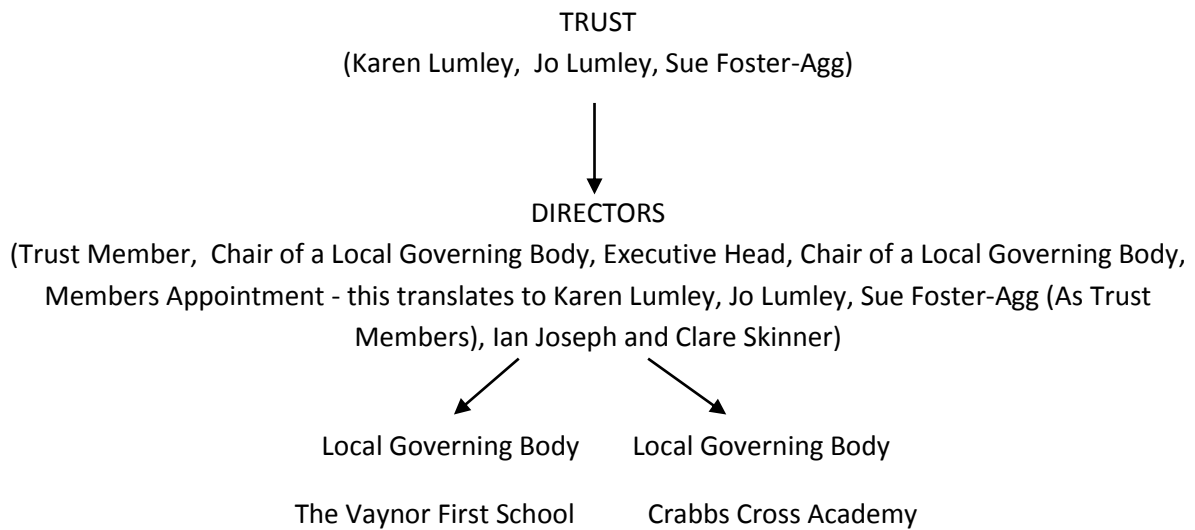


Governance



This document sets out to explain the working systems and procedures of the Trust, its Governing Boards and the devolved responsibility for the Executive Head for the next year. At the end of the year the Trust will review how this new approach has worked.

The appendix document is the scheme of delegation which sets out the responsibilities of each element of strategic leadership from the Trust to the Senior Leadership Team.

The Trust

Meets at least once a year.

It approves and sets the budget and addresses other issues in the scheme for delegation.

All meetings are clerked and minuted, agreed and signed.

Directors

Directors meet at least once a term.

All meetings are clerked and minuted, agreed and signed.

They receive written reports from:

- Local Governing Bodies on the key progress indicators on the Strategic Plan in relation to their schools
- Finance reports from the Business Manager; also policy changes under her remit such as Finance, charging and remissions
- Responsible Officer reports termly
- Inclusion managers on the use of pupil premium and its impact
- PE coordinators on the use of Sports Funding and its impact
- Any pertinent reports or feedback from Safeguarding and Health and Safety Governors
- Executive Head on Buildings; staffing and performance management; progress data
- Executive Head on policy changes such as admissions, sex education, Health and Safety, Child safeguarding across the Trust

They perform Pay committee duties (at the end of the Summer Term) and deal with Personnel issues.

They also form the Finance Committee duties for the Multi Academy Trust utilising Karen's accountant skills. Directors request information and action from the Local Governing Bodies, holding

them to account for the quality of curriculum provision and standards, which is the core duty of these bodies.

They also expect members of the Local Governing Bodies to ensure that PE and Pupil Premium funding are being utilised to raise standards; furthermore they charge the LGB's to oversee inclusive and child safeguarding practices, feeding back any points of note or concern through the Chairs to the Directors.

Chair of Trust monthly meetings with Executive Leadership Team

- ELT wellbeing
- Results of regular meetings with Chair of Local Governing Body
- Significant issues at Strategic level
- Liaison across Academies and wider community
- Budget

Chair of Local Governing Body monthly meetings with Head of School

- Progress on standards and results of monitoring/ evaluations (i.e. how we know)
- Significant issues affecting the school and what is being done about this
- Staffing wellbeing / Issues
- Community feedback
- Policies such as curriculum ones
- Communication

Local Governing Body

General business:

- Educational standards
- Health and Safety
- Child Safeguarding
- Behaviour/ Pupil wellbeing
- Attendance
- Inclusion and its impact on individuals and groups including pupil premium
- Impact of sports funding
- Subject reports
- Staff training (Continuing Personal Development)

Executive Headteacher

Responsible for:

- Ensuring Finance is appropriately managed and procuring / approving items up to £20 ,000 within the budget heading already approved
- Ensuring Building and Maintenance work is well managed
- Overseeing Human Resources across the school
- Trust/Schools holds appropriate policies and these are adhered to
- Accountability for monitoring and evaluating standards and strong use of data
- Providing strategic overview
- Mentoring Head of Schools
- Procuring a Responsible Officer for each Academy and ensuring termly visits

Committees required:

- Appeals/ Grievance/ Disciplinary/ Dismissal/ Complaints/ Exclusions as required - each school provide this facility to the other one to keep people untainted (where there are two appeals possible, the first would be the host Governors, the second the other school)
- Admissions - probably once a year if other activities devolved to Executive Head
- Behaviour/ Exclusions if required
- Audit Committee - this includes the Responsible officer who reports in written form termly

Working parties for specific projects such as a new building project or monitoring linked to SDP priorities as now; in 2014-15 at Crabbs Cross Academy this includes a Standards Monitoring Working Party

Named Governors required in each school:

Safeguarding

Health and Safety

Inclusion

English

Mathematics

Early Years

Computing

Other curriculum areas

Pupil wellbeing (including attendance, admissions, first aid, catering etc.)

Community

Responsible Officer

Policies

The Trust has established a schedule for policy review and ratification, drawing on DFE guidance and good practice. The schedule states who is responsible for reviewing/writing the policy and who is responsible for ratification, delegating responsibility from the Trust through to Heads of Schools as is relevant to the policy. The Executive Head is responsible for ensuring that the schedule of review is maintained.

Redditch West First School Trust Governing Body Decision Planner

KEY

Level 1: Trust/Directors
Level 2: Governing Body
Level 3: An individual governor
Level 4: Executive Headteacher
Level 5: Head of School



It should be remembered that although decisions may be delegated, the Trust/governing body as a whole remains responsible for any decision made under delegation

Key Function	No	Tasks	Decision Level				
			1	2	3	4	5
Central Services	1.	To determine the scope of mandatory core services to be delivered by the Trust on behalf of its Academies	x				
	2.	To identify those additional services to be procured on behalf of individual academies		x			
	3.	To ensure centrally procured services provide value for money	x				
Budgets	4.	To determine to proportion of the overall Academy budget to be delegated to individual Academies	x				
	5.	To develop and propose the individual Academy budget				x	
	6.	To approve the first formal budget plan each financial year	x	x			
	7.	To monitor monthly expenditure.				x	
	8.	To approve any virements between budget headings and/or likely budget overspends				x	
	9.	To establish financial decision levels and limits	x				
	10.	To establish a charging and remissions policy		x			
	11.	To appoint the Responsible Officer	x				
	12.	Miscellaneous financial decisions outside of the agreed budget	x				
	13.	To enter into contracts (MAT may wish to agree financial limits) up to the limits of delegation and within an agreed budget		x			
	14.	To make payments within agreed financial limits				x	

Staffing	15.	Headteacher appointments (selection panel)	x				
	16.	Deputy appointments (selection panel)	x				
	17.	Appoint other teachers		x			
	18.	Appoint non teaching staff		x			
	19.	Agree a pay policy	x				
	20.	Pay discretions				x	
	21.	Establishing disciplinary/capability procedures				x	
	22.	Dismissal of headteacher	x				
	23.	Dismissal of other staff (mostly rest with Executive Head but complex issues may go to GB)		x		x	
	24.	Suspending head	x				
	25.	Suspending staff (except head)				x	
	26.	Ending suspension (head)	x				
	27.	Ending suspension (except head)				x	
	28.	Determining staff complement within agreed budget	x				
	29.	Determining dismissal payments/ early retirement	x				
Curriculum	30.	Ensure an appropriate curriculum is taught to all pupils					x
	31.	To develop a curriculum policy		x			
	32.	To implement curriculum policy					x
	33.	Monitoring standards of teaching		x		x	x
	34.	Accountability for standards of teaching	x	x		x	x
	35.	Responsibility for individual child's education					x
	36.	Accountability for individual child's education		x		x	
	37.	Provision of sex education – to establish and keep up to date a written policy		x			
	38.	To prohibit political indoctrination and ensuring the balanced treatment of political issues					x
	39.	To establish a charging and remissions policy for activities (non NC based)		x			
Performance Management	40.	To develop a performance management policy	x			x	

	41.	To implement the performance management policy				X	X
	42.	To review annually the performance management policy	X	X		X	
Target Setting	43.	To propose targets for pupil achievement				X	X
	44.	To agree and publish targets for pupil achievement		X		X	X
	45.	Responsibility for pupil outcomes				X	X
	46.	Accountability for pupil outcomes	X	X		X	X
Discipline/Exclusions	47.	To establish a discipline policy		X			
	48.	To review the use of exclusion and to decide whether or not to confirm all permanent exclusions and fixed term exclusions where the pupil is either excluded for more than 15 days in total in a term or would lose the opportunity to sit a public examination. (Can be delegated to chair/vice-chair in cases of urgency)		X			
	49.	To direct reinstatement of excluded pupils (Can be delegated to chair/vice-chair in cases of urgency)		X			
Admissions	50.	To consult before setting an admissions policy	X	X			
	51.	Admissions: application decisions		X			
	52.	To appeal against LA directions to admit pupil(s)	X	X		X	X
Religious Education	53.	Responsibility for ensuring provision of RE in line with school's basic curriculum				X	X
Collective Worship	54.	In all maintained schools to ensure that all pupils take part in a daily act of collective worship					X
Premises & Insurance	55.	Buildings insurance and personal liability				X	
	56.	Developing school buildings strategy or master plan	X				
	57.	Procuring and maintaining buildings, including developing properly funded maintenance plan	X			X	
Health & Safety	58.	To institute a health and safety policy		X			
	59.	To ensure that health and safety regulations are followed	X	X		X	X
School Organisation	60.	To publish proposals to change category of school	X				
	61.	To set the times of school sessions and the dates of school terms and holidays	X	X		X	X

	62.	To ensure that the school meets for regulatory number of sessions in a school year				X	
Information For Parents	63.	To prepare and publish the school prospectus/website				X	X
	64.	To prepare and publish the school profile				X	X
	65.	To ensure provision of free school meals to those pupils meeting the criteria				X	X
	66.	Adoption and review of home-school agreements				X	X
GB Procedures	67.	To draw up instrument of government and any amendments thereafter	X				
	68.	To appoint (and remove) the chair and vice-chair of a permanent or a temporary governing body	X				
	69.	To appoint and dismiss the clerk to the governors		X			
	70.	To hold a full governing body meeting at least three times in a school year or a meeting of the temporary governing body as often may require		X			
	71.	To set up a Register of Governors' Business Interests		X			
	72.	To approve and set up a Governors Expenses Scheme		X			
	73.	To discharge duties in respect of pupils with special needs by appointing a "responsible person"		X			
	74.	To consider whether or not to exercise delegation of functions to individuals or committees	X	X			
	75.	To regulate the GB procedures (where not set out in law)		X			
	76.	To determine the development needs of governors and put in place an appropriate programme		X			
	77.	To consider requests from other schools to join the Trust	X				
Extended Schools	78.	To decide to offer additional activities and to what form these should take	X	X			
	79.	To put into place the additional services provided				X	X
	80.	To ensure delivery of services provided				X	X
	81.	To cease providing extended school provision				X	X

