



Scheme of Delegation

East Herrington Primary Academy
Hetton Lyons Primary School

Effective Date: 1st September 2020

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1 Introduction

- a. The scheme of delegation is made between Balmoral Learning Trust (“the Trust”) and individual academies / schools that join the Trust. The Scheme of Delegation is referred to as “the Scheme” and is effective from 1st July 2017. As a charity and company limited by guarantee Balmoral Learning Trust is governed by a Board of Directors who are responsible for the overview, management and administration of the academies within the Trust.
- b. This scheme of delegation explains ways in which the Directors fulfil their responsibilities for the leadership and management of Balmoral Learning Trust and individual academies within the Trust.
- c. The key parties with whom the document is concerned are: the Members, Directors, the Chief Executive Officer, key sub committees, Heads of School, Local Governing Bodies.
- d. This scheme of delegation should be read in conjunction with Balmoral Learning Trust Articles of Association.
- e. The purpose of the Scheme is to set out a framework under which the Academy Trust is governed and managed, and in particular;
 - i. how the Directors work together effectively;
 - ii. the relationship between the Directors, Local Governing Body (LGB) and the senior leadership teams
 - iii. how the Directors ensure compliance with the various legal and regulatory requirements placed upon them
- f. This scheme shall be reviewed by the Directors annually, and in the context of such a review, the Directors shall have regard to any new legislation or as necessary in response to changing circumstances guidance affecting the provisions of these documents;
- g. The Directors may choose to put in place a bespoke scheme of delegation in respect of a particular Academy. In the absence of written confirmation from the Directors to that effect, this Scheme of Delegation shall apply.
- h. The scheme may be altered, added to or repealed by a majority resolution of the Directors or by the Members of the Academy Trust in a General Meeting.
- i. A copy of this scheme shall be given to the Members of the Academy Trust, every Director, each Local Governing Body, the Heads of School of the Academies operated by the Academy Trust, the Director of Finance and Operations and the Clerk.

2 Balmoral Learning Trust General Principles

- a. The Board and Local Governing Bodies will work collaboratively and in partnership.
- b. The Board will make decisions on matters which affect all academies in the Trust: Local Governing Bodies will make decisions on matters which affect individual academies and are delegated to it.
- c. Local Governing Bodies and Heads of School will have autonomy in relation to responsibility and decision making for the day-to-day operation of their academies as agreed with the Trust Directors
- d. The Board will put in place effective arrangements for monitoring and evaluating the performance of Local Governing Bodies and academies.

- e. The Board will take action, including the full or partial withdrawal of delegated authorities to individuals, groups and Local Governing Bodies should the individual, group, or Local Governing Body, fail to carry out their duties and responsibilities effectively as determined by the Trust Directors
- f. The Board will consult Local Governing Bodies on proposals for the composition, membership, structure, and terms of reference for Local Governing Bodies and subcommittees, and on arrangements for the recruitment and appointment of governors.
- g. The Board will fully consult Local Governing Bodies before putting in place any arrangements which directly affect Local Governing Bodies and individual academies.
- h. Local Governing Bodies will report regularly and frequently to the Board and will make available all relevant data and information on performance.
- i. The Trust Directors will hold an annual meeting to include all Local Governing Bodies with the Trust to ensure full and transparent exchange of information, data and knowledge.
- j. The Trust Directors will develop a comprehensive training programme for all governors in the Trust to maintain a minimum standard of competence across the Trust.
- k. Balmoral Learning Trust is responsible for East Herrington Primary Academy, Hetton Lyons Primary School and any other schools that join the Trust in the future.
- l. The Trust has entered into a master funding agreement and separate supplemental funding agreement for each Academy
- m. The Funding Agreement places a number of requirements on the Academy Trust including the requirement to comply with the Department for Education Academies Financial Handbook.

3. Roles and Responsibilities

3.1 Up to 7 Members:

- a. They are not there to manage the day to day direction of the MAT, members are independent of the day to day business.
- b. Balmoral Learning Trust have recommended 5 members.
- c. The Members maintain an overview of the governance arrangements of the Trust and have the power to appoint directors and remove those directors.
- d. Members can amend the Articles and may do so to support stronger governance arrangements.
- e. Members are responsible for holding Directors to account

3.2 Up to 9 Directors:

- a. The decisions that directors make must be in the interests of all of the schools in the MAT.
- b. Balmoral Learning Trust have recommended 9 Directors.
- c. Directors have responsibility for controlling Balmoral Learning Trust's management and administration. They have responsibility for directing its affairs and for ensuring that it is solvent, well run and delivering the trusts charitable outcomes for the benefit of the public.

- d. Directors are accountable to external agencies including Companies House, the Charity Commission, the Education Funding Agency and the Department for Education for their activities and the quality of services and facilities provided by the company.
- e. They are required to have systems in place through which they can assure themselves of quality, safety and good practice.
- f. In order to discharge their responsibilities, the Directors may delegate powers and functions to sub committees.
- g. Individuals must ensure that they fully understand their duties as company directors and charity trustees.

3.3 Local Governing Body:

- a. The Local Governing Body links to an individual school and deals with delegated matters within that school.
- b. A Local Governing Body should contain at least 2 parent governors.
- c. An effective LGB ensures good governance of an individual academy within the Trust.

3.4 Chief Executive Officer / Accounting Officer:

- a. One individual who has ultimate responsibility to DFE for the conduct and performance of the MAT.
- b. The CEO will work with Academy Heads of School to support the successful development of Balmoral Learning Trust ensuring the best possible outcomes for pupils through the delivery of a broad and balanced curriculum incorporating all elements required by law or by the Trusts Master and / or Supplemental Funding Agreements. The CEO is responsible for the performance of the Trust.
- c. The Accounting Officer responsibility will be carried out by the Chief Executive Officer (CEO). The Accounting Officer holds personal responsibility for the use of public money defined as “The senior executive of the academy trust, designated as accountable for regularity, propriety and value for money.” The Accounting Officer shall be required to provide a statement on governance, regularity, propriety and compliance in the Academy Trust's annual report. The format of the statement is included within the Accounts Direction which is issued annually.
- d. The CEO has responsibility for the overall leadership, management and achievement of the Trust and responsibility for ensuring the implementation of agreed policy.

3.5 Director of Finance and Operations:

- a. The Director of Finance and Operations is responsible for finance, human resources, contracts and procurement of both services and capital projects, and overseeing facilities management across the MAT.
- b. Delegated responsibilities ensure that the day to day functions of the Trust comply with the published Academies Financial Handbook.
- c. The academy trust will have a Chief Financial Officer (CFO), appointed by the Trust Board, who is the trust finance director, business manager or equivalent, to lead on financial matters.

3.6 Heads of School:

- a. The Head of School has delegated powers and duties in respect of the overall leadership, management, and achievement of the academy and responsibility for ensuring the implementation of agreed policy.
- b. The Heads of School are responsible to the Directors for:
 - the internal organisation, management and control of an Academy / School,
 - the implementation of all policies approved by the Directors that relate to the Academy / School;
 - the direction of the teaching and implementation of the curriculum at the Academy / School;
 - performance against agreed framework of their Academy / School
 - the maintenance of good order and discipline of the pupils.

3.7 Governance Core Functions:

- a. Ensuring clarity of vision, ethos and strategic direction at both a Trust and local Academy level.
- b. Holding the leadership at all levels to account for the educational performance of the school and its pupils, the performance management of staff and the achievement of set goals.
- c. Overseeing the financial performance of the Academies and the Trust making sure it's money is well spent.

4. Members

4.1 The role of Members

- a. The Members have a number of statutory rights, including the right to remove Directors, the right to amend the Articles and the right to receive the annual accounts.
- b. The Members do not have any specific duties imposed on them but they are required to prove a guarantee that if the Trust is wound up and its assets do not meet all of its liabilities they will contribute £10.
- c. The Members will meet as a minimum once a year at the annual general meeting.
- d. Members are invited to one meeting per term which is both members and directors.
- e. The Members will meet if the Trust decides that a meeting is necessary.

4.2 Appointment of Members

- a. Members are appointed in accordance with the Articles.
- b. On appointment all Member shall be required to complete a consent to be a Member form.
- c. The Clerk shall update the register of Members as appropriate.

5. Directors

5.1 Capacity of Directors

- a. Each Director is a Director of Balmoral Learning Trust at Companies House.
- b. Each Director is a Charity Trustee with responsibility for protection of the assets of the Trust.
- c. The Directors manage the affairs of the Trust and are responsible for its day to day operation.
- d. The Directors are responsible for the governance and supervision of the Trust and its committees and executives

- e. The Directors shall elect a Chair and Vice Chair from among the Board each academic year.

5.2 The appointment of Directors

- a. The Directors shall be appointed in accordance with the Articles.
- b. The Clerk shall update the register of Directors in the statutory books.
- c. Directors are in office for a 4-year period.
- d. Any Director can be re-elected or re-appointed.
- e. A Director, who is employed by the Trust may not be Chair or Vice Chair.

5.3 Terms of Reference for the Board of Directors and its Committees

- a. The Directors have overall responsibility and ultimate decision making authority for all of the work of the Trust. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, financial control systems performance management, the setting of standards and the implementation of quality management processes.
- b. The Directors have the power to direct change where required.
- c. The Trust Board will consult Local Governing Bodies before putting in place any arrangements which directly affect LGBs and individual academies except where there is a legal requirement to do so.
- d. The Directors will have regard to the interests of all the academies in the Trust in deciding and implementing any policy or exercising any authority in respect of the Academies.
- e. The Directors determine and approve the Trust's mission, vision, strategy and long term business plan.
- f. The Directors determine key performance indicators and targets for the trust and its academies: monitor the trust's performance against approved plans and key performance indicators and targets.
- g. The Directors determine constitutional matters, including procedures where the Board has discretion.
- h. The Directors determine and establish arrangements and procedures for:
 - holding at least three Board meetings a year. If the board meets less than six times a year it must describe in its governance statement, accompanying its annual accounts, how it maintained effective oversight of funds with fewer meetings.
 - appointing and removing the Chair and Vice Chair of the Board.
 - appointing Directors to committees
 - appointing and removing the Company Secretary and Clerk to the Board.
 - maintaining and publishing a register of Members, Directors, Local Governors, and members of staff and their business interests putting in place measures for avoiding conflicts of interest.
- i. The Directors determine and establish arrangements and procedures for:
 - appointing annually the chair of any committee of the Board.
 - Appointing annually, following a recommendation from each LGB, the chair of each LGB

- appointing Trust Governors to LGBs and for suspending and removing any governor as necessary.
- j. The Directors determine and establish the committees of the Trust Board.
 - k. The Directors determine which functions of the Board will be delegated to committees, including LGBs, the Chief Executive Officer, Heads of School, groups and other individuals
 - l. The Directors review the constitution, membership, terms of reference, and scheme of delegation of the Trust Board and its committees annually.
 - m. The Directors determine and establish arrangements for making available agendas, papers, and minutes of meetings of the Board and its committees, including LGBs.
 - n. The Directors receive reports from any committee, including LGBs, or individual, or group to whom a decision has been delegated and to consider whether any further action by the Board is necessary.

5.4 The Purpose of the Board of Directors (*The Board*)

- a. To ensure the Trust's compliance with charity and company law, through its Memorandum and Articles of Association, all other applicable legislation, and DfE and EFA requirements relating to the trust and its academies.
- b. To ensure proper and effective use of public funds and compliance with the Funding Agreement.
- c. To ensure the trust is solvent, well run, and meets the needs of pupils and staff in its academies.
- d. To ensure the Trust acts in accordance with its constitution and powers, promote the success of the Trust, and exercise sound judgement and diligence in all its affairs.
- e. To ensure the Trust develops and maintains a strategic plan for its success and sustainability.
- f. To ensure all directors are skilled in understanding, interpreting, and comparing school/academy performance data and are kept fully apprised of the performance of each academy at all times. Ensure all directors have the skills, knowledge, and information to assess the trust's financial performance.
- g. To ensure the CEO and all senior staff have the skills, knowledge, and experience to run the trust and its individual academies and to effectively manage its financial, human, and physical resources and assets.
- h. To ensure appropriate risk management through devising systems to minimise the major risks affecting the Trust

5.5 Meetings of the Trust Board

- a. The Directors shall hold at least 3 meetings in every school year. The dates will be published at the beginning of the academic year.
- b. All meetings of Directors shall be convened and conducted as provided by the Articles.
- c. Each meeting of the Directors shall, in respect of the Academies and the Academy Trust, cover the following:
 - Progress towards key educational targets
 - report on the financial position, including income and expenditure and financial commitments against agreed budgets;
 - Whether adequate financial monitoring of budgets and activities is being undertaken;
 - Progress on any action to improve financial arrangements;
 - Significant contracts proposed to be entered into;
 - Details of any significant matters affecting: staff; pupils' welfare, safeguarding,

- assets
 - Any other recurring matters
- d. In consultation with the Chairman, the Clerk to the Board of Directors shall prepare an annual plan for the meeting of the Directors.
- e. The Directors are required to:
- act together and in person and not delegate overall responsibility of the Trust to others
 - act in accordance with the Trust Articles;
 - act in the Trust's interests and without regard to their own private interests;
 - take proper professional advice on matters which they are not themselves competent.
- f. The Directors should also hold the Heads of School accountable. They should offer support, constructive advice, be a sounding board for ideas, a second opinion on proposals and help where needed, but will also challenge, ask questions, seek information and improve proposals where appropriate and at all times act in the best interests of the Academy Trust.
- g. The Directors shall have regard to the framework for inspecting schools in England under section 5 of the Education Act 2005 (as amended) issued by the Office for Standards in Education, Children's Services and Skills (Ofsted)

5.6 Delegation of powers of Directors

- a. The Directors may delegate such of their powers or functions that they can legally delegate and which they consider would be desirable to delegate.
- b. The Directors must not delegate any of their reserved powers listed in Appendix 2 Reserved Matters
- c. Delegation can be made to:
- Academy Trust committees (committees with functions related to the Academy Trust) including an Audit and Finance Committee, whose remit includes the usual auditing functions;
 - the LGBs;
 - the Heads of School
 - the Chief Executive Officer

5.7 Professional Advisers to the Board of Director

- a. The CEO of the Trust, the Director of Finance, the external School Improvement Adviser and any other member of staff with trust wide responsibilities as appropriate.
- b. Any additional adviser as appropriate and agreed by the Directors.

6 Financial Planning, Controls, Monitoring and Management

- a. The Directors must ensure the trust complies with all matters of regularity, propriety, and value for money in its use of public funds
- b. The Directors must ensure that the Trust develops and implements effective financial policies and procedures including those for:
- Accounting practices
 - Asset management
 - Income
 - Ordering goods, works and services

- Authorising payroll and pension decisions
 - Managing conflicts of interest
 - Gifts and hospitality
 - Lettings and fees
 - Staff severance and compensation payments
 - Charging and remissions
- c. The Directors must ensure that the Trust develops effective and efficient systems and procedures for financial planning, internal controls, monitoring and management, propriety, audit
 - d. The Directors must ensure that the Trust observes and complies with all financial regulations, EFA guidance, and the Academies Financial Handbook.
 - e. The Directors must ensure the Trust determine and establish the financial scheme of delegation and financial authorities to the Chief Executive Officer and trust Director of Finance and Operations and individual academies.
 - f. The Directors must ensure the Trust determine, establish, and maintain a 3-year financial plan and an investment policy and strategy.
 - g. The Directors must ensure the Trust determine and establish arrangements for, and approve, a consolidated budget and budgets for each academy and trust-wide services and support for each financial year and end of year financial statements.
 - h. The Directors must ensure the Trust receive and consider information about the financial performance of the trust at least 3 times a year. Monitor budgets and significant virements at least termly.
 - i. The Directors must ensure the Trust monitor pupil/students admission numbers overall and in each academy. Determine and establish, following consultation with LGBs, arrangements for organisational change (i.e. changes in the number, age range, size and location of academies).
 - j. The Directors must ensure the Trust determine and establish arrangements for bidding for and allocating capital funding and for allocating funding for the maintenance, improvement, and expansion of the trust's buildings and estate

7. Budget approval

- a. The Directors shall be presented with a balanced budget for the year to 31 August for submission to the Education Skills and Funding Agency by 31st July or within six weeks of receipt of the final funding letter
- b. The CEO shall be responsible for:
 - a written procedure and timetable for setting a budget in advance of each academic year;
 - ensuring that all significant in year amendments to budgets are properly notified to the Directors for approval. The audit and finance committee shall determine the appropriate thresholds and procedures for this;
 - reporting to the Directors on the key financial performance indicators included in the budget.
- c. The Directors shall be responsible for approving the final audited accounts and the Academy Trust's accounting policies.

- d. The Directors shall ensure that they put in place procedures to review their own effectiveness and skills available in overseeing the Academy Trust's financial performance, and the soundness of its internal control.

8 Director of Finance and Operations(DFO)

- a. The DFO is the appointed Trust Chief Finance Officer.
- b. The DFO is responsible for, along with a wider remit, the following responsibilities:
 - the day to day management of financial issues;
 - the preparation and management of the Academy Trust's budget;
 - 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 Academy Trust.
- c. The DFO is responsible for guiding the Directors on financial, audit and charity accounting matters, as well as dealing with the day to day management of the financial position of the Academies and the maintenance of effective controls.
- d. The DFO shall report to the Directors and the Finance and Audit Committee at least termly.
- e. The DFO shall provide monthly management reports to the Chair of Directors and Chair of the Audit and Finance sub-committee.

9 Audit and Finance Committee

9.1 Purpose

To provide the Board with assurances over the suitability of, and compliance with, the trust's financial systems and controls.

9.2 Terms of Reference of the Audit and Finance Committee

The Terms of Reference relate to: Financial Planning, Controls, Monitoring, Management, Propriety, Audit, and Value for Money

- a. Review the scope, adequacy and effectiveness of the trust's internal financial controls, including internal audit and internal control and management systems; identify risks and agree programme of work to address risks.
- b. Recommend to the Board the most appropriate way of carrying out risk review and the checking of financial controls in line with the trust's stage of development and size.
- c. Ensure any recommendations for improvement by external auditors, internal audit review, or by external agencies e.g. the EFA or DfE, once agreed by the Board, are carried out.
- d. In partnership with LGBs monitor and evaluate the impact of actions taken.
- e. Report on value for money of the trust on a regular basis.

10 Risk Management and Business Continuity

10.1 Determine and establish arrangements for:

- a. Conducting a comprehensive risk assessment, approving a risk register and risk mitigation plan, reporting termly on risk to the Board.
- b. Approving and updating a business continuity plan, reporting annually to the Board.

- c. Approving a whistle blowing policy and keeping under review the adequacy and security of the trust's arrangements for its employees and contractors to raise concerns, in confidence, about possible wrong doing in financial reporting or other matters.

10.2 Membership

- a. Members of the Audit and Finance Committee shall be appointed by the Board and shall be made up of at least 3 directors. Additionally, persons who are not directors, with specialist skills and experience, may be appointed by the Board to the Committee provided that directors are in the majority.
- b. Whenever possible a majority of directors of the Audit and Finance Committee shall be independent non-executive directors at least one of whom should have recent and relevant financial experience.
- c. The Board shall appoint the Audit and Finance Committee Chair who shall, whenever possible, be an independent non-executive director.
- d. With the exception of the Chair of the Trust Board only members of the Audit and Finance Committee have the right to attend Audit and Finance Committee meetings. However, other individuals such as the Chief Executive Officer and representatives of external advisers may be invited to attend all or part of any meeting as and when appropriate, but not vote.

10.3 Term of Office

- a. Directors and co-opted members- 4 years.
- b. Directors can be re-appointed.

10.4 Organisation

- a. Chair appointed annually by the Board.
- b. Terms of reference, constitution, and membership to be reviewed annually.
- c. Quorum of 3 of which the majority must be Directors.
- d. To meet at least termly and as and when required in addition as determined by the committee.

10.4 Professional Advisers to the Committee

- a. Chief Executive Officer, Director of Finance and Operations, and any additional advisers as appropriate as agreed by Directors.

11 Procurement

- 11.1 Establish the trust's overall approach to, and policies and procedures and arrangements for, the procurement of goods, works, and services for the trust as a whole and for individual academies within the trust.
- 11.2 Determine which goods, works, and services will be procured centrally on behalf of all academies in the trust and determine which goods, works, and services may be procured, in line with the trust's procurement and competitive tendering policy and list of approved suppliers, by individual Local Governing Bodies

- 11.3 Ensure a competitive tendering policy is in place and is applied for all relevant procurement.
- 11.4 Ensure compliance with best practice in procurement, the European Procurement Directive, and the requirements and guidance in the academies financial handbook for regularity, propriety, and value for money in procurement.
- 11.5 Approve a scheme of delegation for all procurement activity and a manual of guidance and ensure all staff engaged in procurement have the appropriate skills and training to effectively procure and manage contracts for goods, works, and services.
- 11.6 Ensure that any contracts for services provided by a director, or persons/bodies related to the director, are properly procured and represent value for money. Ensure that any fees and consultancy rates included within any such contracts are provided with no element of profit, are reasonable, represent value for money and are good use of public funds.
- 11.7 Report to the ESFA all related party transactions and seek prior, written permission from the ESFA for any related party transaction with a total contract value of £20,000+.
- 11.8 Seek prior, written permission from the ESFA, and if required approval from HM Treasury, for any situations where a transaction is irregular, improper or does not provide value for money.

12 Education and Achievement

- 12.1 The Directors will determine and establish the trust's overall approach to arrangements, policies and procedures for:
- a. Monitoring and evaluating academy performance and improvement.
 - b. Providing support and challenge and hold the CEO and academy Heads of School to account
 - c. Taking action to secure improvement/ pace of improvement in academies.
 - d. Approving, monitoring and evaluating the impact of education related policies and procedures and plans to include:
 - Data requirements to inform LGBs and the Board of standards and attainment in consultation with LGBs;
 - Setting KPIs and challenging targets for each academy in the trust in consultation with LGBs; and Trust-wide leadership and management arrangements.
 - e. Determine and establish the trust's overall approach to, and policies and procedures for:
 - Marketing and communications.
 - Publication of information about the trust and its academies on the trust's and individual academies websites.
 - Complaints.
 - Determine, and establish the trust's admissions policy and oversubscription criteria.
 - Make arrangements for securing independent admission appeals and independent review panels.

13 Human Resources

- 13.1 The Directors will ensure the trust complies with all legislation and develops and implements sound policies and procedures relating to the recruitment and employment of staff.
- 13.2 The Directors determine and establish, arrangements, and a scheme of delegation, for all matters relating to the recruitment and employment of staff across the Trust to include the development of policies, procedures, and plans.
- 13.3 The Directors will ensure appropriate recruitment (in compliance with safeguarding requirements), performance manage, and staff development.
- 13.4 A central record of recruitment and vetting checks will be established.
- 13.5 Trust wide salary, pensions, severance, records, and terms and conditions policies and procedures will be established.
- 13.6 Directors will ensure appropriate policies and procedures are in place for:
- conduct, discipline, capability, grievance procedures.
 - allegations of abuse against staff procedures.
 - equalities information and objectives for publication.
 - accessibility
 - workforce succession planning.
- 13.7 The Directors will:
- a. establish a staffing structure for central/ trust wide staff.
 - b. establish arrangements for the recruitment, appointment, and remuneration, and performance management of the Chief Executive Officer and a Director of Finance and Operations.
 - c. Establish, in partnership with Chairs of LGBs, arrangements for the recruitment, appointment, and remuneration, and performance management of academy Heads of School.
 - d. The CEO, alongside an external adviser and a sub committee of the Local Governing Body shall carry out the Performance Management of the Head of School of individual academies in the trust. The Head of School shall be responsible for the performance management of all staff employed at their Academy and shall put in place procedures for the proper professional development of staff.
 - e. The Head of School shall be responsible for the appointment and management of all staff to be employed at the Academy provided that they:
 - Comply with all policies dealing with staff issued by the Directors from time to time;
 - take account of any pay terms set by the Directors;
 - adopt any contracts or terms and conditions for the employment of staff issued by the Directors.

14 Staff appointments and appraisal

- a. The Academy Trust, following consultation with staff, is responsible for establishing a written appraisal policy to govern implementation of teacher and support staff performance management
- b. The Academy Trust must review the appraisal policy each year.
- c. The Academy Trust must make a copy of the policy available to each Academy, any of the staff, anyone inspecting the Academies' appraisal system or to an authorised external adviser.

15 Premises and Grounds, Health and Safety, and ICT

- 15.1 Establish arrangements, following consultation with LGBs, for developing, approving, implementing and reviewing:
- improvement and maintenance plans for the trust's premises, grounds and ICT
 - premises management policy and plans
 - plans for the purchase or disposal of any freehold property, and for granting or taking up of leasehold or tenancy of land or buildings.
- 15.2 Establish arrangements for ensuring full compliance with all health and safety legislation and for developing, approving, implementing and reviewing policies and procedures for:
- Health, safety and security.
 - Data protection.
 - Freedom of information.
- 15.3 Establish arrangements, following consultation with LGBs, for ensuring that health and safety issues are appropriately prioritised for action and staff are appropriately trained.

16 Hearing and Appeal Committees

- a. The committee will be any 3 directors who can attend and have had no prior knowledge of the raised incident/concern. Trust policies must be followed in relation to concerns and complaints. Trust policies in the staff handbook must be followed.

16.1 Purpose

- a. To form first hearing and/or appeal committees for relevant matters as and when required.

16.2 Terms of Reference:

- a. To make any decisions under the Board's personnel procedures e.g. disciplinary, grievance, capability, redundancy **hearings and appeals** where the Chief Executive Officer is the subject of the action.
- b. To make any decisions under the Board's personnel procedures e.g. disciplinary, grievance, capability, redundancy **hearings and appeals** relating to any member of staff with trust wide responsibilities other than the Chief Executive Officer (*unless delegated to the Chief Executive Officer*).
- c. To make any **appeal hearing** decisions under the Board's personnel procedures e.g. disciplinary, grievance, capability, redundancy appeals relating to academy Heads of School.

- d. To make any decisions relating to complaints about the operation of academies in line with the Trust's complaints procedure.
- e. To report the outcome of all hearings and appeals to the Board.

16.3 Membership

- a. The members of Appeal Committees shall be appointed by the Board and shall be made up of at least 3 directors.
- b. No person may sit on both the Hearing and the Appeal Committee.

16.4 Disqualification

- a. The Chief Executive Officer and any director with any direct involvement in the focus of any grievance, disciplinary, or capability, redundancy, or any other relevant matter.

16.5 Organisation

- a. Chair appointed for each hearing/appeal hearing by the Board.
- b. Terms of reference, membership, and constitution to be reviewed annually.
- c. Quorum: 3

16.6 Professional Advisers to the Committee

- a. HR advisers and any additional advisers as appropriate as agreed by Directors.

17 Local Governing Body (LGB)

17.1 Purpose

- a. Following consultation with Local Governing Bodies the Board will agree the composition, membership and arrangements for the recruitment and appointment of governors for LGBs and a structure and terms of references for Local Governing Bodies and their subcommittees.
- b. The Local Governing Body's role is to exercise leadership on behalf of the trust in the running of an individual academy and to provide information to the trust on the operation and performance of the academy and to exercise its responsibilities and powers in partnership with the Head of School, staff, and the Trust's directors.
- c. The Local Governing Body and the Head of School have delegated responsibility for the day-to-day leadership and management of the academy.
- d. Each Local Governing Body has a key role to play in the overall development and success of the Trust and in contributing to joint working and sharing best practice between academies in the Trust.
- e. In line with the overall vision, strategy, ethos, and broad policy framework of the trust the LGB will:
 - Help the academy to set high standards by planning for the academy's future, set the direction for each academy and agree targets for improvement, monitor and evaluate its performance.
 - Be a critical friend to and hold leaders to account for the pace and rate of improvement and the achievement of all pupils.
 - Set the academy's standards of conduct and values.

- Ensure sound management and administration of the academy and ensure all staff have the appropriate qualifications, skills, experience, and training to carry out their duties.
- Ensure compliance with all financial, statutory and regulatory requirements.
- Help the academy respond to, and meet, the needs of parents and the wider local community.
- Ensure all governors are skilled in understanding, interpreting, and comparing academy performance, attendance, admissions, and exclusions data and are kept fully apprised of the performance of the academy at all times.
- Ensure all governors have the skills, knowledge, and information to assess the academy's financial performance.

17.2 Terms of Reference for Local Governing Bodies (LGBs) and their Sub-Committees

- a. These terms of reference are based on the principles of delegation of responsibility and operational autonomy to the Local Governing Body and the Head of School for the day-to-day operation of the academy with the Board of Directors making decisions, following consultation with LGBs, on all strategic matters which affect all academies in the trust.
- b. Local Governing Bodies will:
 - Determine and approve the academy's mission, vision, long term development plan in line with the trust's overall mission and vision.
 - Ensure that the academy contributes significantly to the overall strategic development and success of the trust.
 - In consultation with the Board of Directors determine key performance indicators and targets for the academy.
 - Approve the academy's development/improvement plan. Monitor overall performance and the achievement of objectives, targets, and key performance indicators, and ensure that plans for improvement are acted upon, report progress to the Board and provide all required data.
 - Following consultation, adopt and ensure the implementation of trust-wide policies and procedures.
 - Determine and approve academy specific policies and procedures, monitor their implementation, and evaluate their impact
 - Determine any other constitutional matter in which the Local Governing Body has discretion.
 - Recommend a governor for appointment by the Board as the Chair of the LGB, annually.
 - Hold at least three Local Governing Body meetings a year.
 - Appoint a vice-chair of the LGB annually.
 - Make arrangements for the election/appointment of parent and staff governors; appoint these governors in line with the trust's arrangements and procedures.
 - Make arrangements for recruiting and appointing "associate governors" if required.
 - Maintain and publish, through the clerk, a register of governors' and senior members of staff's business interests and adhere to procedures for registering and managing conflicts of interest.
 - Establish sub-committees. Appoint the chairs of the subcommittees.
 - Delegate functions of the Local Governing Body to sub-committees, groups, and individuals.

- Carry out and report on all duties and responsibilities delegated to the Local Governing Body by the Board.
- Ensure the academy complies with legal and statutory requirements.
- Receive reports and recommendations from any sub-committee, group, or individual to whom an action or decision has been delegated to agree the recommendation, ratify the decision, or consider whether any further action by the Local Governing Body is necessary.
- Appoint governors with specific responsibilities for example, for special educational needs and disability (SEND) and in line with any statutory requirement.
- Publish papers, minutes of meetings of the LGB and its sub-committees in line with the trusts' arrangements.
- Advise the trust Board of Directors of any concerns about the running of the academy that cannot be resolved by the Local Governing Body and of any suspicions of fraud and irregularity

17.3 Composition and Membership of the LGB

Membership

- a. Academies may keep their current composition and membership of the LGB.
- b. The number of people who shall sit on a Local Governing Body shall be not less than six but, unless otherwise determined by the Directors, shall not be subject to any maximum.
- c. A Local Governing Body should contain at least two parent governors; 2 members of staff; the CEO and Head of School shall be ex-officio members of the Local Governing body.
- d. Staff employed by the academy should not exceed one third of the total membership of the LGB.
- e. Unless the Directors agree otherwise, in appointing persons to sit on a LGB who are employed by the Academy, the LGB shall invite nominations from all staff employed under a contract of employment and, where there are contested posts, an election shall be held by secret ballot.
- f. The parent members of the LGB shall be elected by parents of registered pupils of the Academy
- g. The parent must be a parent of a pupil of the Academy at the time they are elected.
- h. The list of current governors can be found on the School website.
- i. New/replacement governors will be appointed/elected in line with the trust's policy and procedures.
- j. The Board of Directors appoints the Chair of the LGB annually following a recommendation from the LGB.
- k. The LGB appoints the Vice chair and Chairs of subcommittees annually.
- l. Each Local Governing Body should make all necessary arrangements for an election of the parent members of that Local Governing Body. Any election of a person who is to be a parent member of the LGB which is contested should be held by secret ballot. The arrangements made for the election of the parent members of a LGB shall provide for every person who is entitled to vote in the election to have an opportunity to do so by post or by having the ballot paper returned to the Academy by a registered pupil of the Academy.

17.4 Term of Office

- a. The Term of Office is 4 years.
- b. The Head of School holds office ex-officio as long as he/she is in post.
- c. Governors can be re-elected or re-appointed.

17.5 Organisation

- a. Terms of reference, constitution, and membership, to be reviewed annually.
- b. Quorum: more than 50% of governors eligible to vote.
- c. One vote per governor. The Chair has a casting vote.
- d. The Head of School, Chief Executive Officer and Chair of the Trust Board, or their deputies, have the right to attend all meetings of a Local Governing Body and its sub-committees.

17.6 Professional Advisers to the Local Governing Body

- a. The Head of School of the academy, the Chief Executive Officer of the trust, the Director of Finance and Operations and any other member of staff with trust wide responsibilities, as appropriate.
- b. Any additional advisers as appropriate and agreed by the Trust Board and Local Governing Body.
- c. The Head of School has delegated powers and duties in respect of the overall leadership, management, and achievement of the academy and responsibility for ensuring the implementation of agreed policy.

17.7 Resignation and Removal

- a. A person serving on a LGB shall cease to hold office if he resigns his office by notice to the LGB.
- b. A person serving on a LGB shall cease to hold office if he is removed by the person or persons who appointed them. This could happen if a governor fails to uphold the values of the Academy of the Trust or to act in a way which is inappropriate in light of this Scheme of Delegation.
- c. A member of the LGB may be removed by the Directors but only after the Directors have given due regard to any representation by the LGB.
- d. If any person who serves on the LGB in their capacity as an employee of the Academy ceases to work at the Academy, then they shall be deemed to have resigned and shall cease to serve on that Local Governing Body automatically on termination of his work at the Academy.
- e. If any person who serves on a LGB as a parent member ceases to have any of their children as registered pupils at the Academy, then they shall be deemed to have resigned and shall cease to serve on the LGB automatically on the date at which the children are no longer registered pupils at the Academy.

17.8 Disqualification of members of the Local Governing Body

- a. No person shall be qualified to serve on a LGB unless they are 18 years old or over at the date of his election.
- b. A person serving on a LGB shall cease to hold office if he becomes incapable due to mental disorder, illness or injury

- c. A person serving on a LGB shall cease to hold office if they are absent without permission of the Chair of that LGB from all of the meetings of the LGB held within a 12month period. Recording the acceptance of apologies does not imply permission for a member of the LGB to be absent. Such consent may be granted on request from members if they know that they will be unable to attend meetings, particularly if this will be for an extended period.
- d. A person shall be disqualified from serving on a LGB if they are the subject of a bankruptcy restrictions order or an interim order.
- e. A person shall be disqualified from serving on a LGB if they are subject to a disqualification order or a disqualification undertaking under the Company Directors Disqualification Act 1986 or to an order of the Insolvency Act (failure to pay under county court administration order)
- f. A person shall be disqualified from serving on a LGB if they have been removed from the office of charity trustee or trustee for a charity by an order made by the Charity Commission or the High Court on the grounds of misconduct or mismanagement in the administration of a charity for which they were responsible or if they contributed to the mismanagement or misconduct.
- g. A person shall be disqualified from serving on a LGB at any time if they are:
 - Included in the list kept by the Secretary of State under Section 1 of the Protection of Children Act
 - Disqualified from working with children in accordance with Section 35 of the Criminal Justice and Court Service Act 2000, or
 - Barred from regulated activity relating to children.
- h. A person shall be disqualified from serving on a LGB where they have at any time been convicted of any criminal offence, excluding any that have been spent under the Rehabilitation of Offenders Act
- i. After the Academy has opened a person shall be disqualified from serving on its LGB if they have not provided a DBS certificate. In the event that the certificate discloses any information which would in the opinion of the Chairman or the Head of School confirm their unsuitability to work with children that person should be disqualified, a referral should be made to the Secretary of State to determine the matter. The determination of the Secretary of State should be final.
- j. Where a person becomes disqualified from serving on a LGB they should be given written notice of the fact to that Local Governing Body who shall inform the directors.

18 Local Governing Body Sub-Committee Structure

LGBs may organise their standing subcommittee structure as they see fit providing that the responsibilities described in the terms of reference are discharged.

18.1 Terms of Reference for the Local Governing Body and Sub-committees

- a. Local Governing Bodies are required to develop and approve policy relating to their academy, monitor effectiveness and hold the Head of School to account. These functions are usually carried out in sub-committees. For illustrative purposes the responsibilities that LGBs are required to exercise are described in standing sub-committees: Finance and Premises, Personnel, Pupil Admissions. Some aspects of the role are monitored and reviewed by the full Local Governing Body.

18.2 Hearing and Appeals

- a. Local Governing Bodies will adopt the policies and procedures as set out in the Trust Complaints Policy.

19 Finance and Premises Sub-committee of a Local Governing Body

19.1 Purpose

- a. In line with the trust's arrangements monitor, evaluate, and report to the LGB on the implementation and impact of the academy's financial and premises related policies and plans.
- b. Ensure the academy complies with all matters of regularity, propriety, and value for money in its use of its delegated budget.
- c. Ensure the academy complies with all legislation and effectively implements the Trust's policies and procedures relating to the maintenance and use of its buildings and site, ICT, data, and health and safety.
- d. Ensure the powers and duties delegated to the Local Governing Body and to the Head of School and other senior staff for financial management and controls, identification and management of risk, procurement of goods and services, maintenance and security of the buildings and site, ICT, data, and health and safety are properly carried out in accordance with the scheme of delegation.

19.2 Terms of Reference Financial and Risk Management

- a. Effectively manage the academy's financial and physical resources and assets and identify and take action to mitigate risk (in particular control over the spending identified in the academy's development/ improvement plan).
- b. Monitor and report on the academy's implementation of the Trust's financial management arrangements, policies, and procedures and scheme of financial delegation and financial authorities.
- c. Recommend a draft annual budget to the Local Governing Body and Trust Board for approval: once approved monitor spend at each meeting and authorise virement in line with the scheme of financial delegation.
- d. Make representation to the Board if deemed necessary and in line with the trust's arrangements in respect of the impact of any pooled GAG budget on the academy.
- e. Receive reports from the Head of School and academy's finance staff, the trust's Chief Executive Officer, the Director of Finance and Operations, and internal audit on the financial management, end of year position, controls, systems and procedures in the academy: recommend to the Local Governing Body, and take action to implement, any improvements or remedial action required.
- f. Ensure staff and governors are aware of the trust's whistleblowing procedure: report any suspicion of irregularity or fraud to the Local Governing Body, Chief Executive Officer, Director of Finance and Operations, or trust Board as appropriate.
- g. Monitor the management and procurement of goods and services in line with the trust's procurement policy and procedures.

- h. Authorise the writing off of debts and disposal of assets in line with the Trust's scheme of financial delegation: ensure the academy establishes and maintains an up-to-date list of contracts and an inventory of all furniture, equipment, machinery, vehicles, and plant.
- i. Monitor pupil admission preferences and forecast admission numbers and ensure these and any changes in the overall roll are made available to the Chief Executive Officer and Director of Finance and Operations.
- j. Make proposals for bidding for, and use of capital funding for, the academy to the Board.

19.3 Buildings and Site, Health and Safety, and ICT

- a. Ensure full compliance with all health and safety and data protection, information and security legislation.
- b. Ensure the trust's health and safety and security policies are fully implemented and health and safety and security issues are appropriately prioritised for action and staff are adequately trained. Monitor the academy's compliance and report to the LGB. Take action to secure improvement.
- c. Ensure the trust's ICT, data protection and freedom of information policies and procedures, good practice guidelines, and insurance requirements are implemented. Monitor the academy's compliance and report to the LGB. Take action to secure improvement.
- d. In consultation with the Chief Executive Officer, the Director of Finance and Operations and Head of School and within budget constraints plan and recommend a programme of maintenance and building improvement to the LGB and once approved by the Board implement a programme of building and site maintenance and improvement.

19.4 Key Performance Indicators and Targets

- a. Support and monitor the attainment of key performance indicators and targets within the remit of the sub-committee.
- b. Monitor the quality of the academy's premises and the learning environment and their fitness for purpose: establish and implement, working with the Chief Executive Officer and Head of School, a programme of improvement within funding constraints.

19.5 Policies, Procedures, and Plans

- a. Develop and/or regularly review and evaluate the effectiveness of all trust-wide frameworks, or academy specific policies and procedures within the remit of this sub-committee.

19.6 Membership

- a. A minimum of 3 governors.
- b. The LGB appoints the chair of the sub-committee annually.

19.7 Term of Office

- a. 4 years; Governors can be re-elected or re-appointed.

19.8 Organisation

- a. Terms of reference, constitution, and membership- to be reviewed annually.

- b. Quorum: 3.
- c. The Head of School and Chief Executive Officer have the right to attend all sub-committee meetings.

19.9 Professional Advisers to the Sub-committee

- a. The Head of School of the academy, senior staff with responsibilities within the remit of the sub-committee, the Chief Executive Officer and the trust's Director of Finance and Operations.
- b. Any additional advisers as appropriate and agreed by the Trust Board and Local Governing Body.

20 Personnel Sub-committee of a Local Governing Body

20.1 Purpose

- a. In line with the Trust's arrangements monitor, evaluate, and report to the LGB on the implementation and impact of, the academy's human resources policies and plans on pupil/student attainment, achievement, and standards; and on the recruitment, retention, development and wellbeing of staff.

20.2 Terms of Reference

- a. Ensure the Trust's human resources related policies and procedure are implemented particularly procedures for addressing staff discipline, conduct and grievance and procedures for dealing with allegations of abuse against staff, and a Central record of recruitment and vetting checks is in place: monitor and report to the LGB on their suitability and impact.
- b. Establish and annually review the staffing structure and establishment in line with the academy's curriculum plan and budget for approval by the LGB.
- c. Ensure the trust's guidelines and best practice are followed in all recruitment procedures particularly those relating to the safeguarding of children.
- d. Ensure all staff appointments are in line with the staffing establishment and the
- e. scheme of financial delegation. Monitor compliance.
- f. Review the pay of all staff, except the Head of School, annually in line with the trust's pay policy and make recommendations to the LGB: once agreed ensure changes are enacted.

20.3 Key Performance Indicators and Targets

- a. Support and monitor the attainment of key performance indicators and targets within the remit of the sub-committee.

20.4 Policies, Procedures, and Plans

- a. Develop and/or regularly review and evaluate the effectiveness of all trust-wide, framework, or academy specific policies and procedures within the remit of this sub-committee.

20.5 Membership

- a. A minimum of 3 governors.

- b. The LGB appoints the chair of the sub-committee annually.

20.6 Term of Office

- a. years.
- b. Governors can be re-elected or re-appointed.

20.7 Organisation

- a. Terms of reference, constitution, and membership, to be reviewed annually. Quorum: 3.
- b. Head of School and Chief Executive Officer have the right to attend all sub-committee meetings.

20.8 Professional Advisers to the Sub-committee

- a. The Head of School of the academy, senior staff with responsibilities within the remit of the sub-committee, the Chief Executive Officer and the Trust's Director of Finance and Operations.
- b. Any additional advisers as appropriate and agreed by the Trust Board and Local Governing Body.

20.9 In relation to the Head of School Appraisal

- a. Work with an external specialist improvement partner, identified by the Trust Board, to provide an independent review and evaluation of the performance of the Head of School to inform the trust's Performance Review Group which includes the Chair of Governors, CEO and 2 members of the LGB.
- b. Receive and act on an annual report on the performance of the Head of School.

21 Hearing and Appeal Sub-committees of a Local Governing Body

21.1 Purpose

- a. To form **hearing and appeal** sub-committees for relevant staffing, exclusions, and complaints matters.

21.2 Terms of Reference:

- a. The sub committee must work in line with Trust human resources policies for academy based staff
- b. To make any decisions of a hearing committee under the Trust's personnel procedures e.g. disciplinary, grievance, capability, redundancy hearings - where the Head of School is the subject of the action.
- c. To make any decisions under the trust's personnel procedures e.g. staff appointments and disciplinary, grievance, capability, redundancy hearings and appeals relating to any member of staff other than the Head of School (unless delegated to the Head of School).
- d. To make decisions relating to admissions to the academy excluding appeals.
- e. To make any decisions relating to the fixed term exclusion and to the confirmation, review and/or reconsideration (in cases where the independent Review Panel makes this judgement) of the permanent exclusion of a pupil.

- f. In line with the trust's complaints policy to make any decisions regarding complaints which are referred to the Local Governing Body.
[NB The Board makes arrangements for independent review panels for exclusions and independent admission appeals panels.]

21.3 Membership

- a. Members of Hearing and Appeal sub-committees shall be appointed by the Local Governing Body and shall be made up of at least 3 governors.
- b. No person may sit on both sub-committees dealing with the same matter.

21.4 Disqualification

- a. The Head of School and any governor with any direct involvement in the focus of any grievance, disciplinary, capability, redundancy, or complaint matter.

21.6 Organisation

- a. Chair appointed for each hearing or appeal sub-committee by the LGB.
- b. Terms of reference, membership, and constitution-to be reviewed annually.
- c. Quorum: 3

21.7 Professional Advisers to the Sub-committees

- a. CEO, the Head of School, HR adviser and any additional advisers as appropriate and agreed by the Trust Board and Local Governing Body.

Monitoring and Evaluation of the following are carried out by the full Local Governing Body as part of the Termly governors meeting and feedback within these meetings.

22 Education and Achievement

Responsibility of the full Local Governing Body as part of the Termly Local Governing Body Meeting

22.1 Purpose

- a. In line with the trust's arrangements monitor, evaluate, and report to the LGB on the implementation and impact of the academy's curriculum and the quality of teaching and learning on targets and pupil attainment, achievement, standards.
- b. To maintain a consistent focus on checking the effectiveness of the academy's and development/ improvement plan: recognise and celebrate achievement.

22.2 Terms of Reference in relation to Curriculum and Assessment

- a. Receive and monitor reports on the achievement of targets and pupil progress.
- b. Review and approve the academy's curriculum policy and improvement plan.
- c. Establish arrangements for leadership and management and for supporting and challenging the Head of School and senior leadership team to continually improve outcomes.
- d. Ensure the sufficiency and adequacy of data and information relating to standards and attainment.
- e. Monitor and evaluate policies, procedures, plans approved by the LGB on:

- The effectiveness of the academy's leadership and management, curriculum policy and the quality of teaching and learning and their impact on pupil/student progress and outcomes.
- The academy's compliance with statutory requirements relating to the curriculum / collective worship, SEND, sex education, and Early Years Foundation Stage (EYFS), as appropriate, and for looked after children (LACs/ CLA).
- The effectiveness of policies and provision for pupils/students with additional or special educational needs, and other needs and the impact of targeted funding e.g. pupil premium on pupil/student progress and attainment.
- The resources required to deliver the curriculum and extracurricular activities and secure improvement in each academy. Assess the impact of academy improvement services and support, and the professional development of staff (CPD) on pupil/student outcomes. Assess the impact of extracurricular activities on pupil/student attainment.
- Preparedness for Ofsted inspections.

22.3 Key Performance Indicators and Targets

To support, monitor and challenge where appropriate the attainment of key performance indicators and targets.

22.4 Policies, Procedures, and Plans

Develop, regularly review and evaluate the effectiveness of all trust-wide, framework, or academy specific policies and procedures within the remit of this sub-committee.

22.5 Membership

- The above terms of reference are in relation to the full Local Governing Body.

22.5 Professional Advisers in relation to education and achievement

- The Head of School of the academy,
- Senior staff with specific responsibilities.
- The Chief Executive Officer of the trust
- Any additional advisers, as appropriate and as agreed by the Local Governing Body governors.

23 Pupil Welfare

Responsibility of the full Local Governing Body as part of the Termly Local Governing Body Meeting

23.1 Purpose

- Maintain a consistent focus on checking the adequacy of the academy's safeguarding and child protection measures;
- monitor and evaluate the implementation and impact of the academy's behaviour and welfare policies;
- monitor and evaluate plans on pupil progress, achievement, standards, and attendance;
- monitor the appropriateness of the admissions policy and procedures;

- e. monitor complaints and follow up actions, changes to procedures if appropriate;
- f. monitor the effectiveness of the academy's communications and partnership working practices including alignment with the Trust as a whole.
- g. Recognise and celebrate achievement.

23.2 Terms of Reference in relation to Pupil Welfare and Ethos

- a. Review and recommend for approval the academy's child protection *and* safeguarding procedures and the registers of pupils' attendance.
- b. Adhere to all Trust Child Protection and Safeguarding policies and procedures
- c. Review for approval the academy's behaviour principles and policy, classroom management, pupil welfare and reward policies and procedures, home/school agreements, and attendance strategies.
- d. Follow all relevant Trust policies and procedures.
- e. Ensure the academy implements the trust's complaints policy and procedures.
- f. Once policies, procedures, plans are approved or adopted the LGB should monitor, and evaluate the following:

The adequacy of safeguarding and child protection procedures.

The impact of the academy's behaviour, classroom management, pupil/student welfare and reward policies and procedures and home/academy agreements on attendance and behaviour and attainment: check that pupils/students feel safe and secure in the academy.

How well the academy responds to the needs of parents and the community.

The nature of complaints.

24 Admissions Sub Committee

24.1 Membership

- a. Head of School;
- b. CEO or DFO;
- c. 3 members of the Local Governing Body

24.2 Purpose

- a. Monitor the impact of the academy's PAN, and the trust's admissions policy and
- b. oversubscription criteria and propose changes, as required, to the LGB and the Board.
- c. Make arrangements for consulting on and publicising the admissions arrangements for the
- d. academy, liaising with the local authority, and ranking applications when oversubscribed.
- e. Ensure the adequacy of the academy's register of pupils' admissions.

25 Communications and Partnerships

Responsibility of the full Local Governing Body as part of the Termly Local Governing Body Meeting

- a. In line with the trust's policy and procedures ensure all required information about the academy is made available on the academy's website.
- b. Once policies, procedures, plans are approved/adopted monitor, evaluate:

- The effectiveness of arrangements for communications and the publication of information.
- The views of parents and pupils/students about the ethos and quality of provision in the academy and take action to address issues raised and make proposals for improvements.
- The effectiveness of partnership working and sharing of best practice with other academies in the trust, other local schools/academies, the local authority, and other agencies.

Appendix 1 Balmoral Learning Trust Scheme of Financial Authorities

Balmoral Learning Trust is a charitable trust regulated by the Department for Education. As a multi academy trust members, directors, and governors of the trust have different but complementary roles, responsibilities, and duties within the Trust to safeguard the Trust's financial resources, ensure public money is well spent, and avoid real or perceived conflicts of interest.

The Chief Executive of the Trust is the Trust's accounting officer and as such is personally responsible to parliament for ensuring regularity, propriety, and value for money in the use of the trust's funding. He / She is supported in this by the Director of Finance and Operations.

The Trust's Board of Directors, whilst remaining responsible for the proper use of the Trust's funding, is committed to ensuring academies in the Trust should be as autonomous as possible, have as much freedom as possible, within agreed parameters, and have maximum delegation of responsibility and decision making in the use of their budget.

The Trust must operate in line with its articles of association and funding agreement with the DfE and must comply with all financial guidance issued by the Education Skills and Funding Agency and the Trust must seek prior approval of the ESFA for some transactions.

This scheme of financial authorities for academies within the Trust forms part of the Trust's scheme of delegation of financial powers which comply with the requirements both of propriety and of good financial management. Arrangements for proposing and approving budgets for each academy in the Trust are set out in the Trust's financial handbook. It should be noted that:

- The Board of Directors is responsible for appointing auditors whose remit will cover all academies in the Trust.
- The Chief Executive/ Director of Finance and Operations must give approval for the opening/closing of academy bank accounts.
- All delegated financial authorities are, in addition to the values stated below, limited to the value of the approved budget for each academy.
- All non-pay expenditure, ordering of goods and services, must be made / committed in accordance with the Trust's procurement policy. The monetary / percentage limits will be reviewed annually and may be different for each academy.
- Each academy may set its own monetary value limits and frequency of reporting providing they do not exceed those given in this Scheme.

The Reserved Matters are:

- to change the name of the Academies or the Academy Trust;
- to change the Objects (which would require Charity Commission and Secretary of State to consent in any event);
- to determine the educational character, mission or ethos of the Academies;
- to change the structure of the Board of Directors or the constitution and terms of reference of any committee of the Board of Directors;
- to alter or amend the Articles or this Scheme;
- to pass a resolution to wind up an Academy or the Academy Trust;
- to establish a trading company;
- to sell, purchase, mortgage or charge any land in which the Academy Trust has an interest;
- to approve the annual estimates of income and expenditure (budgets) and major projects;
- to appoint auditors and investment advisers;
- to sign off the annual accounts;
- to appoint or dismiss the CFO, the Heads of School or the Clerk to the Directors;
- to do any other act which the Funding Agreement expressly reserves to the Board of Directors or to another body (including for the avoidance of doubt, terminating the Funding Agreement or any part thereof);
- to do any other act which the Articles expressly reserve to the Board of Directors or to another body;
- to do any other act which the Board of Directors determine to be a Reserved Matter from time to time.