

The AURIGA Academy Trust: Scheme of Delegation for Governance Functions

Key points and Summary

This document outlines:

- The principles of decision making within The AURIGA Academy Trust
- The requirements of the Articles of Association regarding delegation
- The respective roles of the Trustees, Local Governing Body, and the Head Teacher
- The scheme of delegation within The AURIGA Trust

CONTENTS

1. Introduction and General Principles
2. Scope and Applicability
3. The Articles of Association
4. Responsibilities under the Scheme of Delegation

Appendices

1. Governance Structure
2. Terms of Reference:
 - 2.1 Board of Trustees
 - 2.2 Audit & Effectiveness Committee
 - 2.3 Finance & Resources Committee
 - 2.4 Executive Leadership Group
 - 2.5 Local Governing Bodies (LGBs)

AURIGA Academy Trust MAT Document Control System	
Name of document	Scheme of Delegation
Status	FINAL
Date Approved	May 20
Approver	MAT Board
Owner	MAT Finance
Author	Finance Director
Anticipated Review date	Annually at First Trust Meeting
Location	S:\POLICIES\MAT\Scheme of Delegation and Terms of Reference\ Scheme of Delegation Updated May 20

1. Introduction and general principles

In a Multi Academy Trust there is only one legal entity accountable for all the Schools (Academies) within the Trust, i.e. the Multi Academy Trust (“MAT”). The MAT has one set of Articles of Association which govern all the Schools in that Trust. The MAT has a Master Funding Agreement with the Secretary of State. Each School also has a Supplemental Funding Agreement. The AURIGA Academy Trust is the statutory body for all the schools in the MAT. The Secretary of State for Education has entered into an agreement with **The AURIGA Academy Trust** to run the schools in the Trust and therefore the Multi Academy Trust Board (“the Trustees”) is responsible for the standards and operation of all Schools in the Trust.

In drawing up this Scheme of Delegation the Trustees wish to explicitly focus on maintaining the individual character of the special schools within the Trust as Academies with strong and effective Local Governing Bodies (LGBs) working closely to support their Head Teachers to manage the Schools.

The core structure for the Board of Trustees and its sub-committee is set out in Appendix 1.

The Trustees may delegate the authority to make certain decisions to a LGB or other committee, and must approve the membership and proceedings of any LGB or committee, with due regard to the requirements of the Articles of Association of The AURIGA Academy Trust. Only the Trustees can take decisions on the delegation of powers, including the establishment of local governing bodies or committees, the approval of terms of reference, the appointment of trustees and governors, or non-governors to any committees, or the delegation of any powers to a LGB or committee or an individual, or any changes to previous agreements. The Trustees must also review the terms of reference, constitution and membership of any LGB, committee or sub-committee annually.

This scheme of delegation has been developed to clarify the responsibilities and powers of Trustees, Governors and staff employed at the school in respect of key aspects of the management of the Trust and its Schools and to ensure compliance with legal requirements.

This Scheme of Delegation has been drafted in accordance with the following general principles:

- Every pupil has the right to the highest quality academic, social, emotional and physical education.
- The Trustees and Local Governing Bodies will work collaboratively and in partnership at all times.
- The partnership will value and respect each school’s distinctive ethos and identity.
- The Trustees will make decisions, following consultation with LGBs, on matters which affect all schools in the trust. LGBs will make decisions on matters which affect individual schools.
- LGBs and Head Teachers of Schools in the trust should be as autonomous as possible and have as much freedom as possible.
- LGBs and Head Teachers will have maximum delegation of responsibility and decision making for the strategic direction and day-to-day operation of their schools unless there is a cause for concern.
- The Trustees will put in place effective arrangements for monitoring and evaluating the performance of LGBs and schools.
- The Trustees will take action, including the full or partial withdrawal of delegated authorities to individuals, groups and LGBs should the individual, group, or LGB, fail to carry out their duties and responsibilities effectively.

- The Trustees will fully consult LGBs on proposals for the composition, membership, structure, and terms of reference for LGBs and sub-committees, on arrangements for the recruitment and appointment of governors, and on arrangements for the introduction of the trust's multi-academy governance arrangements before any decisions are made.
- Each LGB will have representation on the Trust Board.
- Each Academy that joins the Trust has its own Governing Body, with the exception of any free school created under the Trust whereby a transitional governance arrangement will be made to ensure consistency of principles and practices across the Trust. Through the agreed Scheme of Delegation, the Governing Body is empowered to make decisions in the best interests of the pupils and students and the community it serves.

This Scheme of Delegation sits alongside the MAT Finance Policy which covers all financial delegations and the suite of policies through which the Trust operates that further define individual and collective roles and responsibilities, and therefore are not repeated here.

The delegations set out in this scheme are delegated to the specific committees and any individuals unless otherwise directed or agreed by the Trustees. Delegations cannot be exercised other than by the designated committee or individual unless otherwise directed or agreed by the Trustees.

2. Scope and applicability

This policy outlines the framework for decision making within The Auriga Academy Trust. It applies to all Trustees, members of LGBs, and staff.

3. The Articles of Association

The following are the relevant clauses from the Articles of Association that outline what can, and cannot, be delegated.

- **Clause 93:** Subject to provisions of the Companies Act 2006, the Articles and to any directions given by special resolution, the business of the Company shall be managed by the Trustees who may exercise all the powers of the Company.
- **Clause 100:** Subject to these Articles, the Trustees may appoint separate committees to be known as Local Governing Bodies for each Academy; and may establish any other committee.
- **Clause 101:** Subject to these Articles, the constitution, membership and proceedings of any committee shall be determined by the Trustees. The establishment, terms of reference, constitution and membership of any committee of the Trustees shall be reviewed at least once in every twelve months. The membership of any committee of the Trustees may include persons who are not Trustees, provided that (with the exception of the Local Governing Bodies) a majority of members of any such committee shall be Trustees. Except in the case of a Local Governing Body, no vote on any matter shall be taken at a meeting of a committee of the Trustees unless the majority of members of the committee present are Trustees.
- **Clause 105:** The Trustees may delegate any of their powers or functions to any Trustee, committee (including any Local Governing Body), the Chief Executive Officer 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 shall be made subject to any conditions the Trustees may impose, and may be revoked or altered.
- **Clause 106:** Where any power or function of the Trustees has been exercised by any committee (including any Local Governing Body), any Trustee, the Chief Executive Officer or any other holder of an executive office, that person or committee shall report to the Trustees in respect of any action taken or decision made with respect to the exercise of that power or function at the meeting of the Trustees immediately following the taking of the action or the making of the decision.

- **Clause 107:** The Trustees shall appoint the Chief Executive Officer of the Academies. The Trustees may delegate such powers and functions as they consider are required by the Chief Executive Officer for the internal organisation, management and control of the Academies (including the implementation of all policies approved by the Trustees and for the direction of the teaching and curriculum at the Academies).

The Governing Body cannot delegate any functions relating to:

- the constitution of the Trust;
- the appointment or removal of the chair and vice-chair;
- the appointment of the clerk;
- the suspension of trustees;
- the delegation of functions;
- the establishment of committees.

4. Definitions and Responsibilities under the Scheme of Delegation

The Auriga Academy Trust is a charitable company and is responsible for the strategic direction of the MAT and has 2 layers of governance: the members of the trust and the board of trustees.

The following definitions and responsibilities will apply:

Members

The members are akin to shareholders and have ultimate control over the direction of the MAT. The members enter into the funding agreement with the Secretary of State and are legally responsible both to the Secretary of State and to parents and pupils for the running of the Trust and the academies within the Trust. They are also responsible for holding the trustees to account for the running of the Trust.

The members of the Academy Trust are responsible for:

- overseeing the achievement of the objectives of the charitable company;
- taking part in annual and extraordinary general meetings;
- appointing and/or removing trustees;
- appointing the auditors;
- signing off the company's financial accounts and annual report;
- changes to the Articles.

Trustees

The MAT Board of Trustees, fulfilling the role of both directors under company law and trustees under charity law, exercise the powers and carry out the duties of the MAT. The Trustees are responsible to the members of the MAT as well as the parents, pupils and staff at the academies.

The Trustees are responsible for the three core governance functions -

- setting the strategic direction of the Trust and the academies within the Trust ensuring quality of education provision;
- holding the Head Teachers to account;
- ensuring financial probity and compliance with charity and company law and the academy trust's funding agreement.

Trustees are required to work with the LGBs to ensure the quality of education and financial management provided at each academy. To achieve this it is recognised that there is the need for an effective Board of Trustees with strong sub -committees to

- Provide support on strategy, business planning and direction;
- Support financial planning;
- Enable resources to be used more effectively;
- Seek efficiencies in e.g. procurement;
- Provide “umbrella” services more efficiently;
- Ensure compliance with legal and statutory obligations.

The MAT Board of Trustees can delegate to any committee, governor, the Head Teacher or any other holder of an executive office, any of its powers or functions, subject to any prescribed restrictions imposed by them and management of conflicts of interest. The establishment, terms of reference, constitution and membership of any committee must be reviewed every 12 months.

Two committees operate under The AURIGA Trust Board:

- 1) The **Audit & Effectiveness Committee** monitors individual academy performance and pupil welfare and provides an oversight on internal controls.
- 2) The **Resources & Finance Committee** focuses on finance, buildings and staffing issues.

An Executive Leadership Group, comprising of the Chair and Vice Chair of the Trust, the Chief Executive Officer, the Finance Director and the Head Teacher of each school, has also been established. This group monitors the financial and the strategic direction of the Trust on an ongoing basis.

In addition to the above Committees the Board of Trustees may deem it appropriate to form special project groups in order to focus on key issues impacting the Trust.

Local Governing Bodies (LGBs)

The LGB is made up of representatives from the School and its local community, including a minimum of two elected parent governors. The local governors support the trustees to deliver strategic management and operational oversight at the School.

The local governors, working with the Head Teacher and senior staff are responsible for:

- Challenging and supporting the agreed vision of the MAT;
- Reporting to the trustees on the provision of education at the School;
- Providing a strategic overview and a monitoring role in connection with the School;
- Monitoring and being accountable for budget setting and review;
- Acting as a critical friend to the Head Teacher;
- Representing the views of the community

Each local governing body will determine its own committee structure in order to meet the Governance needs of the School and the Trust. At a minimum each LGB will consist of 3 Committees including:

1. A **Performance and Standards Committee** monitoring teaching and learning and pupil welfare.
2. A **Finance and Premises Committee** focusing on finance, buildings and health and safety.
3. A **Pay & Personnel Committee** focusing on staffing and remuneration.

LGB members are not trustees of the Trust. Individual members of the LGB (for example the Chair of the LGB) may be invited to join the Board of Trustees in order to promote effective

communication within the Trust. However, any appointment is subject to provisions as detailed in the Articles of Association of the Trust.

Where responsibility is delegated to a local level, it is the Trust as the legal entity (not the LGB) that is ultimately accountable, for example in terms of finance and performance, and as the employer of staff.

Head Teachers and Staff

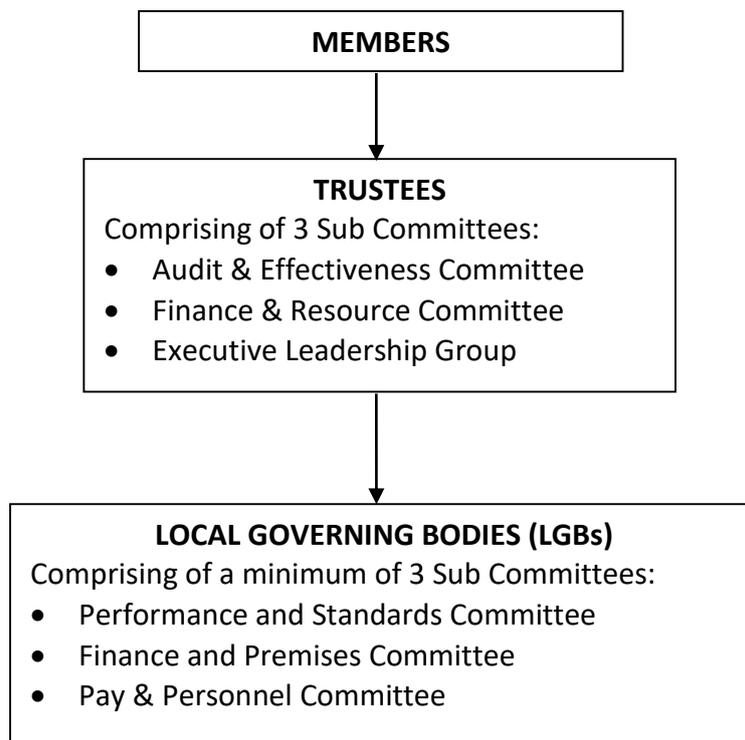
The AURIGA Academy Trust uses the term Head Teacher rather than Principal.

The Head Teacher and staff are accountable to the LGB and Trustees for the School's performance. The Head Teacher will comply with any reasonable direction by the LGB or Trustees when acting on the Trust's behalf. The Head Teacher will agree and monitor appropriate delegations of authority with other staff.

The Head Teacher is responsible for:

- the internal organisation, management and control of their School,
- advising on and implementing the Trust's strategic framework,
- implementation of all policies approved by the Trustees or LGB,
- for the direction of the teaching and the curriculum at the School.

Appendix 1: Governance Structure for The Auriga Academy Trust



Appendix 2: TERMS of REFERENCE

2.1 Terms of Reference – BOARD of TRUSTEES

Purpose

The Board of Trustees is responsible for:

- ensuring the quality of educational provision within The AURIGA Academy Trust
- challenging and monitoring the performance of each school within the Trust
- managing the Trust's resources effectively
- appointing the Head Teacher of each school within the Trust
- ensuring that the Trust complies with charity and company law
- operating the Trust and each school in accordance with the Funding Agreements that have been signed with the Secretary of State
- exercising reasonable skill and care in carrying out their duties

Membership, Meetings and Quorum

Membership: As set out in **Articles 45 and 46** of the Articles of Association.

Quorum: As set out in **Articles 117 and 119** of the Articles of Association.

Meetings: At least three a year, in accordance with **Article 109** of the Articles of Association.

Reserved Decisions

The following are Reserved Decisions whereby the Board of Trustees would make the final decision and authority is not delegated to any Committee or individual:

- Approval of the overall Academy Trust 'Annual Plan', based upon the proposals from each school (i.e. the educational, financial, operational objectives for the forthcoming academic year), including any proposed spending of individual school reserves.
- Approval of the accounts for the previous financial year and Annual Report.
- Formal response to any external inspection of the Trust or any academy within it that makes recommendations (which could be Ofsted, Audit, ESFA etc).
- Approval of any changes to staff terms and conditions, and any significant restructuring proposals.
- Approval of any revenue funded contracts worth more than the lesser of £100k or 3% of the General Annual Grant for the school, or where the LGB considers that there are particular implications (such as TUPE, termination clauses etc) that should receive Board approval.
- Approval of any change to the nature of provision at any academy (i.e. size, age-range, SEN), including Free School applications.
- Head Teacher appointments.
- Scheme of Delegation and Financial Procedures.
- Policies relating to health and safety, child protection / safeguarding, and staffing.

2.2 Terms of Reference – AUDIT & EFFECTIVENESS COMMITTEE

The role of the Audit & Effectiveness Committee is to maintain an oversight of the trust's governance, risk management, internal control and value for money framework and to monitor the performance of the Trust and its constituent Schools.

This committee will report its findings annually to the Board of Trustees and the Accounting Officer as part of the Trust's annual reporting requirements.

This committee has no executive powers or operational responsibilities/duties.

Membership, Meetings and Quorum

The membership will include a minimum of 4 Trustees, including a least 1 person not employed by any of the schools. Additionally, the CEO and FD will attend meetings in an advisory, non-voting, capacity. The Chair of Trustees will not sit on this committee.

Quorum: Will be 3 trustees. No decision will be carried unless there is representation from the Schools, with one person not a school employee and with the Chair holding the casting vote.

Meetings: At least termly, more often if required.

The clerk for this committee will be appointed by the committee members.

Terms of Reference – Audit

- Advise the Board of Trustees and Accounting Officer on the adequacy and effectiveness of the Trust's governance, risk management, internal control and value for money systems and frameworks.
- Advise the Board of Trustees on the appointment, re-appointment, dismissal and remuneration of the external and regularity auditor.
- Advise the Board of Trustees on the need for, and then, where appropriate, the appointment, re-appointment, dismissal and remuneration of, an internal auditor or other assurance provider to ensure that the Trust meets its legal and contractual requirements.
- Advise the Board of Trustees on the institution of audit and assurance programmes that they deem to be necessary and appropriate. This programme of work will be derived to meet all statutory requirements and from the Audit Committee's regard of the key risks faced by the Trust, the assurance framework in place and the committee's duty to report to the Board of Trustees.
- Review the external auditor's annual planning document and approve the planned audit approach.
- Receive reports (annual reports, management letters etc) from the external auditor and other bodies, for example the ESFA and NAO, and consider any issues raised, the associated management response and action plans. Where deemed appropriate, reports should be referred to the Board or other committee for information and action.
- Monitor outstanding audit recommendations from whatever source and ensure any delays to implementation dates are reasonable.
- Review the Trust's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.
- Consider any additional services delivered by the external auditor or other assurance provider and ensure appropriate independence is maintained.
- Meet with the external auditor, without management present, at least annually.

- Ensure that the audited accounts are filed with Companies House ahead of the statutory deadline.
- Ensure that appropriate accounting records are maintained and to provide publicly accessible accounts in line with the Statement of Recommended Practice (SORP) for Charities
- Ensure that the MAT's accounts are published on the web site and are available to anyone who requests a copy.

Terms of Reference- Governance

- To monitor the performance of the local governing bodies (LGBs), confirming that a process for LGB self-review is in place ensuring that the LGB is making sufficient impact and is fit for purpose.
- To oversee the identification of development needs and organisation of governor and trustee development.
- To monitor governor and trustee attendance and ensure that it is duly reported.

Terms of Reference- Community / Membership

- Oversee the development of any stakeholder forums and their membership.
- Encourage and facilitate community involvement and engagement in the Trust.
- To monitor the maintenance of key relationships with all commissioning authorities, education partners and other stake holders.

Terms of Reference - Strategic direction

- To set strategic direction and priorities for the Trust and all member academies.
- To set the vision, mission and ethos of the Trust and ensure these are embedded in each school in the Trust.
- To oversee and ratify a strategic three-year plan for the Trust.
- To ratify the appointment and focus of an external SIP for each academy in the Trust and the overall performance of the Trust.
- To develop and monitor the implementation of a Trust-wide School Improvement Plans, taking into account recommendations from the Leadership Team and the SIPs, with targets which will feed in to the performance review of the Executive Head and the Head Teachers.
- To monitor the performance of the academies in the Trust against the respective School Improvement Plans.
- To ensure collaboration between academies and support for school improvement across the Trust.
- To ensure appropriate partnerships and systems are in place for moderation both within the individual academies and with wider education partners.

2.3 Terms of Reference – FINANCE & RESOURCES COMMITTEE

Purpose

The role of the Finance & Resources Committee will be to propose budgets and recommend them to the Board for approval ensuring sound financial management.

The AURIGA Academy Trust Board is the employer of all staff and therefore is the final appeal body in matters of pay and staff discipline. The Finance & Resources Committee has delegated HR responsibilities.

The AURIGA Academy Trust Board is responsible for the estate strategy for all schools within the Trust. The Finance & Resources Committee has delegated Premises and Health & Safety responsibilities.

Membership, Meetings and Quorum

The membership will consist of a minimum of 5 Trustees and will include 1 governor from each LGB the CEO and the FD. Local school finance officers will be invited to attend meetings if appropriate.

Quorum: Will be a minimum of 4 trustees. No decision will be carried unless there is equal representation from both Schools, with the Chair holding the casting vote.

Meetings: At least termly, more often if required.

The clerk for this committee will be appointed by the committee members.

Terms of Reference - Finance

- To ensure compliance with the Education & Skills Funding Authority's (ESFA) Academies Financial Handbook and the schools funding agreement with ESFA.
- To consider the MAT's indicative funding, notified annually by the ESFA and assess implications for the academy in advance of the financial year, drawing any matters of significance or concern to the attention of the local governing bodies.
- To determine the level of any contingency fund or balances to be held by the Trust and its schools, ensuring the compatibility of all such proposals with the development priorities set out in the Trust Business Plan.
- To consider and monitor regularly the MAT's short term and long term revenue and capital budget and financial planning to ensure the MAT's long term sustainability.
- To contribute to the formulation of the Trust's development plan, through consideration of financial priorities and proposals.
- To receive and scrutinise each school's annual budget and forecast. Approval/non-approval of the school's budget will be determined by the Trust Board.
- To monitor and review income and expenditure against budgets on a regular basis and ensure compliance with the overall financial plan for each school.
- To review and approve any material virements (changes of allocations between budget headings) and other transactions in accordance with the Trust's Finance Policy and Scheme of Delegation.
- To oversee the procurement of material contracts for services to the school e.g. buildings redevelopment.
- To review and update all financial policies in accordance with the policy review schedule.
- To ensure the preparation of the Trustees' report 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.

- To explore and agree income generation for the schools in the Trust, including lettings income, grants, fund raising and sponsorship opportunities and support the work of local PTAs/Parents Associations/Friends in their fundraising activities.
- To prepare a disaster recovery/business continuity plan for the Trust and ensuring local plans exist in each school in the Trust.

Terms of Reference - HR

- To approve the schools staffing structures within the school's budget, including approval of any restructuring.
- The organisation of procedures for the appointment of senior staff including Head Teachers at the schools, including middle leaders. To be undertaken with the support of the Trust HR Administrator.
- To determine the Pay Policy for the Trust.
- To advise each local governing body/finance committee on current and future pay levels.
- To ratify appropriate salary ranges and starting salaries for lead practitioners, and members of the leadership group.
- To ratify annual pay progress for teachers (by 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made by the local governing body and in accordance with the approved pay policy.
- To approve applications to be paid on the Upper Pay Range.
- To approve annual pay progression for the Executive Head Teacher (by 31 December at the latest), taking account of the recommendation made by the Performance Review Panel, following the annual review.
- To monitor and report to the Local Governing Body on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- To oversee the work of any Staff Disciplinary/Dismissal Committee and the Staff Appeals Committee (including pay appeals) formed.
- To monitor and review the performance and pay of all Head Teachers in the Trust.
- To oversee the recruitment, induction, training, CPD, wellbeing and other HR processes for all staff within the Trust at a strategic level.
- To ratify all HR policies for the Trust

Terms of Reference – Premises and Health & Safety

- To make and review recommendations for the future premises provision and develop an Estate Strategy.
- To ensure the development and maintenance of an asset management plan to ensure the development, maintenance and replacement of all physical assets, equipment and facilities of all schools in the Trust, including premises, equipment, land and depreciating assets are in line with the Business Development Plan and School Improvement Plan, having regard to the Asset Register maintained by the academy.
- To oversee the appointment of architects, builders, grounds maintenance teams, surveyors etc. and monitor all aspects of their work.
- To ensure support for local site teams.
- To ensure compatibility and integration of computer systems across all schools in the Trust to facilitate maximum efficiency and cohesiveness.
- To develop an ICT strategy for the Trust that maximises the use of technology in both administrative and academic settings.
- To provide ICT support to all schools within the Trust.

2.4 Terms of Reference – Executive Leadership Group

Purpose

The role of the Executive Leadership Group will be to monitor the financial and strategic operations of the Trust on an ongoing basis ensuring that statutory duties of oversight are met.

Membership, Meetings and Quorum

The membership will consist of the Chair and Vice-Chair of the Trust, The CEO, the Finance Director and the Head Teacher of the schools within the Trust.

Quorum: Will be a minimum of 4 including a least 1 person not employed by any of the schools. All decisions made will be ratified by either the Trust Board, the Audit & Effectiveness Committee or the Finance & Resources Committee as appropriate.

Meetings: Will be conducted to ensure that financial results are reviewed monthly in line with the Academies Financial Handbook.

The clerk for this committee will be appointed by the committee members.

Terms of Reference - ELG

- To review the monthly financial statements of all entities covering the periods not reviewed by the Finance & Resource committee.
- To monitor progress against the Trust strategic plan to ensure that momentum is maintained, and resources allocated where necessary.
- To receive updates from the Heads Teachers regarding major projects and key issues; where appropriate evaluating the need and capacity for Trust support.
- To meet with Achieving for Children (AfC) on a termly basis to discuss the local SEND landscape and promote clear communication and effective collaboration with AfC and local education, health and care partners in planning for and meeting changing needs. Then to report back to the Trust Board on the outcome of these meetings.
- To ensure the Trust Board is updated and aware of any items of concern in a timely manner.

2.5 Terms of Reference – LOCAL GOVERNING BODIES (LGBs)

Purpose

Subject to provisions of these Terms of Reference, the Companies Act 2006, the Articles, the Scheme of Delegation and to any directions given by the Trustees, the business of the school shall be managed by the Local Governing Body (“LGB”) who may exercise all the powers of the Company within their remit.

Membership, Meetings and Quorum

The membership of the LGB for each school shall be determined by the LGB in accordance with the following principles:

- A minimum size of 10 and a maximum size of 12
- Membership shall include at least:
 - Head Teacher / Head of School
 - At least 2 staff Governors (1 teaching and 1 support)
 - At least 2 parent Governors
 - At least 4 community / co-opted Governors to be appointed on their skill set complementing and enhancing the existing LGB members.

Non-voting associate governors may be appointed as required either from key school partners such as Head of Centres providing regular feedback and advice to the LGB or from the wider community to meet an identified skills gap.

The clerk for the Local Governing Body will be appointed by the committee members.

The Board of Trustees reserves the right to appoint additional Governors if it has reasonable concerns about the performance of the school. These would be in addition to the existing members of the LGB; any Board appointed Governors would not be included in the assessment of whether staff and parents combined constitute a majority of Governors.

The Board of Trustees may terminate the appointment of any Governor whose presence or conduct is deemed by the Directors not to be in the best interests of the Trust or the school.

The term of office of a Governor (excluding Head Teacher and any appointed by the Board of Trustees) shall be four years. Individuals will be eligible for re-election or re-appointment.

Parent and staff governors shall be appointed by the following process:

- Seeking nominations (including from teaching or support staff only as appropriate)
- If there are fewer nominations than vacancies, the nominees are appointed
- If there are more nominations than vacancies, an election is held amongst the appropriate group of people (parents, teaching staff, support staff)

All Governors must comply with the provisions within the Articles of Association for ineligibility as if they were Trustees of the Trust.

The LGB would elect its own Chair and Vice-Chair (and confirm whether these individuals or other LGB members would sit on the Board); the Chair and Vice-Chair must not be employees of the Trust. The Chair and Vice-Chair would be appointed for a minimum of a 2 year term.

Governors of the school must declare conflicts of interest in accordance with the Articles of Association as if they were Directors of the Trust. These interests will be published on the MAT website in accordance with the Academies Financial Handbook.

Meetings of the LGB will be quorate if 3 or one-third of Governors are present (whichever is the greater); this provision applies to every part of the meeting.

Each Governor shall have one vote and shall not be able to vote by proxy. The Chair will have a second and casting vote if necessary. Resolutions can be passed in writing, signed by all eligible Governors, and this will be as effective as if the resolution had been passed at a meeting.

Terms of Reference

The Trustees delegate the running of the school to the Local Governing Body and delegate to the LGB to make all decisions necessary to provide high quality education within the school subject to the provisions of the Articles, this Scheme of Delegation and the Reserved Decisions.

Specifically, the LGB is to:

- develop the aims and objectives of the school;
- determine the educational vision of the school, including, but without limitation, determination of the school development plan;
- manage the resources of the school, including staff, finance, and premises in accordance with the school development plan, legislation and relevant guidance, and the Trust's overall objectives;
- implement actions required to comply with statutory regulations and the Funding Agreements.

Committees

As stated in the Scheme of Delegation each local governing body will determine its own committee structure in order to meet the Governance needs of the School and the Trust. At a minimum each LGB will consist of 3 Committees including:

1. A **Performance and Standards Committee** monitoring teaching and learning and pupil welfare.
2. A **Finance and Premises Committee** focusing on finance, buildings and health and safety.
3. A **Pay & Personnel Committee** focusing on staffing and remuneration.

Terms of reference for each sub committee will be reviewed at the first meeting of each committee at the start of a new academic year.