



# **Governance within Inspire Partnership Multi Academy Trust**



## **INTRODUCTION**

The Inspire Partnership Multi-Academy Trust (IPMAT) is a private company limited by guarantee and is, therefore, subject to company law and specifically the provisions of the Companies Act 2006. The Articles of Association, which form the Trust's constitution, are, in effect, a contract between the company and its Members (there are no fines for non-compliance with the Articles). As an exempt charity (i.e. exempt from registration), the Trust is also subject to charity law and the provisions of the Charities Act 2011. The principal regulator is the Secretary of State for Education.

The Trust's governance includes: Members; Trustees; and Governors, who sit on the Local Governance Board (LGB) of each Academy/School.

IPMAT is subject to a legal contract with the DfE, administered by the Education and Skills Funding Agency (ESFA), which can be found in the Funding Agreement document. There is a master agreement and supplementary agreements with each Academy/School. The Articles of Association sets out the Trust's charitable objectives, the composition of governance and its overarching procedures.

The IPMAT Scheme of Delegation is reviewed annually, and details how decision-making powers are delegated between the Members, the Trustees, the CEO, the Local Governance Boards and the Headteachers of the Academies.

### **Vision of the INSPIRE Partnership Multi-Academy Trust Building a Community of Schools – Inspiring Excellence in Everyone, Inspiring Individuality, Inspiring Futures and Inspiring Partnerships**

Our aim is to support schools through collaboration. We will ensure that our members are able to provide an excellent education for children, families and communities they serve. We believe in freeing teachers and leaders from bureaucracy to concentrate on providing the very best teaching, learning, support and development that every child deserves.

#### **The Strategic Aims of the Inspire Partnership MAT:**

##### **Inspiring Excellence**

- We inspire, engage, challenge and support all our children to achieve excellent learning outcomes, equipping them with the values, skills, qualities and aptitudes necessary to be responsible citizens in the future. We set high standards under a framework of excellent teaching, and focus on continual improvement.
- We are committed to continually developing a highly effective team of people with a shared passion to deliver the best possible outcomes.

We provide our people with an environment to continually develop, where they can teach, grow and build a career and are supported to do their best work.

- Best practice across the Trust with clear oversight and budgeting ensures we have financial sustainability, resilience and value for money across the Trust.
- We provide a safe and excellent learning environment for everyone.

### **Inspiring Futures**

- Our people matter and the future life chances of our children depend on them. Effective leadership and succession planning is essential, and we are committed to developing the potential of all our people, recognising achievement and creating opportunities.
- We have a clear strategy for the growth of our Trust.
- We have an ambition to be the best at what we do and to be the first choice for pupils and parents.

### **Inspiring Partnerships**

- Our family of schools serve unique communities with their own distinct characteristics. We believe in maintaining individuality, whilst harnessing the power of working together.
- As a family of schools, we take collective responsibility for optimum outcomes for all children, sharing best practice, collaborating

and challenging one another to deliver excellent teaching and learning.

- We understand the importance of working constructively with a wide range of partner organisations and the advantage to all children of shared learning and expertise.
- Across the Trust there are strong governance structures, where challenge and support are paramount.

### **Inspiring Individuality**

- We encourage a learning culture that allows for individuality, developing each child's independence, optimising their life chances and promoting a can-do attitude.
- We acknowledge and encourage the individual ethos of each of our schools.
- We foster a culture of the highest professional standards, establishing a set of core principles with respect at the heart of all we do.
- Our people are at the heart of all we do, and their wellbeing is paramount to ensuring a happy, caring and safe environment.

## **Our Values**

### **Responsibility**

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

### **Recognition**

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

### **Resilience**

Where all individuals are resilient: striving for excellence, embracing challenge, collaborating with confidence and courage

### **Respect**

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

## **The Nolan Principles**

Members, Trustees and LGB members recognise the importance of the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. Individuals should understand and follow the Principles in all they do.

All those involved in governance at Trust or Academy level should also exhibit the 7 C's:

- Committed – devoting the required time to the role
- Confident – of an independent mind, able to lead and contribute to courageous conversations
- Curious – an enquiring mind and analytical approach

- Challenging – providing appropriate challenge to the status quo, not taking information at face value
- Collaborative – prepared to listen and work in partnership with others
- Critical – critical friendship which enables both challenge and support
- Creative – able to challenge convention wisdom and be open-minded

At the first meeting of a school year, individual Members, Trustees and Governors sign the relevant Code of Conduct for their group as well as a Declaration of Interest form.

## **MEMBERS**

All companies must have at least one Member. IPMAT, according to its Articles, must have at least three. The Department for Education's policy is that Trusts should have five to avoid deadlock when passing a special resolution requiring a 75% majority. The Inspire Partnership MAT has five.

There are five Members who bring a wealth of experience from the world of business, finance and education.

### **The role of the Members**

The Members determine the ethos and purpose of the Trust (i.e. the provision of education) and the way it is governed (which are set out in the Articles of Association) and have the right (not an obligation) to participate in governance by appointing and removing Trustees. They also have a right to receive the Trustees' annual report and accounts which is discussed at the general meeting. In effect, the Members play an important role in overseeing and holding the Trustees to account for the governance arrangements of the Trust.

The Members are the equivalent of the shareholders in a commercial company but do not receive dividends. In simple terms, the Members "own" the Multi-Academy Trust. They do not have any specific duties imposed on them by the Companies Act 2006 but are asked to provide a 'guarantee' such that if the IPMAT were to be wound up and the assets did not meet all of its liabilities, they would be asked to contribute no more than £10. They have a number of statutory rights which are set out in the Trust's Articles of Association. The Articles can be reviewed when necessary.

The Members:

- are the signatories of the Memorandum and the Articles of Association;
- determine the name of the Trust;
- appoint Members and Trustees;
- appoint and remove the auditors;
- are entitled to receive a copy of the Annual Accounts and Report;
- ensure the success of the trust;
- meet at least once a year at a General Meeting;
- can dissolve the trust.

Members only need to meet once a year at the Annual Meeting and at an extraordinary meeting if one has to be arranged. However, the Members of the IPMAT meet termly. In addition to the Annual Meeting, Members also meet in order to know and the performance of the Trust's Academies/Schools and to hear of any Member and Trustee resignations/appointments. Annually, Members each sign the IPMAT Code of Conduct.

It must be noted that the Members have statutory rights and have:

- the right to remove Trustees by means of an ordinary resolution (ie a majority vote) before the expiration of his or her term of office. However, the Act contains a very detailed procedure that must be adhered to and is not recommended without taking legal advice.

- the right to amend the Articles by means of a special resolution (ie a 75% majority vote) subject to any consent required by third parties. For example, if amendments are proposed to the Academy Trust's charitable purposes, it is likely that the consent of the Charity Commission would be required and the Secretary of State for Education (via the Education Funding Agency (EFA)), which would need to consent to either changes relating to the appointment and resignation/removal of Members and Trustees or changes depending on the version of the Articles that the IPMAT has in place. It is also not possible for amendments to be made to the Articles which would cause the Academy Trust to cease being a charity.
- the right to receive the annual accounts but not to approve the annual accounts. The Trustees approve the annual accounts once prepared. The Trust's financial year end is 31 August and the accounts must be filed with Companies House by 31 May the following year. It is this date (31 May) by which the Members must receive the annual accounts although they may, of course, receive them earlier.
- the right to appoint the auditors In each financial year when there is a 28 day period of appointing auditors which begins from the date on which the audited accounts for the last financial year were circulated to the Members. During this period, the Members may appoint or re-appoint an auditor. If this doesn't happen, the current auditor remains in office until the Members pass a resolution to re-appoint or remove them.

Members also have rights under the Articles of Association and can:

- appoint Trustees. The Articles provide that the Members may appoint up to a total of 11 Trustees by ordinary resolution through such process as they determine. Such appointments can take place either at a meeting of the Members or by writing to each Member at other times during the year.
- appoint and remove Members. The Articles provide that the Members may either pass a special resolution in writing (i.e. a 75% majority vote) or a written unanimous resolution to appoint additional Members and to remove any such additional Members, provided that such appointment or removal is in the best interests of the IPMAT. The Members may also be able to agree to remove any Member who was a signatory to the Memorandum (save that the agreement of the Member concerned is not required) and provided that such removal is in the best interests of the Academy Trust.

It must be remembered that:

- Members cannot be employees of the Trust;
- the Academies Financial Handbook requires the appointment of any new Member to be notified to the EFA (via Edubase) within 14 days of the appointment;
- the appointment and resignation / removal of Members does not need to be notified to Companies House;
- the Academy Trust's statutory books / registers should include a register of Members which should be kept up-to-date particularly on appointment and removal / resignation.

Members cannot tell the Trustees how to run the Trust. The business of the IPMAT is primarily conducted by the Trust Board and not by the Members. They cannot attend Trust Board meetings (unless they are also a Trustee). Furthermore, they do not have voting rights at Trust Board meetings nor can they set the Trust Board's agendas and/or priorities. Finally, they cannot appoint or performance manage the CEO.

**The Annual Members' Meeting** should take place in the spring term or early in the summer term, ensuring it takes place before the accounts have to be submitted to Companies House by last day in May. The annual accounts must be circulated to Members at least two weeks before the meeting takes place.

### **Agenda for Annual Members' Meeting**

1. Elect a Chairman for the meeting
2. Apologies for absence
3. Declaration of interest in respect of any items on the agenda
4. Minutes of the last meeting
5. CEO's Annual Report
6. Trustees' Report and Financial Statements for the period ending 31<sup>st</sup> August 2018
  - Circulated prior to meeting
  - Already accepted by the Trustees on .....
  - Accounts will be submitted to Companies House by 31<sup>st</sup> May, 2019 for publication on their web-site and on the Inspire Partnership Multi-Academy Trust web-site
  - CFO to be available at the meeting to answer questions
7. Appointment of Company's auditors for next year
8. Notification of change of Members/Trustees
9. Any Other Business
10. Date of next meeting

### **TRUSTEES**

The Trustees of the IPMAT are those people responsible for the carrying out of the business of the Trust ie the running of the Academies/Schools, though management responsibility will be delegated further still to a leadership group made up of executive officers, such as the Chief Executive Officer (CEO), the Deputy Chief Executive Officer (DCEO), the Chief Financial Officer (CFO), the Chief Operations Officer (COO) and the Headteachers of the Academies/Schools. The Trustees are under a fiduciary duty to act in the best interest of the Trust. Members do not have the same fiduciary responsibility.

#### **The Appointment of Trustees**

In accordance with the Memorandum and Articles of Association, the Members may appoint up to eleven Trustees. The Board of Trustees may appoint Co-opted Trustees without reference to the Members. At this time, all Trustees have been appointed by the Members.

When there has been a need to recruit Trustees (or Members), they have been approached individually because of the skills they are known to have or have been introduced through the Academy Ambassadors programme. A meeting then takes place with the CEO and Chair of the Board to ensure the candidate's suitability. The Board can also consider the applicant prior to a recommendation being taken to Members. Trustees are appointed or co-opted to bring specific skills and experience to the board for the benefit of the Academy.

The total number of Trustees, including the Chief Executive Officer if they so choose to act as a Trustee and who are employees of the Academy Trust shall not exceed one third of the total number of Trustees. The Trustees cannot co-opt an employee of the Academy Trust as a Co-opted Trustee if the number of Trustees who are employees of the Academy Trust would exceed one third of the total number of Trustees.

At present, the Trust Board comprises of nine Trustees, three of whom have a background in leadership and management in education. The Chair is a former primary headteacher with 26yrs running four schools. He was a National Leader of Education. During his years as a primary education consultant, he undertook much work training governors and worked as a Facilitator for the National College's Chair of Governor Training Programme. The other Trustees with an educational background bring experience as a LA adviser, a senior leader at universities and a teacher. Other areas of expertise brought by the Trustees include: accountancy, banking, HR, education consultancy work covering all aspects of school and academy business management and finance, fire safety and H&S, school buildings and plant. One Trustee can offer both banking experience with work as a music teacher.

No Trustee is an employee of the Academy Trust.

### **New Trustees**

In order to gain more understanding of how the Trust works, newly appointed Trustees should be given the most recent:

- CEO report to the Board;
- Annual audited accounts for the Trust;
- Papers submitted to the Board about financial performance;
- DfE performance tables for the MAT.
- The Trust Annual Impact Report
- The Trust Prospectus

A programme of induction is provided for new Trustees depending on their existing experience and is tailored to their needs. Trustees are required to attend a safeguarding course and, further to this, a broad range of training and development opportunities are available to support Trustees in developing their skills and knowledge. Trustees are also encouraged to pursue individual training and development opportunities, in addition to participating in development activities undertaken by the full Board.

Each year, all Trustees take part in an annual audit. The focus alternates between auditing the work of the Board and its members or an analysis of individual skills. An analysis of the audit is acted upon annually. All Trustees are required to complete a register of interests, which is updated on a continuing basis.

### **Core Functions**

The Board of Trustees manages the business of the Academy Trust and should focus on three core functions of governance:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the CEO to account for the educational performance of the academies, the pupils and the performance management of staff
- Overseeing the financial performance of the trust and making sure money is well spent

The Board of Trustees must ensure compliance with the trust's charitable objectives and with company and charity law, and the adherence to the Trust's funding agreement with the Secretary of State.

The Board's main focus is on strategy, performance and assurance rather than on operational matters and this should be reflected in what is delegated. It must be remembered that although functions can be delegated, accountability cannot.

The Articles of Association effectively give the Board the right to delegate any of its functions to an individual Trustee, the Chief Executive or to a committee.

The Board is also responsible for:

- the recruitment of each Academy's Headteacher;
- the performance management of each Academy's Headteacher;
- determining human resources policy and practice;
- overseeing each Academy's budget;
- assessing the risks of each academy.

If any of the Board's functions are delegated, decisions by committees or individual trustees must be reported back to the Board where the responsibility for decisions lies.

### **Board of Trustees link to LGBs**

In order that the Board of Trustees and the LGBs can have good communications with each other, the Chair of the Board of Trustees holds three meetings per year with the Chairs of the LGBs. These meetings take place termly and the dates for the meetings are arranged by the end of the previous summer term. The Chair of the Board of Trustees will then report on his meetings at full meetings of the Board of Trustees. The agenda for these meetings includes disseminating good practice, Trust updates and questions brought by the LGB Chairs. The Chair of the Board also attends meetings of the Headteachers as often as possible.

The Trustees have also begun to make termly visits to the Academies to meet the Head and Governors and to walk round the building during the school day. After a visit to Girnhill Infants School during the spring term of 2020, the Covid-19 pandemic put future visits on hold for the foreseeable future. Hopefully, from the Spring Term of 2022, Academy visits will begin again.

### **Roles of Responsibility**

At the present time, there are four roles of responsibility undertaken by individual Trustees. The areas cover: H&S; Data and Pupil Premium; SEND; and Safeguarding.

### **Meetings of the Board of Trustees**

The Board of Trustees meets once each term and includes its Annual General Meeting in its autumn term meeting. The Board also holds a meeting to discuss and approve the annual accounts in the presence of the auditors. Further meetings can be called if the need arises. In 2020-21, the Board of Trustees met five times. The Annual General Meeting takes place before the Autumn Term Board meeting. At this meeting, the elections take place of the Chair and Vice-Chair of the Board of Trustees, Committee Chairs and the roles of responsibility. The CEO, DCEO, CFO and COO attend all Board meetings.

The CEO is the accounting officer and undertakes all duties linked to this post and is accountable to the Board.

### **Committee Structure**

The Board at this time has three committees: the Standards & Curriculum Committee (covering all educational and pupil-related issues); the Finance, Audit & Risk Committee (covering finance, risk, staffing and premises) and the Pay Committee.

The Standards & Curriculum and the Finance, Audit & Risk Committee consist of half of the total number of Trustees sitting on each Committee with LGB governors who have relevant experience also being invited to attend one of the Committees. The Committees will be quorate if three Trustees are present. LGB representatives do not have voting rights. Decisions made at meetings of the Committee are determined by a majority of the votes of the Trustees present. The organisation of the Committees in this way enables the Academies to be represented on the Committees.

The Chair of the Board of Trustees attends both the Standards & Curriculum Committee and the Finance, Audit & Risk Committee as does the CEO. The CFO and COO attend the Finance, Audit & Risk Committee.



The Chair of each Committee will be appointed by and from the Board annually. Neither the CEO nor the Chair of the Board of Trustees may act as the Chair of a Committee.

The Pay Committee consists of three Trustees. The CEO should also be in attendance unless her salary is being discussed. The Committee meets each autumn term and at other times as required. The Pay Committee should ensure the IPMAT pay policy is followed in a fair and equal manner, applying the criteria set by the IPMAT Pay Policy in determining the pay of each member of staff at the annual review. It should ensure that a consistent approach to appraisal and benchmarking of proposed pay awards has taken place, observing all statutory and contractual obligations. It must also keep abreast of relevant developments and to advise the Trust Board when the pay policy needs to be revised also ensuring the Headteachers of the IPMAT Academies and their LGBs comply with the latest Appraisal Regulations. There is also a Pay Appeals Committee, which consists of three Trustees. These Trustees cannot be members of the Pay Committee. This Committee will only meet when an appeal has been put forward by a member of staff following a decision made at a meeting of the Pay Committee.

All Committees are responsible to the Board of Trustees. Each Committee has its own Terms of Reference which has been adopted by the Board and can only be amended with the approval of the Board.

Each Committee is authorised to investigate any activity within its Terms of Reference or specifically delegated to it by the Board. The Committees are authorised to request any information required from any employee of the Trust and all employees are directed to co-operate with any request made by the Committees.

Each Committee is authorised to obtain any outside legal or independent professional advice it considers necessary.

### **Meetings**

All termly meetings of the Board, the Finance, Audit & Risk Committee and the Pay Committee should take place at the Maypole Centre on Tuesdays at 4.30pm. The Standards & Curriculum Committee and the Chairs' meetings takes place at each Academy/School in turn. The dates of all meetings for the academic year are fixed at the end of the previous summer term. However, since March, 2020, all meetings have taken place remotely on Microsoft Teams. It is hoped meetings will eventually become a mixture of on-line and face-to-face meetings at the Maypole Centre and Academies/Schools.

A Clerk must be present at all meetings with minutes recorded. The agenda, minutes of the previous meeting and any reports should be sent out no later than seven days before each Board / Committee meeting. Chairs should receive a copy of the draft minutes no later than a week after a meeting. Confidential items should not be minuted. The GVO (Governors' Virtual Office) is used to keep all informed of dates of meetings, agenda and minutes and policies.

### **Attendance**

It is important that Trustees make every effort to attend and, to help Trustees, dates are fixed for the next year by the end of the summer term. Attendance is important and Trustees' attendance at meetings has to be reported in the Trustees' annual report which is included in the IPMAT's audited accounts. The Trust also has to publish the names of Trustees and their attendance records on its website.

## **Quorum**

Meetings are quorate if three Trustees or one-third are present. If a vote is required to remove the Chair or a Trustee, it will require two-thirds of Trustees present, rounded up to a whole number. This is stated in the Articles of Association.

All Trustees should contribute to meetings to ensure discussion and debate. Trustees must never be afraid to ask questions throughout meetings.

## **Termly Meeting**

Each termly meeting of the Board of Trustees should include:

1. The Chief Executive Officer's report:
  - the performance of the Trust overall and each school within it;
  - contextual information ie any changes or updates to be reported eg enlarging the Trust;
  - update on the Trust's strategic plan, demonstrating where progress is on course or where less progress is being made, reporting on any issues which have arisen;
  - any high risks to the organisation and how they are being addressed;
  - any feedback from stakeholders: pupils, parents, staff;
  - training needs;
  - an annual report from each LGB, stating what has gone well, where it could improve and the impact it is having;
  - horizon scanning: what is likely to happen in the future and the effect it will have on the Trust;
  - major management issues: key staffing changes at senior level and key management decisions that Trustees should be made aware of.
2. The Chair of the Trustees to report on termly meeting held with LGB Chairs.
3. The Chief Financial Officer (CFO) should give a summary of the overall financial position of the Trust and any issues from individual academies.
4. The Chief Operations Officer (COO) should report on safeguarding, HR issues and any matters regarding the general running of the Trust.
5. Important correspondence which needs bringing to the attention of the Board.
6. The minutes of the Finance, Audit & Risk and Standards & Curriculum Committees should be shared at the termly meetings and Chairs of the Committees should be available to discuss any points raised.

## **Data and Academy Performance**

All Trustees need to understand performance in relation to the following external data:

- Early Years Foundation Stage (EYFS) – baseline and end of Reception;
- Year 1 Phonics Screening and Year 4 Multiplication Test;
- Key Stage 1 and Key Stage 2 data – progress and attainment;
- Floor standard – whether academies are falling below the DfE's floor standard;
- 'Coasting' – whether any academy falls into the 'coasting' school definition;
- Disadvantaged pupils and any gap between them and their peers;
- Attendance rates and any negative links to performance. Trustees should seek reasons for poor attendance and ask what strategies are in place to improve it.

It is necessary to know how each academy performs compared with other local schools and against national data.

In addition, it is important to receive information about different groups of pupils and their achievement compared with other groups in the academy. Such groups are:

- Pupil premium pupils;
- Boys and girls;
- Pupils with special educational needs and disabilities (SEND);
- Pupils with English as a second language;
- Ethnicity.

If there are issues regarding data or pupil groups, Trustees should always ask for explanations as to why the situation is, how it is and what is being done to improve performance.

### **Standards & Curriculum Committee**

It is the role of the Standards & Curriculum Committee to monitor and advise the Board of Trustees all educational and pupil related areas:

- The curriculum: all academies should provide a broad and balanced curriculum;
- Performance of all pupils: attainment, progress and achievement in relation in particular to Reading, Phonics, Writing and Mathematics;
- Monitoring due diligence and post-OFSTED action plans along with other formal evaluation reports received about each Academy;
- Pupil Premium
- SEND and inclusion;
- Leadership standards;
- Pupil, parent and staff surveys;
- Health & Safety and Safeguarding;
- Admissions and Mobility;
- Equal opportunities;
- Partnership working;
- Community engagement;
- Governance effectiveness;
- Professional development of academies' staff and training needs of governors and trustees.

To ensure Trustees gain greater insight into the individual academies within the MAT, the Standards and Curriculum meeting takes place at a different Academy/School each term. The Headteacher of the host Academy/School takes the Committee members on a tour of the school and then gives a short presentation on the work of the school. The presentation, which should not be longer than 30 minutes, should be the first item at each meeting. Leaders can be asked to give presentations of their subject area and how it is delivered and monitored.

The remit for the Standards & Curriculum Committee is large. It would be impossible to have in depth discussion on all the items listed above at every meeting. The termly agenda should not be expected to include every area at every meeting.

The Committee may use exception reporting in relation to receiving performance information to fulfil its detailed responsibilities. The Committee will receive a summary of positive performance to accompany exception reports.

## **Detailed Responsibilities**

### Curriculum and Quality

- The Academies' statutory requirements in relation to the curriculum offer and other curriculum issues such as spiritual, moral, social, sex and relationships education, British values and cultural learning;
- Extra - curricular activities;
- The educational needs of all pupils attending the Trust's Academies;
- The Trust's policies in relation to its Curriculum Statement;
- To determine and update relevant strategies relating to the above.

### Performance and Standards

- To monitor and review the achievement of strategic objectives, in particular the overview of performance against quantitative and qualitative benchmarks for key indicators/outcomes and the OFSTED framework, providing challenge and recommending remedial actions where required in line with the School development Plan.

### Self-Assessment and Review

- To receive information on curriculum and quality issues for each of the Trust's Academies;
- To receive progress reports on the implementation of post-OFSTED action plans, due diligence action plans and any other formal evaluation reports related to the quality and achievement of learning across the Trust, to further inform and develop the Trust's Quality Improvement Plans and strategies;
- To review outcomes, identifying significant changes in performance, emerging trends and risks in relation to the future performance of each Academy.

## **Finance, Audit & Risk Committee**

It is the duty of the Finance, Audit & Risk Committee to monitor and advise the Board of Trustees on all matters related to finance, staffing and premises. It will:

- fulfil its responsibilities in line with the Academies Financial Handbook, the Trust's Financial Regulations and in compliance with the Funding Agreement with the Secretary of State of Education;
- consider any relevant legal and contractual documentation operating within the Articles of Association, Scheme of Delegation, Funding Agreement and Financial Regulations;
- monitor the budgets of the Trust and each of the Academies;
- advise the Trust Board on progress to achieving its financial objectives;
- monitoring policies relating to finance, staffing and buildings, including Health and Safety, capitalisation, depreciation, treasury management, investment and borrowing;
- acquire or dispose of land to be used by the Academies;
- monitor the financial elements of the Risk Management Policy including Health and Safety, buildings and insurance;
- manage the accounts of the Trust, and advise the Trust Board on the year end accounts;
- monitor strategic matters with financial implications concerning sponsorship of Academies;
- monitor policies in relation to non-educational services such as Human Resources, publicity and marketing and to agree changes as necessary;
- monitor the deployment of non-financial resources, including personnel and property, with a view to advising the Trust Board on the effectiveness of such resources;
- advise the Trust Board on the remuneration packages of the CEO, other senior officers and Headteachers and in doing so shall consider the following component elements:
  - basic salary;
  - pension provisions;
  - the main terms and conditions of each individuals' service agreement, with particular reference to the notice provisions.

All decisions must take account of the Trust budget.

## **LOCAL GOVERNANCE BOARD (LGB)**

Each Academy/School will have its own LGB. The LGB is in effect a committee of the IPMAT Board of Trustees, the governing body of the Trust. Sub-committees are not required. The LGB's main purpose is to support and challenge the CEO and its Headteacher, making sure every child makes good or outstanding progress and that all parents /carers are involved in their child(ren)'s education. As the Board of Trustees manages major areas such as finance, staffing, H&S and HR, the LGB can focus on the most important areas for the children and the Academy/School. It is expected that the LGBs will shrink in size as governors' terms of office come to an end.

Members of LGBs are encouraged to put themselves forward for co-opted membership of either the Standards & Curriculum Committee or the Finance, Audit & Risk Committee if they have relevant experience. They do not have voting rights.

### **Commitment**

The LGB hold one meeting and a Development Morning / Afternoon each term. At the first LGB meeting of the academic year, the AGM takes place before moving on to the agenda. The election of the Chair and Vice-Chair of the LGB takes place at the AGM as do the posts of responsibility: Pupil Premium, SEND, Safeguarding and Sports Funding. To help Governors, the dates of all meetings for the next school year are published at the end of the previous year's Summer Term. All Governors should endeavour to attend all meetings.

### **Reducing the size of the LGB:**

As and when appropriate, the size of LGBs will be reduced as terms of office come to an end. The LGB should eventually consist of between seven and nine governors: the Headteacher and one staff member; at least two parents; and either three or four co-opted governors. Neither staff nor parents should have more than one third of the total. Staff members cannot be co-opted members of the LGB nor can they be parent governors if they work at the school for more than 500hrs in any consecutive twelve month period.

Associate members (not a compulsory category) should be senior members of staff who can attend but do not have voting rights. Their presence can be used for their personal development and also to clarify and offer advice if the Head is unable to attend. In documentation and the school website, they should be listed below the group of governors (staff, co-opted, parents, associate member). If other members of staff wish to attend, they should be termed observers and not be included in the list of governors. It is not good practice for members of the same family to be on the LGB.

### **LGB Role**

The LGB has to contribute to the strategic direction of its Academy/School and the MAT by contributing to discussions at meetings which consider:

- vision and values;
- clear and ambitious strategic priorities and targets;
- access of children, including the disadvantaged and those on the SEND register, to a broad, balanced and engaging curriculum; ensuring all groups and individuals are making good or better progress;
- monitoring Government funding: SEND, Pupil Premium, Sports Funding and Recovery Funding

- safeguarding
- the quality of teaching;
- the implementation of the Trust's policies;
- the development of links with the local community; and
- the establishment of mechanisms to promote good parent/carer/family relation

It must hold senior leaders to account by monitoring the Academy's/School's performance which includes:

- agreeing the outcomes from the Academy's/School's self-evaluation and ensuring they are used to inform the priorities in the Academy's/School's action and development plan;
- considering all relevant data and feedback provided on request by Academy's/School's leaders, the Board of Trustees and other external sources on all aspects of Academy's/School's performance;
- asking challenging questions of Academy's/School's leaders;
- ensuring senior leaders have implemented the required policies and procedures and the Academy/School is operating effectively according to those policies;
- acting as a link governor on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant Academy/School priority;
- and listening to and reporting to the Academy's/School's stakeholders: pupils, parents, staff, and the wider community, including local employers.

When required, the Trust Board may invite members of the LGB to:

- appoint staff in the Academy/School;
- hear discipline, admissions and appeals cases

The LGB members must follow the principles and commitments set out in the Trust's Code of Conduct. They do not run the Academy/School but support, challenge and scrutinize the work of the school Headteacher and staff, overseeing the Academy's/School's long-term development in conjunction with the Trust.

The LGB relies on people bringing with them a variety of experiences and perspectives. No specific prior knowledge of governance is required. The appointed members will have a range of skills and come from a range of backgrounds. Training and support will be available for new and existing LGB members.

### **Finance**

The annual budget is set by the CFO working alongside the Head and the School Business Manager. Each Academy/School has access to a School Business Manager, who is shared with another Academy/School. It is important the budgets are monitored closely over the course of the financial year. LGBs no longer require a sub-committee for finance as the budget position is reported at each meeting on the IPMAT Budget Position Form.

Over the past year, the IPMAT Central Team is more able to support the Academies/Schools and their LGBs with the appointment of an extra Finance Officer, an HR & Payroll Officer and an Estates & H&S Officer.

## **Agenda for LGB Meetings**

The agenda for each termly meeting includes the following items using OFSTED reporting headings:

- 1. Apologies for Absence**
  - 2. Declaration of Interest**
  - 3. Minutes of Last Meeting**
  - 4. Matters Arising**
  - 5. Governance**
    - Correspondence
    - Chair's Actions
    - Governor Development
  - 6. Headteacher's Report**
    - Effectiveness of leadership and management
      - Budget Position
      - Safeguarding & Child Protection Issues
      - Premises
      - Health & Safety
      - Personnel (Performance Management, Staff Development, Staffing, Staff Sickness)
      - School Development Plan
      - MAT / External Reports
      - Governance (monitoring, training, skills audits – reports when required)
    - Quality of Education
      - Curriculum: intent, implementation, impact
      - Assessment: progress and performance throughout the school for all groups and individuals
      - Monitoring needs and progress of pupils groups: disadvantaged children (pupil premium); SEND; looked after children, EAL
      - Monitoring of lessons and books, pupil progress meetings
      - Extra-curricular activities
    - Early years provision
      - Assessment, Teaching & Learning, Curriculum, Safeguarding
    - Behaviour and Attitudes & Personal Development
      - Behaviour, attendance, exclusions, pupil needs, parent/carer/family relation issue
      - Spiritual, moral, social and cultural development
      - British values
      - Sex & Relationships Education
    - Overall effectiveness
      - Pupil, parent, teacher questionnaires
      - Partnership work
      - Links with the local community
      - Implementation and Review of the MAT's/school's policies
    - Items for Ratification
  - 7. AOB**
  - 8. Date of next meeting**
-

## APPENDIX

### 1. Inspire Partnership Multi-Academy Trust Model of Governance

Members		
Board of Trustees		
The Officers of the Trust (CEO+DCEO+CFO+COO*) attend the Board meetings		
<i>Standards &amp; Curriculum Committee</i>	<i>Finance, Audit &amp; Risk Committee</i>	<i>Pay Committee</i>
<i>Local Governing Boards</i>		
<b>Ackton Pastures Primary Academy</b> Local Governing Body	<b>Ash Grove Primary Academy</b> Local Governing Body	<b>Fitzwilliam Primary School</b> Local Governing Body
<b>Gawthorpe Community Academy</b> Local Governing Body	<b>Girnhill Infants School</b> Local Governing Body	<b>Grove Lea Primary School</b> Local Governing Body
<b>Half Acres Primary Academy</b> Local Governing Body	<b>South Hiendley Primary School</b> Local Governing Body	<b>Towngate Primary Academy</b> Local Governing Body

\***CEO** Chief Executive Officer; **DCEO** Deputy Chief Executive Officer; **CFO** Chief Financial Officer; **COO** Chief Operations Officer

### 2 Committee Terms of Reference

#### 2.1 Standards & Curriculum Committee: Terms of Reference

##### 1 Constitution

- 1.1 The Inspire Partnership Academy Trust Board has resolved to establish a Standards & Curriculum Committee to advise the Board on matters relating to the Trust's curriculum, quality and standards.
- 1.2 The Committee is responsible to the Trust Board.
- 1.3 The Committee's Terms of Reference are adopted by the Board and may only be amended with the approval of the Board.

##### 2 Authority

- 2.1 The Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any employee of the Trust and all employees are directed to co-operate with any request made by the Committee.
- 2.2 The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary.

##### 3 Main Duties

- 3.1 To monitor and advise the Trust Board by written report each term on the following:
  - 3.1.1 Data on attainment and achievement for all of the Trust's academies
  - 3.1.2 School improvement work and leadership
  - 3.1.3 Overall performance of each of the academies
  - 3.1.4 Leadership standards
  - 3.1.5 Governance effectiveness.



- 3.2 To monitor and advise the Board on:
  - 3.2.1 Special Educational Needs (SEN) and inclusion
  - 3.2.2 Pupil Premium
  - 3.2.3 Partnership working
  - 3.2.4 Admissions
  - 3.2.5 Safeguarding arrangements
  - 3.2.6 Community engagement.

#### **4 Detailed Responsibilities**

In the context of the Inspire Partnership Trust's Mission Statement determined by the Members and the Board, the Committee shall consider and advise the Board on the matters outlined in sections 4.1 & 4.2.

##### **4.1 Curriculum and Quality**

- 4.1.1 The Academies' statutory requirements in relation to the curriculum offer and other curriculum issues such as spiritual, moral, social and cultural learning;
- 4.1.2 Extra-curricular activities;
- 4.1.3 The educational needs of the pupils attending the Trust's academies
- 4.1.4 To determine and update relevant strategies relating to the above.

##### **4.2 Performance and Standards**

- 4.2.1 To monitor and review the achievement of strategic objectives, in particular the overview of performance against quantitative and qualitative benchmarks for key indicators/outcomes and the Ofsted framework, providing challenge and recommending remedial actions where required in line with the Academy Development Plan.

##### **4.3 Self-Assessment and Review**

- 4.3.1 To receive information on curriculum and quality issues for all the Trust's academies
- 4.3.2 To receive progress reports on the implementation of post-Ofsted action plans and any other formal evaluation reports related to the quality and achievement of learning across the Trust, to further inform and develop the Trust's Quality Improvement Plans and strategies
- 4.3.3 To review outcomes, identifying significant changes in performance, emerging trends and risks in relation to the future performance of each Academy.

#### **5 Administration**

- 5.1 The Standards & Curriculum Committee will meet at least once per term. The Committee's Chair or any two Committee members may call a meeting.
- 5.2 The Committee will consist of a minimum of three members of the Board. Members of the Committee are appointed annually. The Chair of the Board may be an ex officio member of the Committee.
- 5.3 Additionally, local governing board members (one from each school with four maximum at this time) with particular expertise or interest will be appointed to the Committee by the Board of Trustees. These members of the Committee will have full participation rights but no voting rights.
- 5.4 The CEO will be an ex officio member of the Standards Committee.
- 5.5 Other employees of the Trust's may be invited to attend meetings but will have no voting rights.
- 5.6 The Chair of the Standards & Curriculum Committee will be appointed by and from the Board annually. The CEO or Head Teacher of an Academy may not act as Chair of the Committee. Any other employees of the Trust may also not act as Chair, other than in exceptional circumstances agreed by the Board. If the Chair is absent from a meeting the Board shall choose another Board member to act as Chair for that meeting.
- 5.7 The Standards & Curriculum Committee will be quorate if at least three members (or at least one third if greater) of those members eligible to vote are present.

- 5.8 Decisions to be made at meetings of the Committee shall be determined by a majority of the votes of members present and voting. Where there is an equal division of votes, the Chair shall have a second or casting vote.
- 5.9 Administrative support will be provided by the Clerk to the Board.
- 5.10 Agendas will be agreed in advance by the Chair of the Standards & Curriculum Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.
- 5.11 Minutes of meetings will be taken and submitted to the next scheduled meeting of the Board once approved in draft by the Chair of the Committee.
- 5.12 The Standards & Curriculum Committee will self-assess its performance against these Terms of Reference on an annual basis and will also review the Terms of Reference, submitting any proposed changes to the Board for approval.
- 5.13 The members of the Committee shall hold office from the date of their appointment until their resignation or their omission from membership of the Committee on subsequent consideration by the Board (whichever shall happen first).

#### **NOTE**

If a member of the Committee withdraws from the meeting due to a conflict (or potential conflict) of interests, the meeting must still be quorate in order for a vote to be conducted.

## **2.2 Finance, Audit & Risk Committee: Terms of Reference**

### **1. Constitution**

- 1.1 The Board of Trustees has resolved to establish a Finance, Audit & Risk Committee to advise the Board on matters relating to the Trust's finance, audit and risk arrangements and systems of internal control and to aid the Board's responsibility to ensure sound management of the Trust's finances and resources, including proper planning, monitoring and probity.
- 1.2 The Committee is responsible to the Board.
- 1.3 The Committee will review and challenge, where necessary, the actions and judgement of management in relation to the Trust's financial statements and shall ensure compliance with charity and company law and other legal requirements as necessary.
- 1.4 The Committee must report on any decisions taken in accordance with the Scheme of Delegation and delegated powers, including the academies assets, depreciation and removal of such items from the asset register.
- 1.5 The Committee's Terms of Reference are adopted by the Board and may only be amended with the approval of the Board. They are in place to enable the Trust Board to deliver its responsibility and accountabilities highlighted within the Articles of Association, Academies Financial Handbook and the Trust Scheme of Delegation. In the event of uncertainty regarding these terms of reference, the Scheme of Delegation shall take priority. In the event of further uncertainty, the Articles shall take priority.

### **2. Authority**

- 2.1 The Finance, Audit & Risk Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the Board. It is authorised to request any information it requires from any governor, employee, external audit, internal audit or other assurance provider.
- 2.2 The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary, normally in consultation with the Accounting Officer (the CEO) and/or Chair of the Board.

### **3. Duties**

- 3.1 The Finance, Audit & Risk Committee is required to fulfil its responsibilities as set out in these Terms of Reference in line with the Academies Financial Handbook, the Trust's Financial Regulations and in compliance with the Funding Agreement with the Secretary of State of Education:
  - 3.1.1 The Committee advise the Board and Accounting Officer on the adequacy and effectiveness of the Trust's governance, risk management, internal control and value for money systems and framework;
  - 3.1.2 Produce an annual report in respect of the above;
  - 3.1.3 Advise the Board on the appointment, re-appointment, dismissal and remuneration of the external auditor.
  - 3.1.4 Advise the Board on the need for and then, where appropriate, the appointment, re-appointment, dismissal and remuneration of an internal auditor or other assurance provider.
  - 3.1.5 Advise the Board on an appropriate programme of work to be delivered by independent assurance providers. This programme of work should be to be derived from the Resources and Audit Committee's regard of the key risks faced by the Trust, the assurance framework in place and its duty to report to the Board, as detailed in point a above.
  - 3.1.6 Ensure that where a full internal audit service is commissioned the service provider complies with the standards set by the Chartered Institute of Internal Auditors. This will mean the internal audit provider must conform to the Public Sector Internal Audit Standards.
  - 3.1.7 Review the external auditor's annual planning document and approve the planned audit approach.
  - 3.1.8 Receive reports (assignment reports, annual reports, management letters etc) from the external auditor, internal auditor and other bodies (for example the EFA) 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 or action.
  - 3.1.9 Regularly monitor outstanding audit recommendations from whatever source and ensure any delay to agreed implementation dates are reasonable.
  - 3.1.10 Establish and monitor KPIs with regard to the performance of the external auditor, internal audit or other assurance provider.
  - 3.1.11 Review the Trust's fraud response plan and ensure that all allegations of fraud or irregularity are managed and investigated appropriately.
  - 3.1.12 Consider any additional services delivered by the external auditor, internal auditor or other assurance provider and ensure appropriate independence is maintained.
  - 3.1.13 Ensure appropriate co-operation and co-ordination of the work of the external auditor and internal auditor.
  - 3.1.14 Meet with the external auditor and internal auditor or other assurance provider, without management present, at least annually.

### **4. Finance**

- 4.1 Subject to the detailed requirements of the Academies Financial Handbook, Funding Agreement and the Financial Regulations of the Trust, the Committee shall consider and advise the Trust Board on the following specific matters:
  - 4.2 The annual estimates of income and expenditure and financial forecast for the Trust and its academies;
  - 4.3 Monitoring of revenue finances of the Trust and its academies and advising the Trust Board on progress to achieving its financial objectives;

- 4.4 Monitoring of policies relating to finance, staffing and buildings, including Health and Safety, capitalisation, depreciation, treasury management, investment and borrowing;
- 4.5 The acquisition or disposal of land to be used by the academies;
- 4.6 The financial elements of the Risk Management Policy including Health and Safety, buildings and insurance;
- 4.7 The management accounts of the Trust, and to advise the Trust Board on the year end accounts;
- 4.8 Strategic matters with financial implications concerning sponsorship of academies;
- 4.9 The Financial Regulations, to be reviewed on an annual basis;
- 4.10 To consider any relevant legal and contractual documentation operating within the Articles of Association, Scheme of Delegation, Funding Agreement and Financial Regulations;
- 4.11 To monitor policies in relation to non-educational services such as Human Resources, publicity and marketing and to agree changes as necessary;
- 4.12 To monitor the deployment of non-financial resources, including personnel and property, with a view to advising the Trust Board on the effectiveness of such resources.

## **5. Remuneration**

- 5.1 The Committee shall advise the Trust Board on the remuneration packages of the CEO, other senior officers and Headteachers and in doing so shall consider the following component elements, ensuring all increases take account of the needs of the Trust budget:
  - 5.2 basic salary;
  - 5.3 pension provisions;
  - 5.4 the main terms and conditions of each individuals' service agreement, with particular reference to the notice provisions.
- 5.5 The Committee shall evaluate annually the specific remuneration package for the CEO, against pre-established performance goals and objectives.
- 5.6 The Committee shall receive a report from the CEO on the performance of the Headteachers and for the recommendation on Headteacher pay.
- 5.7 The Committee shall receive a report from the Chair of the Board of Trustees on the performance of the CEO.
- 5.8 The Committee will review and assess performance targets, goals and objectives established before the commencement of the relevant period and determine whether such goals and objectives have been achieved at the end of the relevant period.
- 5.9 The Committee shall advise the Trust Board of any compensation (including augmentation of pension benefits) which may be payable in the event of early termination of the employment of the CEO, Headteachers or any senior member of staff with the broad aim of: avoiding rewarding poor performance and dealing fairly with cases where early termination is not due to poor performance.
- 5.10 The Committee shall routinely review and approve any changes to the job description of the CEO, and ensure this happens whenever the configuration, makeup and membership of the Trust changes.
- 5.11. The Committee shall hold oversight of the pay and conditions of service of all employees of the Trust.

## **6. Administration**

- 6.1 The Committee will meet at least once per term. The Chair or any two members may call an additional meeting.

- 6.2 The Committee will consist of a minimum of three members of the Board. Members of the Committee are appointed annually. At least one member of the Committee should have financial experience. The Chair of the Board may be an ex officio member of the Committee.
- 6.3 Additionally, local governing board members (one from each school with four maximum at this time) with particular expertise or interest will be appointed to the Committee by the Board of Trustees. These members of the Committee will have full participation rights but no voting rights.
- 6.4 The Chair of the Board, even if not a member of the Committee, can attend the Resources & Audit Committee but will only vote if he/she is a member of the Committee. The CEO should be in attendance but will not have voting rights.
- 6.5 The Chair of the Finance, Audit & Risk Committee will be appointed by the Board and will not be a member of any other committee. If the Chair is absent from a meeting, the members shall choose another member, who is also a member of the Board, to act as Chair for that meeting.
- 6.6 Staff employed by the Trust should not be members of the Finance, Audit & Risk Committee
- 6.7 The Committee will be quorate if two members are present (or at least one third if greater) of those members eligible to vote are present. In addition, at least 50% of those members present are required to be Board members.
- 6.8 The Chief Financial Officer should attend each meeting and other Trust Officers may be invited to attend. None will have voting rights.
- 6.9 Administrative support will be provided by the Clerk to the Board/Governing Body or his/her deputy.
- 6.10 The agenda for meetings will be agreed in advance by the Chair of the Finance, Audit & Risk Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.
- 6.11 Minutes of meetings will be taken and will be submitted in the next scheduled meeting of the Board once approved in draft by the Chair of the Finance, Audit & Risk Committee
- 6.12 Decisions made at meetings of the Committee shall be determined by a majority of votes of eligible members present and voting. Where there is an equal division of votes the Chair shall have a second or casting vote.
- 6.13 The Finance, Audit & Risk Committee will self-assess its performance against these Terms of Reference on an annual basis and will also review the Terms of Reference, submitting any proposed changes to the Board for approval.
- 6.14 The members of the Committee shall hold office from the date of their appointment until the resignation or their omission from membership of the Committee on subsequent consideration by the Board (whichever will happen first).
- 6.15 The Board must not add to these Terms of Reference responsibilities that require the Finance, Audit & Risk Committee to adopt an executive role, or its members to offer professional advice to the Board. The Finance, Audit & Risk Committee should seek formal professional opinions from the internal audit service, financial statements auditor or other professional advisers to the Board. Advice should only be given in Committee members' capacity as Directors and co-optees and only within their terms of reference.

**NOTE**

If a member of the Committee withdraws from the meeting due to a conflict (or potential conflict) of interests, the meeting must still be quorate in order for a vote to be conducted.

## **2.3 Pay Committee: Terms of Reference**

### **1. Membership**

- The committee shall consist of three named members all of whom will be members of the Trust Board. None of the Pay Committee members shall be employees of the Trust.
- The CEO will attend all proceedings of the Pay Committee (with the exception of any meeting at which the pay of the CEO is to be discussed) for the purpose of providing information and advice, but will not be a member of the Committee.
- The committee must appoint a Chair at the meeting held in the Autumn Term.

### **2. Quorum**

- The meeting shall be quorate if two of the three members are present.

### **3. Frequency of Meetings**

- The committee shall meet each Autumn Term and at other times as required.

### **4. Notice of Meetings**

- Meetings of the committee shall be called by the CEO at the request of the Committee Chair.
- Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and any other person required to attend no later than seven days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

### **5. Minutes of Meetings**

- The minutes shall be written by a member of the committee, agreed at the meeting.
- Draft minutes, detailing the proceedings and decisions of all committee meetings, including the names of those present and in attendance, should be ready within 5 working days and circulated to committee members for them to be amended, if necessary. The minutes will be agreed at the next Trust Board meeting.

### **6. Duties**

- Determine the salaries of the Headteachers and Officers within the Trust, after completion of their annual performance management. Members of the committee should take account of any recommendations made by the CEO or other appraiser, in accordance with the approved pay policy.
- Determine the salary of the CEO, taking account of the outcome of her/his annual appraisal, in accordance with the approved pay policy.
- Determine appropriate salary ranges for any lead practitioners employed by the Trust.
- Decide on the award of temporary Teaching and Learning Responsibility allowances for individual teachers for undertaking additional specified and time-limited duties.
- Ensure that decisions about pay are robust and justifiable, that no unlawful bias or discrimination can be found in the decision making process and that all pay decisions are based on evidence.

## **Pay Appeals Committee: Terms of Reference**

The Pay Appeals Committee shall only meet when an appeal has been put forward by a member of staff following a decision made at a meeting of the Pay Committee.

### **1. Membership**

- The committee shall consist of three named members all of whom will be members of the Trust Board. The members will be neither employees of the Trust nor members of the Trust's Pay Committee.

- The CEO will attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice but will not be a member of the Committee.
- The committee must appoint a Chair at the beginning of the meeting.
- The Clerk to the Trust Board shall be in attendance.

## **2. Quorum**

- The quorum shall be two of the three members.

## **3. Frequency of Meetings**

- The committee shall meet as required.

## **4. Notice of Meetings**

- Meetings of the committee shall be called by the CEO if an appeal has been made. If the appeal has brought by the CEO, the Chair of the Trust Board shall call the meeting.
- Unless otherwise agreed, notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and any other person required to attend no later than seven days before the date of the meeting. Supporting papers shall be sent to committee members and to other attendees as appropriate, at the same time.

## **5. Minutes of Meetings**

- The minutes shall be written by the Clerk to the Trust Board member of the committee, agreed at the meeting.
- Draft minutes, detailing the proceedings and decisions of all committee meetings, including the names of those present and in attendance, should be ready within 5 working days and circulated to committee members for them to be amended, if necessary. The minutes will be agreed at the next Trust Board meeting.

## **6. Duties**

- To consider and determine formal appeals against recommendations of the Pay Committee in accordance with the appeals procedure set out in the pay policy.

## **2. Terms of reference for the Academy Local Governance Board**

- To ensure the vision and values of the Academy/School and MAT are followed.
- To act on matters delegated by the Board of Trustees
- To report on the Local Governance Board (LGB) to the Board of Trustees.
- To contribute to the Academy / School Development Plan.
- To consider safeguarding and equalities implications when undertaking all LGB functions.

## **Structure**

- The maximum number of the LGB will eventually be between 7 and 9.
- The LGB will identify a Pupil Premium Governor; Safeguarding Governor; and SEND Governor. However, all members of the LGB will have responsibility for all three areas collectively.

## **Meetings**

- LGB will have 3 meetings a year AND Local Governors will also attend 3 governance days within the academy. In some circumstances, the LGB may need to meet more regularly - this be left at the discretion of individual LGB or as directed by the Trust.



- The Annual General Meeting of the LGB will take place at the beginning of the Autumn Term meeting.
- Each Governor will sign the Code of Conduct for LGB Governors following the AGM of the LGB.
- The dates for the year's meetings and the governance days will be set at the end of the Summer Term of the previous academic year and circulated. There is an expectation that the Local Governors attend all meetings / days.
- The agenda for each meeting will available no later than one week before each meeting and governors notified of its availability on the GVO.
- LGB meetings will not be open to the public but minutes shall be made available. Information relating to a named person or any other matter that the LGB considers confidential should only be available for viewing by members of the LGB and officers of the MAT if both are absent, the LGB shall appoint an acting chair for the meeting from amongst their number.
- In the absence of the Chair, the Vice-Chair should take over the meeting. Should the Vice-Chair also be absent, the LGB shall choose an Acting Chair for that meeting from among their number.
- In the absence of the Clerk the LGB shall choose a clerk for that meeting from among their number (someone who is not the Headteacher).
- The Clerk will forward the draft minutes of each meeting to the Chair. Once checked the minutes will be uploaded on to the GVO.
- Any decisions taken must be determined by a majority of votes of LGB members present.

#### **Quorum**

- This must be not less than three members of the LGB and will not be quorate if the majority is Academy based employees.

#### **General**

- To ensure the children are set clear and ambitious strategic priorities and targets.
- To agree the outcomes from the Academy's/School's self-evaluation, from due diligence and OFSTED reports and other internal and external reports, including safeguarding and health and safety, ensuring they are used to inform the priorities in the Academy's/School's action and development plan;
- To ask challenging questions of the Academy's/School's leaders.
- To ensure safeguarding and health and safety policies and procedures are in place and followed and children and staff are in a safe environment.
- To develop and review policies identified within the Academy's / School's policy review programme and in accordance with its delegated powers (e.g. sex education and pupil behaviour/discipline) and ensure they have been implemented and are operating effectively.
- To ensure that the requirements of children with special needs are met, as laid out in the Code of Practice, and termly reports are received from the Headteacher.

#### **Curriculum Planning and Scrutiny**

- To review, monitor and evaluate the curriculum offer.
- To ensure all children, regardless of ability and need, have access to a broad, balanced and engaging curriculum; ensuring all groups and individuals are making good or better progress.

#### **Assessment and Improvement**

- To monitor and evaluate the effectiveness of leadership.



- To monitor and evaluate the impact of quality of teaching on rates of pupil progress and standards of achievement.
- To monitor and evaluate rates of progress and standards of achievement by pupils, including any underachieving groups.
- To set priorities for improvement, and monitor and evaluate the impact of improvement plans which relate to the LGB's area of operation.
- To monitor the use of Government funding to ensure it is used wisely for the children. Money received for pupil premium and sports funding should also be spent wisely within the guidelines.
- To ensure SEND funding is used appropriately for the benefit of each child on the SEND register.
- To monitor and evaluate provision for all groups of vulnerable children, ensuring all their needs have been identified and addressed, and their progress and achievement evaluated.
- To regularly review and develop the Assessment Policy and to ensure that the policy is operating effectively.
- To consider recommendations from external reviews of the Academy, agree actions as a result of reviews and evaluate regularly the implementation of the plan.
- To ensure that all children have equal opportunities.
- To ensure the curriculum is delivered within the constraints of the annual budget.
- To monitor and evaluate the impact of continuing professional development on improving staff performance.

#### **Engagement**

- To maintain mechanisms which promote good parent / carer / family relationships with the school.
- To develop and maintain good links with the local community.
- To appoint when necessary a link Governor to act on a specific issue, making relevant enquiries of the relevant staff, and reporting to the governing body on the progress on the relevant Academy/School priority;
- To gather the views from the Academy's/School's stakeholders (pupils, parents, staff, and the wider community, including local employers) and evaluate the findings.
- To monitor the school's publicity, public presentation and relationships with the wider community.
- To identify and celebrate pupil achievements.
- To oversee arrangements for educational visits, including the appointment of the named co-ordinator.
- To ensure all statutory requirements for reporting and publishing information are met and the school website content is fully compliant and presented in an accessible way.

### **3. Articles of Association**

Please see our website for Articles of Association:

<http://www.ipmat.co.uk/key-information/trust-documents>

### **4. Scheme of Delegation 2021-2022**

The Board of Trustees has overall legal responsibility for the operation of Inspire Partnership Multi Academy Trust (the Trust) and the academies within it. It is legally responsible and accountable to the DfE and has to operate and comply with the provisions set out in its

constitutional documents and all relevant legislation including the Articles of Association of the Trust, the Master Funding Agreement and the Academies Handbook.

In accordance with the terms of its Articles of Association, the Trust's powers are exercised by its Trustees with the CEO having executive authority for day-to-day operations. In accordance with the terms of its constitutional documents and, where applicable, determinations made by the Trustees, this Scheme of Delegation sets out in detail those powers which are reserved to the Trustees (the Board) and the responsibilities delegated to Executive Officers, Head Teachers and Local Governing Body (LGB).

This document (see below) works in conjunction with the Financial Scheme of Delegation and the Policy Approval Schedule.

KEY: A – Approve J – Joint Approval R – Recommend D - Develop I – Implement M – Monitor S – Strategic Monitoring		MEMBERS	T TRUST BOARD	RESOURCES & AUDIT (Inc Risk and Pay)	CURRICULUM & STANDARDS	CEO / DCEO	CFO	BOO, SBO, ESTATES OFFICER	COO	LGB	HEADTEACHERS	CLERK
1.	STRATEGY											
1.1	Growth Plan		A S			D R I	D I		D I			
1.2	Trust Strategic Plan: agreeing key priorities and KPIs		A S			D R I	D I		D I			
1.3	Admission of new schools to Trust		A S			D R I	D I		D I			
2.	GOVERNANCE											
2.1	Members: Appoint / Remove	A										I
2.2	Trustees: Appoint / Remove (the majority of Trustees must be appointed by Members)	A	R D			D						I
2.3	Board Committee Chairs: Appoint / Remove		A	R	R							I
2.4	LGB Chairs: Appoint / Remove		J			J				R		I
2.5	Changes to Governance Structures and functions (Committees)		A			R						I
2.6	Changes to Scheme of Delegation: review / agree annually		A			R	D I	I	D I			D I
2.7	Determine level of delegation to LGB of each academy: review / agree annually		A			R						I
2.8	Terms of reference for committees of the Board of Trustees: review / agree annually		A	I	I	D R						D
2.9	Approval of Constitution and Terms of Reference for LGBs.		A									I
2.10	Annual schedule of Board, Committee and LGB meetings		A			I D	I	R		I		I D
2.11	Appoint and remove Clerks to Board and LGBs		A			R I			I			
2.12	Maintenance of Register of Interests		I				S			I		D I
2.13	Approval of Trust policies not referenced under other sections		A				D R I		D R I			

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2.	GOVERNANCE Cont'd											
2.14	Format for Head teacher Report for LGB		A			D R					I	
2.15	Trustee performance monitoring through periodic review	S	I									
2.16	LGB performance monitoring through periodic review		A			R				I	R	
2.17	Complaints Policy		A			R		I	D I		I	
3.	STATUTORY REPORTING											
3.1	Trust Annual Accounts	S	A	R			I					
3.2	Response to Auditors' Management Letter		S	A			I					
3.3	Appointment/Removal of external auditors	A	R	S			R I					
3.4	Budget Forecast Return		J	R		M J S	D R I					
3.5	Other Accounting Returns DFE/EFSA					M A	D R I		D R I			
3.6	Pension EOYC					M	D R I					
3.7	Payroll Annual return (inc P11D)					M	A		D R I			
3.8	Corporation Tax					M	D R I					
4.	SYSTEMS OF INTERNAL FINANCIAL CONTROL											
4.1	Internal financial control procedures			A		M	D R I					
4.2	Financial regulations and associated policies			A		M	D R I					
4.3	Appointment of Internal Auditors and agree audit plan			A			R I					

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5.	BUDGET AND MANAGEMENT REPORTING											
5.1	Trust Budget – 3 Year Plan		A	R S		S	M D I	I	I			
5.2	Academy Budget – 3 Year plan			A		S	M D R	D I			D I	
5.3	Monthly Management Accounts			S		S	D I	M		M		
5.4	Central spend / Trust levy: review and agree		A	R S		M	D R I		D R I			
5.5	Effective use of benchmarking to ensure robustness / value for money at Trust and academy level			S		M	D R I	I	I	I	I	
5.6	Budget virements over £10,000			S		A	D R I		D R I			
5.7	Budget virements under £10,000						J M	D R I	J			
6.	PURCHASING AND PROCUREMENT											
6.1	Enter into contracts above £50,000		A S			M	D R	I	D R			
6.2	Enter into contracts above £25,000 to £50,000 (within Budget)			A S		M	D R	I	D R			
6.3	Enter into contracts between £5,000 – £25,000 (within Budget)					A	M	D R I	M			
6.4	Enter into contracts below £5,000 (within Budget)						J	D R I	J		M	
6.5	Develop, review and approve Trust wide procurement strategies and efficiency savings programme			A S		M	D R I		D R I			
6.6	Entering into leasing agreements above £25,000 (total value over life of lease)		S	A		M	D R I		D R I			
6.7	Entering into leasing agreements up to £25,000 (total value over life of lease)			M		A	D R I		D R I			

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7.	BANKING AUTHORITY AND CASH MANAGEMENT											
7.1	Investments above £85,000		A	M			R I					
7.2	Investments below £85,000 (FSCS Limit)		S	A			R I					
7.3	Open new bank accounts			A M			D R I					
7.4	New credit cards					J	J M	D R I				
8.	TRANSACTION PROCESSING											
8.1	Purchasing – approve a Purchase Order or Non-Order Invoice above £25,000 (Trustee approval delegated to Chair or Vice Chair)			A			R I M					M
8.2	Purchasing – approve a Purchase Order or Non-Order Invoice £10,000 to £25,000					A	M	R I				
8.3	Purchasing – approve a Purchase Order or Non-Order Invoice above £1,000 but below £10,000						M	D R I			A	
8.4	Purchasing – approve a Purchase Order or Non-Order Invoice up to £1,000						M	D R I A				
8.5	BACS – approve BACS runs						J	J				
8.6	Approve Trustee and CEO expenses (except own)		A				I					
8.7	Approve Headteacher / Central Team Expenses					A	I					
8.8	Write-off bad debts under £1,000					A	R I					
8.9	Write-off bad debts over £1,000			A			R I					
9.	FIXED ASSETS											
9.1	Asset Register – completion of accurate register for each setting						I	M				
9.2	Disposal of assets with a net book value of up to £1,000 (at any year in 1 setting)					A	R I					
9.3	Disposal of assets with a net book value of £1,000 or over			A			R I					

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10.	STAFF AND PAY											
10.1	Approval of new or replacement Headteacher, Deputy and Assistant Headteacher posts		J			J			DI	R		
10.2	Approval of new academy staffing structure					A			DRI		RI	
10.3	Approval of new central team staffing structure		A			RI	D		DI			
10.4	CEO: Appoint/ Dismiss		DRIA									
10.5	Deputy CEO, COO and CFO: Appoint / Dismiss		A			DRI						
10.6	Undertake the recruitment process and appoint other Central Team roles					A	DRI		DRI			
10.7	Undertake the recruitment process and appoint other academy teaching and support roles							DRI			A	
10.8	Termination of employment: no severance above contractual entitlement					A			DRI		R	
10.9	Termination of employment: severance above contractual entitlement or settlement agreement		A			R			DRI			
10.10	New job descriptions and job evaluations								DRI			
10.11	Restructures, redundancies processes			A		R	DRI		DRI			
10.12	Suspension/return of Head teachers					IA			DRI			
10.13	Suspensions/return of school teaching and support staff								DRI		AI	
10.14	Undertake an investigation relating to the Headteacher under a HR policy					A			DRI			
10.15	Undertake an investigation relating to a school-based employee under a HR Policy							DR	J		JI	
10.16	Take formal action relating to a Headteacher under a HR policy		A			R			DRI			
10.17	Take formal action relating to a school-based employee under a HR policy								DRI		A	
10.18	Take part in formal HR Hearings / Appeals		I			I			DR		I	

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10.	STAFF AND PAY Cont'd											
10.19	Inflationary pay increases			A			D R I					
10.20	Undertake CEO performance review process and implement pay progression			A I M					I R			
10.21	Change to Central Team Leader Pay Range			A		R						
10.22	Central Team Pay Progression within Pay Range					A	R		D R I			
10.23	Undertake Headteacher performance review process			S		A I						
10.24	Headteacher pay progression within ISR			A		R						
10.25	Change to Headteachers ISR			A		R			D I			
10.26	Undertake School leadership members' performance review process (other than Headteacher)					S				M	A I	
10.27	School Leadership members pay progression/change of ISR (other than Headteacher)			A		D R M			I			
10.28	Teachers' and support staff performance review process and pay progression					M R		I		A	R	
10.29	Development of Trust and Academy succession plans		A S			D R I	D R I		D R I			
11.	PERFORMANCE AND CURRICULUM											
11.1	Academy SEF / Development Plan					A M				D	D R I	
11.2	Review progress against Academy Development Plan					S				M	I	
11.3	Curriculum Intent				A	R					D I	
11.4	Academy KPIs				A S	R					D I	



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12.	ADMISSIONS											
12.1	Agree Admissions arrangements in consultation with LGBs		A S			R				M	D I	
12.2	Publish admissions arrangements/policies					M					I	
12.3	Admittance over PAN/refusal of place		J			M				R	J	
13.	PUPIL BEHAVIOUR											
13.1	Fixed term Exclusion					M				S	A I	
13.2	Permanent Exclusions					J M				S	J I	
13.3	Appointment of panel to hear appeals against a permanent exclusion					M				I	I	
14.	SCHOOL ORGANISATION											
14.1	Approval of changes to academy times of day					A M				M	R I	
14.2	Term Dates / INSET Dates					A M				M	R I	
15.	RISK, HEALTH AND SAFETY											
15.1	Health & Safety Policy		A			M		I	D R I			
15.2	Risk Management Strategy / Processes			A		M	D R I		D R I		I	
15.3	Report on Risks to Board			S		M	D R		D R			
15.4	Academy Business Continuity Plan					A		D R I	M	M	D R I	
15.5	Trust Business Continuity Plan		A S			R	D I		D R I			

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16.	PREMISES AND INSURANCE											
16.1	Statutory compliance testing			S				D R I	M			
16.2	Fire risk assessment and Asbestos risk assessment			S				D R I	M			
16.3	Action plans in relation to safety of sites including buildings conditions			S				D R I	M		I	
16.4	Trust Premises & Capital Strategies		A			M	D R I		D R I			
16.5	Source Trust insurance including RPA, minibus and staff absence						I		I			
16.6	Insurance Claims			M			I	I	I			
16.7	H & S Incidents			S				R I	M		R I	
17.	SAFEGUARDING											
17.1	Safeguarding audits				S	D R				M	I	
17.2	Implementation of actions from Safeguarding audits				S	M				M	I	
17.3	Safeguarding training for all staff					S I		M		M	I	
17.4	Trustee Safeguarding training		S			M I		M				I
17.5	Governor Safeguarding training				S	M I		M			M I	I
17.6	Reporting of Safeguarding/CP concerns		S			M				M	R I M	
17.7	LADO Referrals		S			M		I	I	M	R I M	

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18.	ICT, DATA PROTECTION AND COMPLIANCE											
18.1	Trust ICT Strategy		A S			M	I	I	I		I	
18.2	GDPR Compliance		S			M	I	I	D R I		I	
18.3	Legal cases		S			M	M I	M I	M I		I	
18.4	Publication on Trust and Academy Websites of all required details on governance arrangements					S		M I			I	I
18.5	Annual report on performance of the Trust: submit to Members and publish	S	M			D R I	D I		D I		D I	
18.6	Compliance with the requirements of the Master and Supplemental Funding Agreements			S		M	D I					
18.7	Compliance with Academies Handbook			S		M	M D R I	I	I	I	I	