

# THE PAINSLEY CATHOLIC ACADEMY



## **The Painsley Catholic Academy** Better Together

COMMITTEE STRUCTURE and SCHEME OF DELEGATION

The rules governing procedures of the Board of Directors are set out in the Articles of Association.

The Scheme of Delegation will be reviewed at least annually at the end of each academic year by the DES taking into account feedback from MAC Directors, LGBs and Principals.

### **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.

The Painsley Catholic Academy will have 6 Directors: 5 Foundation Directors and 1 x Co-opted Director. There must be at least 3 Directors in post at all times.

The Board of Directors will meet 3 times per year. Notice of these meetings will be undertaken by the Clerk with 7 clear days of the date of the meeting. It is possible for trustees to participate in meetings (so count in the quorum too) by either telephone or video conference (Model Article 126) provided they have given notice of their intention to do so at least 48 hours before the meeting with their telephone number or details of the video conferencing arrangements and the Trustees have access to appropriate equipment. If the arrangements do not work on the day, then the meeting can still proceed provided that the meeting is otherwise quorate.

On occasions, urgent Board business may need to be facilitated and allows shorter notice to be provided that where the Chair or, in his/her absence or where there is a vacancy in the office of Chair, the Vice-Chair, so determines on the ground that there are matters demanding urgent consideration, it shall be sufficient if the written notice of a meeting, and the copy of the agenda thereof are given within such shorter period as he/she directs. Notice of the meeting will include the location and/or the provision of telephone or videoconferencing facilities. The minutes of the meeting must state the grounds for urgency.

There must be 3 Directors present for the Board meeting to be quorate. MAC Directors have one vote and decisions are made by simple majority. The Chair has a casting vote if there is an equal division, even if the Chair has already voted.

### ***Function and Delegated Powers***

The MAC Directors cannot delegate to a committee or any other body:

- The preservation and development of the educational character and mission of the MAC and its academies.
- Approval of the MAC budget
- Responsibility for ensuring the solvency of the MAC and its academies
- Appointment of the CEO
- Appointment of the COO/CFO/DCEO
- Appointment of the Clerk
- Modification of the Articles

MAC Directors can delegate powers to a single MAC Director, or any committee, including a LGB and to a Senior Executive Leader if applicable such powers as they think desirable. That delegation is set out in this document, the MAC Directors have imposed conditions, which can be changed or withdrawn. Those given such delegated power must report back to the next Board Meeting after the power has been exercised.

**Committees**

The MAC Directors may decide how any committee (other than a LGB) is to be set up and who is to be on it as well as how it is to function and report.

The key areas of responsibility of Directors include: The Mission of the MAC, Curriculum and Standards, Special Educational Needs, Finance, Business Activities, HR, Premises, Pay, Contracts, Insurance, Audit, Risk Management, Information Management and Communication, Behaviour, Intervention, Exclusion, Admissions, Safeguarding, Health and Safety.

There is a named Director and a named member of the LGB for the following areas: Section 48, SEND, safeguarding, LAC, pupil premium, health and safety, financial matters and GDPR

The committees are based around the above key areas:

1. Curriculum & Standards	2. Resources (Finance, Pay and Premises)	3. HR	4. Local Governing Body (LGB)  Sub-committees:  Admissions Disciplinary (Students) Daycare	5. Audit & Risk (Inc. H & S)	6. SEND	7. Safeguarding	8. Pupil Premium	9. S48	10. Dismissal (Staff)
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These committees, appropriately run, will help the Directors. In particular they:-

Spread the workload and help in decision-making.

Enable issues to be examined in detail.

Encourage participation and allow Directors to specialise and use/develop their particular interests, skills and experience.

Enable procedures to be carried out and allow for a proper appeal process to be enacted if necessary at a later date

There is an expectation that all committees will function with a view to securing the Catholic ethos of the academy, as well as ensuring the academies provide a high quality educational experience for all their children. Catholicity will not be viewed as a 'bolt-on' extra to be considered separately, instead the teachings of Jesus Christ and the Catholic Church and Gospel values will underpin all the aspects of the work of the Directors.

The constitution, membership, terms of reference and any delegated powers and the committees' procedures must be agreed by the Directors and reviewed annually. The committees will have clear terms of reference.

There is an open-door policy for committees. Any Director who has an interest in any specific matter being discussed may attend any meeting with the agreement of the chair of that committee. The agreement of the chair is important because, whilst this option is useful, it is important to avoid a situation where most Directors attend all or most committee meetings. This defeats the benefits of the smaller debating forum that committees provide.

A chair shall be appointed annually to each committee by the Directors or elected by the committee as determined by the Articles of Association. However, the Directors have the power to remove chairs of committees in line with the Scheme of Delegation.

Whilst all Directors are eligible to serve on these committees, members must have had no prior involvement or personal interest in the issue under consideration. **Directors cannot serve as clerk to any of these committees.**

The general requirements for all committees are recommended as being:-

**Status** Committees 1-9 will be core committees of the Directors and the arrangements for conducting business will be the same as that for the Directors.

**Membership**

- (i) MAC Directors will decide how the committees are to be set up, who is to be on each committee and how it is to function and report
- (ii) Committees 1, 2, 3 and 5 will comprise of 3 Directors
- (iii) Committee 4 will comprise of 6 Foundation Governors (not MAC Directors), 2 parent governors, a staff member and the Principal
- (iv) Committees 6-9 will comprise the named Director responsible for the specific area, and the associated LGB named governors responsible for the specific area. The CEO and Director will have voting rights.
- (v) Committee 10 will comprise of 3 Directors
- (vi) **Directors must withdraw from any meeting where they have a pecuniary interest.**

All directors can attend any meeting. The CEO will attend committees 1, 2, 3, 5, 6, 7, 8 and 9. The COO will attend committees 2, 3, 5, 7 and 8.

**Frequency of meetings** Directors will meet once per term. Committees 1, 3 and 4 will also meet each term. Committee 2 will meet four times per year. Committees 5 - 8 will meet twice each year or more often if required. Committee 9 will meet annually. Committee 10 will meet as required.

**Quorum** At least 3 Directors must be present for Full Board Meetings. At least 2 directors and the CEO (or a person nominated by the CEO) must be present at Committees 1, 2, 3 and 5. Committees 6, 7, 8 and 9 must have at least 1 director present and the CEO (or a person nominated by the CEO). Committee 4 must have one third of its number present including the Principal and/or his representative (ie Vice Principal). The sub-committees of the LGB must have at least 3 members. Where a MAC Director attends a meeting of the LGB, that MAC Director shall count towards the quorum for the purposes of the meeting and shall be entitled to vote on any resolution being considered by the LGB.

**Agenda** An agenda will be circulated (via the Clerk) to members of the committee at least seven clear days prior to the meeting.

## Reports

Reports, in the form of minutes recording proposals/recommendations and any actions taken under delegated powers, will be reported to the next Directors' meeting. After Board Meetings, the MAC Directors should make sure that a copy of the agenda, the signed minutes and any papers considered are available at every academy for anyone wishing to look at them. Any confidential information can however be taken out. The Chairs of LGBs shall ensure that copies of minutes of all meetings of the LGB shall be provided to the MAC Directors, (and the DES if so requested) as soon as reasonably practicable after those minutes are approved.

## FUNCTIONS AND DELEGATED POWERS

The aim has been to give each committee a clearly defined set of functions. In practice, there will be a measure of overlap in certain areas but these should be resolved either by cross-referral of items to committees or resolution by the Directors.

### 1. 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.

## Delegated Powers

- RSE MAC-wide policy
- To recommend curriculum developments to the Directors
- Responsibilities in relation to children with S.E.N.D/G & T/Pupil Premium and any vulnerable groups
- Responsibilities in relation to community cohesion
- Oversee equality/inclusion information

## 2. 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 implementation 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
- 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.

### **Delegated Powers**

- Recommend to the Directors an ongoing programme of repairs and maintenance following a five year Asset Management Plan
- Consider the need for improvement/extension projects in order to enhance the delivery of the curriculum or to provide for increasing numbers of students
- To set up draft detailed budgets for the year which reflect implementation plans
- Approve contracts with a value above £25,000 - include in financial scheme of del
- To determine the MAC improvement fund contribution
- To approve any expenditure in accordance with the MAC's Financial Scheme of Delegation
- To prepare such financial reports and proposals as may be required by the Directors, ESFA, DES and Companies House
- To monitor the budgets and reports on behalf of the full Board of Directors
- To determine the financial delegation to be made to the Principals
- To approve virement within agreed limits
- To appoint internal and external auditors, and notify the Members and Directors of the decision
- Annual review of salaries according to the pay policy, staffing levels and staff structure
- Approve a policy for Directors' Expenses
- Approve a charging and remissions policy
- Oversee contracts for maintenance, repairs, cleaning and grounds and ensure value for money
- To write-off items from the stock books in line with the scheme of delegation
- Develop and implement an integrated ICT policy to ensure compatibility of systems across all the academies in the MAC to facilitate maximum efficiency and cohesiveness.
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### **3. 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

#### Delegated Powers

- Determine appointments to be made across one or more academy in the MAC.
- Ensure harmonisation of terms and conditions of employment across the MAC to avoid the risk of employment claims.
- Approval of the appraisal policy
- Appoint, suspend or dismiss the clerk.
- Conduct the performance management review of the clerk.
- Adopt and review the GDPR and Freedom of Information policies and procedures to comply with legislation relating to data protection and freedom of information across the MAC
- Ensure that registration with the ICO is up to date
- Develop and implement a policy to establish effective communication by each academy with all stakeholders including pupils, parents or carers, staff, parish priests and other clergy, the DES and the wider community including any local parent teacher association.

## 4 LOCAL GOVERNING BODIES (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, implementation 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: Section 48, SEND, safeguarding, LAC, pupil premium, health and safety, financial matters and GDPR, and to hold that member to account
- To conduct a 360 review on the Chair
- To monitor the impact of the Behaviour (Rewards and Sanctions) 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.
- Convene a committee to review any exclusion of a pupil.
- Review the overall pattern of exclusions at the academy and report this to the MAC Directors.
- To develop and maintain the building and estate management plan including the management of health and safety in the academy.
- 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 Implementation Plan in conjunction with the Principal, ensuring that it reflects MAC-wide strategies
- To ensure the School Implementation 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.

- Manage admissions at the school.

#### Delegated Powers

- The appointment of all staff for the individual academy, academic and non-academic, excluding the posts of Senior Leaders
- Approve the use of academy premises by other organisations including extended school provision (subject to these aligning to MAC and Diocesan aims and values)
- Undertake consultation, publish and determine admission arrangements as required in accordance with the School Admissions Code and must follow the protocols and guidance provided by the DES.
- Appoint an admissions sub-committee (at least 3 members) which will consider all applications for admission to the academy and decide whether or not a place can be offered.
- Ensure that parents are notified of the outcome of that application in line with the School Admissions Code including advising parents of the right to appeal should their application be unsuccessful.
- Organise any appeal hearings as required in accordance with the School Admission Appeals Code and following the protocols and guidance provided by the DES.

#### 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.

Terms of reference:-

- Review the use of exclusions within the school.
- Receive representations from parents whose child has been excluded for any period.
- Consider the circumstances of any student excluded permanently or for more than five days in a term or who will be unable to sit a public examination as a result of exclusion.
- Decide whether to direct re-instatement of any such student so excluded.
- Ensure full compliance with legislation relating to exclusions.

#### 5. **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.

#### Delegated Powers

- To adopt a MAC wide Health and Safety policy, ensuring all statutory compliance with health and safety is met across the MAC
- To adopt a MAC wide Lettings policy
- To adopt a MAC wide Complaints policy

#### 6. 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

Delegated Powers:

The approval of a MAC-wide SEND Policy

## 7. 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

Delegated Powers

The approval of a MAC-wide Safeguarding and Child Protection Policy

The approval of a MAC-wide Lettings Policy

## 8. 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

Delegated Powers:

The approval of a MAC-wide Pupil Premium Policy

## 9. SECTION 48 COMMITTEE

Directors and LGBs have the responsibility of overseeing the Catholic Life, Collective Worship and RE in all of the schools.

The remit of the committee is to:

Adopt a MAC-wide Mission Statement

Monitor, evaluate and benchmark the practices involved in Catholic Life, Collective Worship and RE in our schools

Ensure that the annual governors' audit is completed

Monitor the outcomes of children in RE

Monitor the links with parishes and the wider community

Benchmark the environments in our schools in terms of the Catholic ethos

Ensure that websites clearly reflect our Catholic ethos

Receive reports from individual LGBs regarding S48 monitoring and evaluation practices

Receive up to date best practice from the DES and the CES (as well as other Catholic schools)

Receive updates from S48 Leads in schools

Monitor charity fundraising in our schools

Monitor the curriculum time allocated to RE

Delegated Powers:

The approval of a MAC-wide Mission Statement

## 10. 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.

Terms of reference:-

- The Staff Dismissal Committee will take any initial decision that any person employed to work at the Academy should cease to work there, and will hear any representations made about such a decision. (The committee is not intended for lesser sanctions, but it can come to a disciplinary decision short of dismissal).
- The Staff Dismissal Appeal Committee will hear and decide any appeal arising from a decision of the Staff Dismissal Committee.

Hopefully, these committees will rarely need to meet and if they do it will, in all probability, be as a result of competency or disciplinary proceedings undertaken by the Principal(s). Directors will not normally be involved in these processes. However, if they are then they cannot be members of either committee.

## Delegated Powers to the CEO:

The Directors delegate the day-to-day operations and strategic development (working within policy parameters) to CEO approval. Once a key, strategic decision is made, the CEO will report the outcome at the next Board of Directors' meeting. Updates will also be given to the Chair/Vice Chair of Directors as necessary. Directors have the right to amend any such decisions and the CEO must comply with their decision. Examples of key strategic decisions include, but are not limited to:

Named 'Accounting Officer' for the MAC with areas of responsibility:

To assure Parliament, and the public, of high standards of probity in the management of public funds, particularly:

- value for money - this is about achieving the best possible educational outcomes through the economic, efficient and effective use of resources. A key objective is to achieve value for money not only for the MAC but for taxpayers generally.
- regularity - dealing with all items of income and expenditure in accordance with legislation, the terms of the trust's funding agreement and this handbook, and compliance with the trust's internal procedures - this includes spending public money for the purposes intended by Parliament
- propriety - the requirement that expenditure and receipts should be dealt with in accordance with Parliament's intentions and the principles of parliamentary control - this covers standards of conduct, behaviour and corporate governance

Adhere to the 'seven principles of public life'

The further development of the Catholic character of the schools

Evaluation of teaching and learning through reviews

Monitoring educational standards

Curriculum plans

Homework plans

Staffing (within the budgets) including the oversight of spiritual and personal wellbeing

Performance Management of key staff along with Directors including the CFO, Deputy CEOs and Principals

The development of common reporting tools for benchmarking (implementation plans, KPIs, Principal's Report, SEFs, S48 SEFs, Sports Premium, PP statements, home-academy agreements etc)

Approving timings of the academy sessions in consultation with the LGB

Consistency: the development of common agendas for LGB and Directors' meetings

The development of common KPI headings

Website compliance

Direct involvement (and subsequent action such as a support plan) in any underperformance at Principal and/or LGB level

Dealing with complaints if the Principal is unable to resolve in line with the Complaints Policy

Review monthly budget updates

Approve and be present for all Leadership appointments (along with Directors)

Authorisation for Principals to follow staff capability and/or disciplinary issues

To develop a common calendar

To advise on the production of action plans post OFSTED, S48 etc

Expenditure in line with the Scheme of Delegation

## Chair's Actions

This is a very rare situation and should not be used in most circumstances as a meeting (either in person or via telephone or videoconferencing) should be held where possible. Such meetings can be called at short notice as detailed on page 1.

IT IS RESOLVED THAT, with immediate effect and until revoked by the Board in order to facilitate the Trust making urgent decisions that arise between Board and committee meetings the Chair (or Vice Chair) may use the following decision-making procedure (to be known as Chair's Action):

1. Notwithstanding any provisions of the Trust's Articles of Association (the Articles) and the Scheme of Delegation, if the Chair is of the opinion that a matter of urgency exists either:

(i) after receiving a written report from the CEO/CFO which clearly states, amongst other things, why the item concerned could not be brought to a regular meeting and why it would qualify for urgent decision under this procedure; or

(ii) as a result of other information that is brought to their attention and a delay in exercising the function would likely be seriously detrimental to the interests of the Trust, any individual Academy, pupil or their parent or a person who works at the Trust,

then, in consultation with the CEO, they may exercise any function of the Trust which can be delegated to an individual under the Articles, the Trust's funding agreements with the Secretary of State for Education (including the relevant Academies Financial Handbook).

2. Where it appears to the Vice Chair that:

(i) the circumstances mentioned in paragraph 1(i) and/or 1(ii) apply; and

(ii) the Chair (whether by reason of vacancy in the office, incapacity or otherwise) would be unable to exercise the function in question before the detriment referred to in that paragraph is suffered, the reference in paragraphs 1 and 3 to the Chair is to be read as if it were a reference to the Vice Chair.

3. The Chair may decide, on receipt of a request for a decision under Chair's Action, that the matter should be dealt with instead by a special Board meeting called on short notice, in which case a meeting shall be called promptly. This could be via technological means such as telephone or videoconferencing as per this Scheme of Delegation. **This is the expected course of action in the vast majority of circumstances.**

4. Any action under Chair's Action should be reported in writing via email as soon as possible (and no longer than 5 working days) to the Trustees (together with a copy of any written report from the CEO/CFO). A record of the decisions taken shall also be included with the Board's minutes. In these circumstances, the Directors will email the Clerk to confirm receipt of the information. Any concerns regarding the Chair's Action should be raised in the email complete with an explanation of why the action is deemed inappropriate. The Clerk will notify fellow Directors and the CEO. The Chair (or Vice Chair) will respond to the email within 5 working days with all Directors receiving a copy of the response. It may be necessary to call an extraordinary meeting to resolve the concern(s).