the budget
- 1.9 Review LGAB H+S reports and risk assessments. Providing guidance and assistance to BoD in ensuring that H+R regulations are complied with
- 2.0 Review MAT staffing structures in consultation with LGAB and report decisions to BoD
- 2.1 Review and administer salary policies including considerations about staff work/life balance and staff well being
- 2.2 Review and oversee procedures for the appointment of staff. Ensuring all staff have an update job description reviewed annually as part of PM cycle
- 2.3 Establish and review Performance Management procedures for all staff including CEO/EHT

2.4 To make and review recommendations for the future premises provision and to develop an effective Estates Strategy

2.5 To oversee the appointment of architects, builders, grounds maintenance teams and monitor all aspects of their work

2.6 To monitor the use of MAT sites to ensure they are fit for purpose. Monitor utilities usage.

2.7 To report to the BoD all decisions taken within the powers delegated to the Committee

2.8 Provide guidance, challenge and support to the CEO and BoD in all matters relating to delivering, maintaining/developing clear Church distinctiveness/ethos strategy

2.9 Review and monitor the Health and Safety policy statement in order to safeguard the health and wellbeing of students, employees and visitors to the MAT, and to make recommendations to the Board of Directors;

3.0 Review any report from the Finance Director in relation to the operation of the MAT buildings and grounds.

TEACHING, LEARNING AND ACHIEVEMENT COMMITTEE

The Board of Directors hereby resolves to establish a committee of the Board of Directors to be known as the Teaching, Learning and Achievement (TLA) Committee and will cover MAT learning achievements and performance, curriculum development and school improvement planning.

The chair and members of the Teaching, Learning and Achievement 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 TLA 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 lead on MAT teaching and learning direction will normally attend meetings of the TLA Committee.

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

Authority

The Teaching, Learning and Achievement 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 TLA Committee in the conduct of its inquiries.

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

Duties

The overall duties of the Teaching, Learning and Achievement Committee shall be;

- To oversee the academic performance of the MAT as a whole and also individual schools within the Trust. To provide oversight of the academic impact of school improvement work across the MAT. To hold the SALT to account for academic performance across all MAT schools. To receive regular termly progress reports from LGAB Executive Committee, Ensure there is a cohesive and effective MAT school Improvement Strategy.
- To provide oversight of the implementation of an effective SIAMS improvement process. To hold the SALT to account for SIAMs performance across all Christian Foundation schools. To receive regular termly progress reports from LGAB, the LGAB Executive Committee. Ensure there is a cohesive and effective Diocesan collaboration.

The specific duties (Terms of Reference) of the Teaching, Learning and Achievement Committee shall be;

- 1.0 Review in consultation with LGAB curriculums to ensure all statutory regulations are complied with – including RE, Daily Collective worship, SRE
- 1.1 To provide to the BoD and following consultation with the LGAB information about how the curriculum is taught, evaluated and resourced
- 1.2 Review performance of individual schools through scrutiny of available internal and external standards data e.g. Data Dashboard, SIP reports
- 1.3 Plan priorities for school improvement across the MAT overall and oversee individual school improvement planning monitored by LGAB
- 1.4 Review impact of PPG funding on pupil outcomes for all schools within the MAT. Report to BoD.
- 1.5 Ensure OFSTED Action Plans are completed, monitored and fully reported to BoD and externally if required
- 1.6 To plan cohesive annual MAT School Improvement Strategy based on secure risk assessment of individual school performance
- 1.7 Ensure schools deliver an integrated curriculum approach to promoting British values
- 1.8 Ensure individual schools deliver an integrated curriculum approach to delivering SMSC curriculum
- 1.9 Review SEND provision regularly to ensure statutory regulations are met and that good practice is impacting on outcomes
- 2.0 Review MAT wide impact of PE funding on pupils achievement and health
- 2.1 Review performance of individual schools and pupil attainment through scrutiny of available internal and external data e.g. Data Dashboard
- 2.2 Ensure SIAMS Action Plans are completed, monitored and fully reported to BoD and externally if required
- 2.3 Ensure individual church schools deliver an integrated curriculum approach to delivering SMSC curriculum in line with its Christian Foundation
- 2.3 To plan cohesive annual MAT SIAMS Improvement Strategy based on secure risk assessment of individual school performance

LOCAL GOVERNING ADVISORY BOARDS

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/Executive Head teacher will not normally attend LGAB Committee meetings. This responsibility is delegated to the individual school Head Teacher or 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.

Linked documents - The full Terms of Reference document for this committee shows the full Scheme of Delegation between the MAT and the LGAB Committees.

- **AMAT 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**

Authority

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.

Duties

The overall duties of the Local Governing Advisory Board Committee(s) shall be;

- 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.
- The Church’s vision for education reaches beyond Church of England schools: we offer a compelling vision for the education of children and young people in community and church schools. We aim to deliver excellence in education and want the very best outcomes for children and young people so that they can achieve their fullest potential. Our unequivocal message is that academic rigour and the wellbeing of pupils are equally important – a good education must promote life in all its fullness.
- 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.

The specific duties (in Terms of Reference) of the Local Governing Advisory Board Committee(s) shall be;

1.0 To preserve and develop the Christian character and distinctiveness of the academy in accordance with the principles of the Church of England and in partnership with the Church at parish, deanery and diocesan level and to ensure that this is communicated to all stakeholders in appropriate communications

1.1 To focus on the impact of the schools Christian distinctiveness in meeting the needs of all pupils

1.2 To ensure that the social, moral, spiritual and cultural development remains a priority in the academy and to encourage good practice to be shared across the MAT

1.3 To develop and monitor and evaluate the delivery of the academy’s SIAMS improvement plan – reporting regularly to the Board and its committees

1.4 To monitor and evaluate the effectiveness of SMSC, collective worship and teaching in RE and seek to share good practice across the MAT

1.5 To be consulted by the MAT on the appointment of senior staff and to ensure the Diocesan Director of Education is represented at the interview panel for the appointment of the HT/HoS and approves the successful candidate

1.6 To be consulted by the MAT on the academy’s Admissions Policy and in accordance with DBE and National Society Guidance

1.7 Consult upon, monitor and evaluate the academy’s RE and Worship Policy

- 1.8 Ensure that all LGAB members take part in Diocesan governance training at least annually
- 1.9 Identify and create annual school improvement plan priorities and annual performance targets. Link to clear staff CPD opportunities
- 2.0 Setting aims and objectives of the individual school in line with overall MAT aim. Maintain local distinctiveness through responding to the needs of the local community.
- 2.1 Determination of the unique educational vision of the individual school in line with the overall MAT vision
- 2.2 Monitor progress and evaluate the effectiveness of priorities identified from the school improvement plan
- 2.3 Maintenance of the individual schools estate in accordance with guidelines issued by the MAT. Produce school specific accessibility plan and equality plan with defined annual objectives
- 2.4 Maintaining a fixed asset register in line with guidelines issued by the MAT and that the school is maintained as a safe environment for all stakeholders
- 2.5 Determination and implementation of the school specific admissions policy and arrangements for the school in accordance with admissions law and DfE Codes of Practice
- 2.6 Implementation of actions required to comply with statutory regulations and the Funding Agreements
- 2.7 Implementing the agreed policies and procedures laid down by the MAT this includes the implementation of all statutory regulations
- 2.8 Ensuring a broad and balanced curriculum offer is taught to all pupils including RE, Healthy Lifestyles, and SRE provision
- 2.9 Monitor that the school's curriculum and teaching and learning policy is being implemented. Monitor arrangements for educational visits and to monitor the diversity of activities and equity of access
- 3.0 Review extra-curricular provision
- 3.1 Review discipline and behaviour within the school on a termly basis. Ensure all safeguarding and child protection policies are in place and acted upon
- 3.2 Review the use of exclusion and confirm/not confirm fixed term or permanent exclusion. Direct re instatement of excluded pupils
- 3.3 Determine arrangements for daily collective worship
- 3.4 Set times of individual school sessions and dates of terms and holidays in line with agreed MAT requirements. Ensure the school has 380 sessions in an academic year
- 3.5 Prepare and publish relevant individual school information e.g. statutory website data, admissions, parent information, home/school agreements
- 3.6 Ensure individual school website complies with statutory requirements
- 3.7 Monitor quality and nutritional values of school meals
- 3.8 Decide what additional services should be offered to pupils and parents. Establish and deliver additional services
- 3.9 To secure the attendance or advice of external, professional advisers as an when required
- 4.0 Appointment of support staff including TA/HLTA appointments
- 4.1 To engage with parents to support their child's learning. To encourage the local community to take an active interest in the school and wider.

4.2 To consider any other matters where requested to do so by the Board of Directors; and to report at least once a year to the Board of Directors on the discharge of the above duties.

ADMAT POD GROUP LOCAL GOVERNING ADVISORY BOARD EXECUTIVE COMMITTEE

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 a group of schools within a pod. It will also cover faith ethos development as appropriate

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

Directors who are not members of Pod LGAB Executive 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 MAT CEO/Executive Head teacher will not normally attend Pod LGAB Executive Committee meetings. This responsibility is delegated to the Pod Executive Head Teacher.

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

Authority

The Pod LGAB Executive 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 Pod LGAB Executive Committee (s) in the conduct of its inquiries.

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

Duties

The overall duties of the Pod LGAB Executive Committee(s) shall be;

- The Pod LGAB Executive Committee(s) core role is to play its part in ensuring outstanding outcomes for every pupil. The Pod LGAB Executive Committee (s) ensure that standards are maintained and will look to improve practice wherever possible by challenging under performance and celebrating excellence and success. The Pod LGAB Executive Committee(s) report their findings and actions to the Board via the chair and Executive Head teachers.

The specific duties of the Pod LGAB Executive Committee(s) shall be;

1.0 To complete review of LGAB impact on standards

1.1 To complete review of LGAB impact on delivering vision and aims and church ethos aims as appropriate

1.2 To complete review of LGAB impact on best value and use of financial resources to impact on standards

1.3 To complete review of Church distinctiveness and ethos delivery and impact on moral, spiritual and cultural growth and impact on standards

1.4 To report to the BoD termly on the above elements.

1.5 Review and plan annual cycle of LGAB training – including Church Foundation specific training.

By order of the Trust, we approve the Academy's Scheme of Delegation

Chair of Trust:

Print name: ___Brian Jennings_____

Sign: _____

Date: ___7 Sep 17_____

CEO/Executive Head teacher:

Print name: ___Will Hermon_____

Sign: _____

Date: ___7 Sep 17_____

Finance Director:

Print name: ___Emma Gilbert_____

Sign: _____

Date: ___7 Sep 17_____