

# THE PAINSLEY CATHOLIC ACADEMY

## BOARD OF DIRECTORS AND COMMITTEE STRUCTURES 19/20

(Next review date: Board of Directors AGM - December 2019)

### Board of Directors

Name	Name and nature of business/ pecuniary interest	Other educational institutions governed	Relationship with MAC staff (to include spouses, partners, relatives)	Role	Date of Appointment	Date Stepped Down	Term of office (Years)	Date of renewed membership to the Board	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 Ken Wilson (Chair)	None	Diocesan Foundation Director then elected Chair of Board of Directors at Holy Trinity Academy	None	Foundation Director	01/09/2018		4		4/4	Diocesan Bishop
Mrs Bridgett Williams	None	St Joseph's Uttoxeter	None	Foundation Director	01/09/2018		4		4/4	Diocesan Bishop
Miss Clare McGarrigle	None	St Anne's Catholic Primary - Governor May 2009 - May 2015 Holy Trinity - Director February 2016		Foundation Director	01/09/2018		4		4/4	Diocesan Bishop
Mrs Sally Hancox		St Anne's		Foundation Director	01/09/2018		4		4/4	Diocesan Bishop
Mr Jason Holt	None	None	None	Parent Director	31/10/2016		4		3/4	Co-opted member
Mr Stephen Bell	None	None	Mrs Belinda Bell, Pastoral Administrator	CEO	01/09/2012				3/4	
Vacancy										
Mr John Pennington	None	OLSK, Halesowen/ Holy Rosary, Saltley/ St Patrick's, Stafford	None	Foundation Director	01/09/2018	31/08/2019	4		N/A	Diocesan Bishop

**Committee membership 2019/20:**

Committee	Director -	Attendance
Curriculum & Standards	Mr Ken Wilson (Chair)	3/3
	Mrs S Hancox (1 <sup>st</sup> meeting)	1/1
	Mrs Clare McGarrigle (2 <sup>nd</sup> meeting onwards)	2/2
HR	Mrs Sally Hancox	5/5
	Mr Jason Holt	5/5
	Mrs Bridget Williams (Chair)	5/5
Audit & Risk (incl. H&S)	Mrs Bridget Williams (Chair)	2/3
	Mrs Clare McGarrigle	1/3
	Mr Jason Holt	2/3
SEND	Mrs Clare McGarrigle (Chair)	1/2
Resources	Mrs Sally Hancox (Chair)	4/4
	Mr Ken Wilson	4/4
	Mr Jason Holt	1/1
Safeguarding	Mr Ken Wilson (Chair)	2/2
Pupil Premium	TBC	
	Mrs Bridget Williams (Chair)	/1

Committee	Director	Attendance
Disciplinary (students)/ Dismissal (Staff)	Mr Ken Wilson	
	TBC	
	Mrs Sally Hancox	
<b>Link Directors</b>		<b>Role</b>
Mr Ken Wilson		Safeguarding & Prevent
Mrs Sally Hancox		Finance
TBC		Pupil Premium
Mrs Bridget Williams		Health & Safety
Mrs Clare McGarrigle		SEND
Mr Jason Holt		GDPR
TBC		Catholic Life

**PAINSLEY ACADEMY Local Governing Board 19/20**

<b>Name</b>	<b>Name and nature of business/ pecuniary interest</b>	<b>Other educational institutions governed</b>	<b>Relationship with MAC staff (to include spouses, partners, relatives)</b>	<b>Role</b>	<b>Date appointed</b>	<b>Date stepped down</b>	<b>Term of office (Years)</b>	<b>Date renewed membership to the Academy committee</b>	<b>Number of meetings attended.</b>	<b>Appointed by whom (in accordance with the Trust's articles)</b>
Mr Paul Carroll (Chair)	None	None	None	Foundation Representative	1/9/2012		4	1/9/16	3/3	Diocesan Bishop
Mr Shail Chauhan	None	None	None	Elected parent	25/5/2016		4		1/3	Elected Parent
Mr Richard McCusker	None	None	Wife - Mrs Judith McCusker, History teacher	Elected staff	25/5/2016		4		3/3	Elected Staff
Mr Peter Wilks	Director, Homepoint, Cheadle, Staffordshire	None	Wife – Mrs Debra Wilks, Office Mgr, St. Joseph's	Foundation Representative	1/9/2012		4	1/9/16	3/3	Diocesan Bishop
Mrs Joanne Sacker	None	None	None	Foundation Representative	25/1/2018		4		3/3	Diocesan Bishop
Mr Roger Gibson	None	None	Wife - Mrs Hermione Gibson, Assistant Principal, Painsley	Foundation Representative	7/11/2012		4		2/3	Diocesan Bishop
Mrs Rachel Waugh	None	None	Acting Principal	Principal	01/09/2018		4		3/3	
Mr Peter McCready	None	None		Elected Parent	27/11/2018		4		3/3	Elected Parent
Mrs Claire Weaver	None	None		Foundation Representative	09/11/2018		4		2/3	Diocesan Bishop
Mrs Anne Green	None	None	None	Foundation Representative	19/01/2020		4		2/2	Diocesan Bishop

## Remit of the above Strategic committees:

### **BOARD OF DIRECTORS**

#### **Functions**

#### **Board of Directors (Trustees)**

Directors are responsible for preserving and developing the MAC's Catholic character at all times, and this overriding duty (which is also a legal duty) should permeate everything that the Directors do. Directors have a duty to uphold the MAC's objects and to comply with any directives, advice and/or guidance issued by the Archbishop via the DES.

MAC Directors are company directors and charity trustees. They are responsible to the Archbishop, to the Government and to the MAC Members for the quality of education in the academies ensuring clarity of vision, ethos and strategic direction. Directors are responsible for the general control and management of the administration of the MAC, overseeing the financial performance of the organisation and ensuring its money is well spent. They should hold senior leaders to account for the Catholic character of the schools, educational performance of the MAC and its pupils, and the performance management of staff. Directors must ensure compliance with the MAC's charitable objects and with company and charity law, and adherence to the MAC's funding agreement with the Secretary of State.

#### **CURRICULUM AND STANDARDS COMMITTEE (INCLUDES BEHAVIOUR)**

##### Functions

- Determine, under the guidance of the CEO, a curriculum policy for the MAC to ensure provision of a balanced and broadly based curriculum. This will include:
  - i) The curriculum, extra-curricular activities and ethos to prepare pupils for life in modern Britain and;
  - ii) A written MAC wide policy on relationships and sex education, in accordance with any DES policy and/or CES policy, which shall be taught in accordance with the social and moral teachings of the Catholic church
- Determine policy across the MAC on religious education and collective acts of worship in accordance with the Bishops' Conference Curriculum Directors
- Consider reports received from any Senior Executive Leader as applicable or in relation to any academy regarding standards.
- Provide the LGB with all necessary advice and support about standards and expected pupil outcomes as and when required.
- 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
- Review the performance of students eligible for the Pupil Premium in conjunction with the Pupil Premium Committee
- Review the performance of SEND students in conjunction with the SEND Committee
- 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.

- Ensure the MAC wide Behaviour policy is adopted which should also include an Exclusions Policy reflecting the Catholic ethos, character and values of the MAC
- Review the use of exclusions across the MAC and investigate inconsistencies
- Monitor, evaluate and review the Equality and Diversity strategies to promote an inclusive ethos.

### **RESOURCES COMMITTEE (Finance, Pay and Premises)**

#### Functions

- Ensure good financial management and effective internal controls
- Comply with the Funding Agreement and the Academies Financial Handbook
- To consider a draft budget for the year based on priorities in the Academy and individual academy development plans. Final budget to be approved by the Board of Directors.
- Ensure sufficient rigour and scrutiny in the budget management process to understand and address variances between the budget that has been set and actual income and expenditure, receive and consider information on financial performance at least three times a year, and take appropriate action to ensure ongoing viability
- To ensure value for money and efficiency is obtained across the MAC in all areas.
- To respond to auditors' comments
- To ensure compliance with financial regulations as set out by Company Law
- To determine the MAC improvement fund contribution
- To report on actions necessary to maintain the premises (land and buildings) in a satisfactory state of appearance and repair
- To determine annually, the Pay policies adopted by the Academy and the Academy's salaries budget, the salaries of teaching staff. The MAC Directors may set pay and conditions for staff which differ from the DfE's national pay and conditions documents. Before doing so they must first seek approval from their HR advisor to ensure compliance with the law and inform the DES of their intentions prior to any change being implemented.
- To determine annually, in accordance with the adopted Pay Policy and any appropriate regulations and agreements and within the Academy's salaries budget, the salaries and gradings of support staff.
- To deal with any other matters relating to pay, appraisal and employment as may be referred by the MAC Board
- The Pay committee will ensure that each teacher's salary is reviewed annually, with effect from 1st September and no later than 1<sup>st</sup> December each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- Decisions on support staff pay will be made by 31st March each year with employees being notified in writing of the pay decisions from directors.
- The Board of Directors must ensure that their decisions about levels of executive pay follow a robust evidence-based process and are reflective of the individual's role and responsibilities.
- To work with the LGB to develop a 5 year estate management strategy for each academy.
- Once the 5 year estate management strategy is in place for each academy, to determine the building/funding priorities throughout the MAC. Directors will apply to the DES for consent when planning and before starting any building works
- 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)

- To ensure that assets (land and buildings) have appropriate levels of insurance cover at all times (Page 17 - scheme of del)
- To respond to recommendations from the Audit and Risk Committee
- Monitor and review the use of all available resources in order to improve the quality of education, improve pupils' achievements and to secure value for money
- Develop and maintain a website for the MAC ensuring information required by statute, Funding Agreements and Academies Financial Handbook is published.

#### **HR COMMITTEE (includes GDPR, FOI, information management and communication)**

The Human Resources committee is responsible for decisions and recommendations to the Board of Directors on policy and the use of resources in HR. It acts as a reality check for the interface between HR and the rest of the MAC and challenges the HR team to ensure that

proposed policy changes are proportionate, logical and in-keeping with our Wellbeing Policy. It is essential that policies take into account Diocesan policies. The main areas of work covered by the committee are:

- Workforce and succession planning - teaching and support staff;
- Recruitment, interchange, selection for jobs, talent management and succession planning
- The monitoring of a carefully co-ordinated training and development programme that includes induction, training, CPD and wellbeing;
- Diversity in Human Resource policies and operations;
- Mental Health and Wellbeing issues including the monitoring of work-life balance
- Performance management and appraisals including the approval of the appraisal policy;
- Industrial relations, and employment law compliance; conduct and discipline issues and health and wellbeing issues;
- Review and monitor the MAC's Equality objective, making any recommendations to the change in the policy to the Board of Directors
- Ensure that the Single Central Record is maintained for all MACs based and cross academy appointments
- Monitor, evaluate and review the Equality and Diversity strategies to promote an inclusive ethos.
- To monitor and review the Gender Pay Gap for the MAC
- To monitor and review the Equality Impact Assessment

## LOCAL GOVERNING BOARD (LGBs)

LGBs are the critical friend to the Principal at a local level. The role of the LGB, which is appointed for each academy, is to make sure that the academy is well run. To do that the Governors follow all the guidance provided by relevant government agencies, the DES and the MAC Directors. Their key functions are:

- To receive feedback on individual academy concerns from the substantive Principals including Catholic ethos, curriculum, student performance (including KPIs), numbers, development plan updates etc.
- To appoint staff for individual schools (with the exception of senior leaders as Directors and the DES must be involved with such appointments)
- To receive parental voice and student voice reports
- To review budget levels within the individual schools for recommendation to the Resources Committee
- To nominate a named member for the following areas: SEND, safeguarding, pupil premium, health and safety and financial matters, and to hold that member to account
- To conduct a 360 review on the Chair
- To monitor the impact of the Behaviour Policy
- To review pupil attendance and absence and report the findings to the MAC Directors.
- To monitor the impact of the pupil premium and sports premium in the academy
- To immediately notify the MAC Directors of any complaints or issues that could bring into disrepute the Catholic character of the academy.
- To notify the MAC Directors at least termly of any formal complaints received by the LGB under the complaints policy.
- To support the MAC Directors and the Principal in the extended school provision in the academy
- To monitor any activities designed to generate business income. These should be undertaken in consultation with MAC Directors and in accordance with any advice or guidance received from the DES.
- To ensure the effective implementation in the academy of the data protection and freedom of information policies set by the MAC Directors.
- To ensure systems in place at the academy are in line with the MAC's policy for effective communication.
- To ensure that the academy is registered with the Information Commissioner's Office and the registration is up to date.
- To develop and maintain a website for the academy that meets all statutory requirements and is in line with MAC policy
- To monitor what happens at the academy in order to make sure that the academy provides an excellent Catholic education to all its pupils.
- To make sure that the academy follows any and all guidance from the DES to secure, protect and improve the provision of Catholic education and the Catholic ethos.
- To ensure that policies put in place by the MAC Directors for the MAC are put into practice in the academy.
- To give the Principal of the academy support in the recruitment, selection, grievance, disciplinary and exclusion processes as appropriate.
- To develop and maintain the building and estate management plan.

- To regularly inspect the premises to identify essential maintenance work.
- To develop links with the parish or parishes near the academy and with the wider community.
- To develop the School Development Plan in conjunction with the Principal, ensuring that it reflects MAC-wide strategies
- To ensure the School Development Plan is put into practice.
- To appoint a clerk.
- To review annually the contributions made by the Governors.
- To support and work with other LGBs in the MAC.
- Carrying out the annual self-evaluation of the LGB.
- To submit to any inspections pursuant to S.48 and any additional canonical inspections and visitations of the Archbishop.
- To submit to any other education inspections as required by law
- To comply with the requirements of the MAC Directors in relation to the management of funding delegated to the academy and the adoption of appropriate financial risk management policies.
- To monitor the income, expenditure and cash flow of the academy and report any issues to the MAC Directors.
- To ensure any variances from the budget are reported to the MAC Directors or their relevant committee.
- To ensure proper financial controls are in place at the academy.
- To maintain a register of business interests of the Governors.
- To monitor provision of free school meals to those pupils meeting the criteria.
- To ensure the MAC's disaster recovery plan and business continuity plan for the academy is adhered to and remains fit for purpose.
- To ensure that the academy is compliant with all current regulations and legislation.

#### **AUDIT AND RISK COMMITTEE (includes Health and Safety)**

The Audit and Risk committee 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.

#### **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.
- To review the Risk Management in place across the MAC ensuring a robust Risk Register is in place and reviewed annually
- To adopt a MAC wide Health and Safety policy, ensuring all statutory compliance with health and safety is met across the MAC
- To conduct regular consideration of Health and Safety issues associated with the buildings/sites including consideration of information from the LGBs
- Adopt a MAC wide Lettings policy in accordance with the requirements of the DES, the committee will review this annually making any necessary recommendations to the Board of Directors
- 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.

## SEND

Directors and LGBs have the responsibility of overseeing the effective use of SEND funding to ensure that the money is effectively deployed to maximise outcomes and wellbeing.

- Ensure the MAC wide SEND policy is implemented and monitored with SEND students making excellent progress
- Monitor, evaluate and benchmark the use of SEND funding in the academies and report good practice/concerns to the Resources Committee and Curriculum and Standards Committee
- Monitor the outcomes and projections of SEND children
- Monitor the attendance levels of SEND children
- Benchmark the quality of SEND Statements
- Ensure that websites are compliant with SEND requirements
- Receive reports from individual LGBs regarding the progress of SEND children
- Receive up to date best practice research in the effective use of SEND funding
- Receive updates from SENDCOs
- Monitor any issues relating to SEND including concerns/complaints

## SAFEGUARDING

Directors and LGBs have a key responsibility to safeguard students and staff in their care. The remit of this committee is to:

- Adopt a MAC-wide Safeguarding and Child Protection Policy
- Adopt a MAC-wide policy regarding School Trips.
- Ensure up to date training is provided and legal compliance issues are met.
- Ensure the Single Central Record is maintained for all MAC based and cross school appointments.
- Ensure that all MAC Directors and Governors are offered safeguarding training and safer recruitment training.
- Ensure that at least one Director on any recruitment panel has completed safer recruitment training.
- Monitor safeguarding practice across the MAC and take appropriate action where safeguarding practice is falling below the standards expected.

- Report any safeguarding concerns to the Directors or follow the Whistleblowing Policy if required

### **PUPIL PREMIUM**

Directors and LGBs have the responsibility of overseeing the effective use of the Pupil Premium funding to ensure that the money is effectively deployed to maximise outcomes, wellbeing and to raise aspirations.

The remit of the committee is to:

- Monitor, evaluate and benchmark the use of Pupil Premium funding in the academies and report good practice/concerns to the Finance Committee and Standards Committee
- Monitor the outcomes and projections of PP children
- Monitor the attendance levels of PP children
- Benchmark the quality of Pupil Premium Statements
- Ensure that websites are compliant with PP requirements
- Receive reports from individual LGBs regarding the progress of PP children
- Receive up to date best practice research in the effective use of PP funding
- Receive updates from PP Champions

### **DISCIPLINARY OF STUDENTS / DISMISSAL OF STAFF**

#### **Disciplinary of students**

If an exclusion causes a student to miss sitting a public examination, the Student Discipline Committee should try to meet before the exam. If this is not possible, arrangements need to be made to enable a student to sit an examination in that period of time albeit they may not be attending school. If the chair of the committee does not consider it practical for the committee to meet, s/he may exceptionally consider the exclusion and decide whether to re-instate the student. Note: the child stays on roll until the end of the due process which covers the appeal period.

An independent panel established by the local authority deals with appeals by parents against the decision of the student discipline committee.

#### **Dismissal of staff**

The Staff Dismissal and Appeals Committees must operate in accordance with regulations. However, before these committees meet Directors should be satisfied that the procedures in the CESEW / DES model policy adopted by the Directors are followed.

A member of this committee cannot take part in any subsequent appeal hearing from their decision.

The Dismissal Appeal Committee cannot have fewer Directors than the first committee.