

THE PAINSLEY CATHOLIC ACADEMY

BOARD OF DIRECTORS AND COMMITTEE STRUCTURES 15/16

(Next review date: Board of Directors AGM - December 2016)

Board of Directors

Name	Role	Date of Appointment	Term of office (Years)	No. meetings attended (Max 4 meetings per year) Updated throughout the year	Appointed by whom to the Board (in accordance with the Trust's articles)
Mr Jonathan Dudley	Foundation Director	29/8/12	4	3/ 4	Diocesan Bishop
Mrs Dorothy Lowe	Foundation Director	29/8/12	4	3/ 4	Diocesan Bishop
Mr Richard Bennett	Foundation Director	29/8/12	4	4/ 4	Diocesan Bishop
Fr. Michael Dolman	Foundation Director	8/12/14	4	3/ 4	Diocesan Bishop
Mr Roger Gibson	Foundation Director	7/11/12	4	4/ 4	Diocesan Bishop
Mr Peter Wilks ** (Vice-Chair)	Foundation Director	29/8/12	4	4/ 4	Diocesan Bishop
Mr Paul Carroll	Foundation Director	29/8/12	4	4/ 4	Diocesan Bishop
Mr John Pennington * (Chair)	Foundation Director	29/8/12	4	4/ 4	Diocesan Bishop
Mr Stephen Bell	Principal Director	17/7/12	4	4/ 4	Diocesan Bishop
Mrs Anne-Marie Cheadle	Principal Director	7/12/15	4	4/ 4	Diocesan Bishop
Mrs Sandra Mills	Staff Director	29/8/12	4	3/ 4	Staff elected
Mrs Claire Tomlinson	Staff Director	7/12/15	4	3/ 4	Staff elected
Mr Brian Hutchinson	Parent Director	8/12/14	4	4/ 4	Parent elected
Mr Kenneth Wright	Parent Director	29/8/12 (stepped down 31/8/16)	4	1/ 4	Parent elected
Mrs Joanne Bradbury	Company Secretary	29/8/12	4	4/ 4	Board of Directors

*Mr John Pennington, National Leader of Governance is also a Governor at The Rosary Catholic Primary School in Saltley, Birmingham and Chair of the Partnership Committee at The Moorlands Sixth Form College.

**Mr Peter Wilks, Director, Homepoint, Cheadle, Staffordshire (Pecuniary interest)

Committee membership 2015/16:

Committee	Director	Attendance – updated throughout the year
Mission & Strategy	Mr Stephen Bell	3 / 3
	Mrs Dorothy Lowe	1 / 3
	Fr. Michael Dolman	1 / 3
	Mr Roger Gibson	3 / 3
	Mr John Pennington (Chair)	3 / 3
	Mr Peter Wilks	3 / 3
	Mrs Anne-Marie Cheadle	2 / 3(appointed 7/12/15)
	Mrs Joanne Bradbury	3 / 3
Resources	Mr Jonathan Dudley (Chair)	3 / 5
	Mr Richard Bennett	4 / 5
	Mr Stephen Bell	5 / 5
	Mr John Pennington	5 / 5
	Mrs Dorothy Lowe	3 / 5
	Mrs Joanne Bradbury	5 / 5
Standards & Provision	Mr Stephen Bell	3 / 3
	Mr Kenneth Wright	1 / 3
	Mr John Pennington (Chair)	3 / 3
	Mrs Sandra Mills	3 / 3
	Mr Brian Hutchinson	2 / 3
	Mrs Claire Tomlinson	2 / 3(appointed 7/12/15)
	Mr Roger Gibson	3 / 3
Admissions	Mr Paul Carroll (Chair)	2 / 2
	Mrs Claire Tomlinson	1 / 2
	Mr Roger Gibson	2 / 2
	Mr John Pennington	1 / 2
	Mr Stephen Bell	2 / 2
Audit	Mr John Pennington	1/1
	Mr Paul Carroll (Chair)	1/1
	Mr Peter Wilks	1/1
	Mr Stephen Bell	1/1
	Mrs Joanne Bradbury	1/1
Sixth Form	Mr Paul Carroll	3/3
	Mr Peter Wilks	3/3
	Mr Stephen Bell	3/3
	Mr John Pennington	3/3

PAINSLEY ACADEMY COMMITTEE STRUCTURE 15/16

Name	Role	Date appointed	Term of office (Years)	Number of meetings attended	Appointed by whom (in accordance with the Trust's articles)
Mr Stephen Bell	Principal Director	1/9/12	4	3/3	Diocesan Bishop
Mr John Pennington * (Chair)	Foundation Representative	1/9/12	4	2/3	Diocesan Bishop
Mr Paul Carroll	Foundation Representative	1/9/12	4	3/3	Diocesan Bishop
Mr Shail Chauhan	Elected parent	25/5/16	4	2/3	Elected Parent
Mr Jonathan Dudley	Foundation Representative	1/9/12	4	1/3	Diocesan Bishop
Mrs Hermione Gibson	Elected staff	7/3/13	4	3/3	Elected staff
Mrs Veronica Johnston-Jones	Foundation Representative	1/9/12	4	1/3	Diocese
Mr Richard McCusker	Elected staff	25/5/16	4	1/1	Elected Staff
Mr Tim O'Sullivan	Foundation Representative	1/9/12	4	2/3	Diocese
Mr Peter Wilks	Foundation Representative	1/9/12	4	3/3	Diocesan Bishop
Vacant	Elected parent				
Jim Bird	Foundation Representative	1/9/12	4	1/3	Diocesan Bishop

*Mr John Pennington, National Leader of Governance is also a Governor at The Rosary Catholic Primary School in Saltley, Birmingham and Chair of the Partnership Committee at The Moorlands Sixth Form College.

**Mr Peter Wilks, Director, Homepoint, Cheadle, Staffordshire (Pecuniary interest)

Remit of the above Strategic committees:

BOARD OF DIRECTORS

Functions

- The Company's object is specifically restricted to the following: to advance for the public benefit education in the United Kingdom, in particular but without prejudice to the generality of the foregoing by establishing, maintaining, carrying on, managing and developing Catholic schools designated as such offering a broad and balanced curriculum and conducted as Catholic Schools in accordance with the Code of Canon Law of the Latin Church from time to time and the doctrinal, social and moral teachings of the Catholic Church from time to time and following the directives and policies issued by the Diocesan Bishop to ensure that the formation, governance and education of the Academies is based on the principles of Catholic doctrine, and at all times serving as a witness to the Catholic faith in Our Lord Jesus Christ.

The Board of Directors are responsible for:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding the Principals to account for the educational performance of the school and its pupils; and
- Overseeing the financial performance of the school and making sure its money is well spent

MISSION AND STRATEGY COMMITTEE

Functions

- secure the Catholic education of the Academy's students, ensuring that the Academy fulfils its role in making Christ known, assisting the Church in its mission, assisting parents in the education and religious formation of their children, being of service to the local Church and to society
- receive feedback from the Accounting Officer of his/her work across the Academy and review developments
- plan for succession planning across the Academy and monitor staff development processes including performance management
- monitor the impact of coaching and mentoring between staff of the Academy
- monitor the impact of programmes for the role of the middle leader
- review transition arrangements
- receive feedback from the regular joint meetings with the Principals
- review the effectiveness of cross-school networking at all levels of staffing and the exchange of best-practice to the benefit of all children
- monitor, evaluate and review the Academy Development Plan and individual academy development plans
- review the effectiveness of strategic governance
- monitor the impact of staff deployment decisions across the Academy, e.g., ICT technicians etc.
- monitor Academy-wide policies and ensure that these are regularly reviewed and updated, and that the Directors are fully involved in the process.
- monitor, evaluate and review the effects of the policies, priorities and targets on standards and quality, and recommend any follow-up action as may be necessary.
- participate in Academy self-evaluation processes including reviewing SEFs (or equivalent)
- ensure safeguarding procedures are in place across the federation

STANDARDS AND PROVISIONS COMMITTEE

Functions

- Review the impact of the curriculum across the Academy in terms of upholding the Catholic ethos of the schools, suitability for teaching and learning and meeting the requirements of the National Curriculum, assessment and reporting requirements.
- Review the quality of teaching and learning across the Academy and consider strategies for development
- Monitor, evaluate and review data tracking procedures across the Academy and recommend strategies for development
- Monitor, evaluate and review the impact of inclusion strategies across the Academy including reports on exclusions, rewards' policies etc.
- Monitor the Academy's role within the local community.

RESOURCES COMMITTEE

Functions

- To ensure value for money is obtained across the Academy in all areas.
- To prepare such financial reports and proposals as may be required by the Directors and the EFA
- To consider a draft budget for the year based on priorities in the Academy and individual academy development plans
- To monitor the budgets and reports on behalf of the full Directors
- To determine the financial delegation to be made to the Principals
- To approve virement within agreed limits
- To respond to auditor's comments
- To ensure we comply with financial regulations as set out by Company Law
- To report on actions necessary to maintain the premises (land and buildings) in a satisfactory state of appearance and repair
- To ensure the accounting system for any non-official funds are sufficiently strong so that mis-use or error are detected (as determined by the financial policies)
- Regular consideration of Health and Safety issues associated with the buildings/sites

ADMISSIONS COMMITTEE

Functions

- To make recommendations to the Full Directors on Admissions.
- To consider matters relating to the management of students, including issues of discipline/behaviour.
- To prepare promotional material relating to the schools and liaise with press and promotional sources.
- To prepare programmes of liaison and integration within the Academy, parishes and political institutions.
- To secure linkages with employers and sponsors.
- To investigate and monitor appropriate aspects of the catchment community.
- To consider, when appropriate, an admissions policy for students to the school and make recommendations to the full body.

The Audit Committee is an advisory body with no executive powers. However, it is authorised by the board to investigate any activity within its terms of reference, and to seek any information it requires from staff, who

are requested to co-operate with the Committee in the conduct of its inquiries. Requests for work, and reports received, from internal audit will be channelled through the Accounting Officer, to whom the Internal Auditors and Responsible Officer reports. The Audit Committee is authorised to obtain independent professional advice if it considers this necessary.

AUDIT COMMITTEE

Functions and Responsibilities:

- Review the multi-academy's internal and external financial statements and reports to ensure that they reflect best practice.
- Discuss with the external auditor the nature and scope of each forthcoming audit and to ensure that the external auditor has the fullest co-operation of staff.
- Consider all relevant reports by the Responsible Officer, internal auditors and external auditors including reports on the multi-academy accounts, achievement of value for money and the response to any management letters.
- Review the effectiveness of the multi-academy internal control system established to ensure that the aims, objectives and key performance targets of the organisation are achieved in the most economic, effective and environmentally preferable manner.
- Ensure that the multi-academy internal audit service meets, or exceeds, the standards specified in the Government Internal Audit manual, complies in all other respects with these guidelines and meets agreed levels of service.
- Consider and advise the board on the academy's annual and long-term audit programme.
- Consider internal audit reports, including value-for-money reports and the arrangements for their implementation.
- Review the operation of the academy's code of practice for board members and code of conduct for staff.
- Consider any other matters where requested to do so by the board.
- Report at least once a year to the board on the discharge of the above duties.

MOORLANDS SIXTH FORM COLLEGE COMMITTEE

Functions

- To maintain a Catholic ethos in the Sixth Form.
- To negotiate with The Cheadle Academy Moorside High School, the LA, the DES and the DfE on the running of the Collaborative Sixth Form.
- To keep the full Directors fully informed of all developments.
- To promote the Moorlands Sixth Form College in Painsley and the wider community.
- To oversee the Moorlands Sixth Form College budget.
- To make recommendations for upgrading the Moorlands building.
- Staffing the Painsley part of the Moorlands Sixth Form College.

ACADEMY COMMITTEE

Functions

- To receive feedback on individual academy concerns from the substantive Principals including Catholic ethos, curriculum, student performance, numbers, development plan updates etc.
- To appoint staff for individual schools
- To receive parental voice and student voice reports